Student(s) Name: _____ **Grade(s):** _____

WELCOME TO KGS!

Please read/print all the information and initial at the indicated areas.
Your signature and date are required on the last page.

School Information:

Telephone	262-878-3773
Address	4101 S. Beaumont Ave, Kansasville, WI 53139
School Hours	8:15 A.M. - 3:25 P.M. (4K- Monday, Wednesday, Friday only)
School Website	kansasvilleschool.org
Transportation	All resident students will be transported to and from the school by bus.
Supervision	It is the policy of Kansasville School to provide supervision of your child from 8:15 a.m. (arrival) until 3:25 p.m. (dismissal).

Required forms are in yellow.
New student(s) forms are in Blue
Optional forms are in green. Print and fill out as needed.

Immunization Waiver Form – This form is required to be filled out, if you *do not* intend to immunize your child(ren). The waiver section of the form will need to be completed and returned by October 1.

Registration/Technology Fees – 4-year-old Kindergarten- $30, 5k – 8th grade- $30 Registration and $50 Technology

Registration Form – This form is for new families. Please complete a form for each student.

Records Request – This form is for new families only.

Cell Phone – If your child does not currently have a device they will be bringing to school, please leave this area blank. This form will need to be filled out if your child brings a device in the future.

Secondary Placement Information – This only needs to be filled out if parents/guardians are separated/divorced/live apart. Please indicate if you would like us to send copies of your child's report cards, etc. home or to an alternate address.

Prescription & Over-the-Counter (OTC) Medications – Please only fill out if your child will be bringing medications to be administered by the school. Additionally, if you feel your child(ren) may need OTC pain reliever for any reason, please provide it in the original container along with the completed form. All prescription medicines must be in original containers with complete pharmacy labels.

BYB

BYB stands for "Be Your Best". It is a positive student-behavior system that encourages responsibility and making good choices at Kansasville Grade School.

Each month students are issued a BYB card on which they receive "good punches" for: behaving responsibly, using good manners, being respectful of school property, completing all homework, following playground rules, behaving at bus stops and while riding the bus, and other good behavioral situations. After collecting all their "good punches" for the month, the students may attend a monthly BYB event.

Maintaining your BYB card is part of being responsible. A lost/misplaced card would result in zero "good punches," and not being able to attend the monthly BYB event. If the card is lost, the student may choose to use their replacement for that month. One replacement card will be issued *per year*.

Student Goals:

- I will behave in a respectful manner towards others.
- I will behave in a responsible manner at all times.
- I will be respectful to school property.
- I will complete all homework on time.
- I will follow playground rules.
- I will behave while at bus stops and on the bus.
- I will be helpful to others.

Parent Goals:

- I will encourage that my child behaves in a respectful manner towards others.
- I will encourage that my child behaves in a responsible manner at all times.
- I will encourage that my child will be respectful to school property.
- I will encourage that my child will complete all homework on time.
- I will encourage that my child will follow playground rules.
- I will encourage that my child behaves while at bus stops and on the bus.
- I will encourage my child to be helpful to others.
- I will ensure that my child will not have unexcused absences or tardiness.

_____ Parent Initial-I have read & understand the above BYB goals.

Kansasville Grade School (Dover #1) Computer Agreement

The Kansasville Grade School (Dover #1) computer initiative is designed to prepare students for their future, a world of digital technology, global information, and instant communication. Increasing access to technology is essential for that future. Computers within a wireless learning environment help students to learn in a deep and meaningful way that will prepare them for productive participation in a global society. With the assignment of computers to access the resources of the world also comes the need to identify responsibilities and establish policies, rules, and regulations that will govern the use of the equipment.

Kansasville Grade School maintains the legal title to all computers, associated hardware and software. The computer, charger, and carrying case are being lent to the student borrower named below for educational purposes only during the academic school year. Students are assigned computers in the same manner in which a textbook is issued. This means

that the serial number will be recorded and students and parents/guardians will sign for the equipment before it is issued. The student to whom a computer is issued is solely responsible for what happens to it. The computer is intended to be used for educational purposes and in accordance with the District's policies and rules.

District Responsibilities

- Provide students with a computer to use during the academic year. Students will return the computer at the end of the school year and will be reissued the same computer the following year.
- Provide students wireless, digital access to academic content and resources at school. Provide the students with a G-Mail account
- Encourage students to utilize the Internet and District electronic resources in order to promote educational excellence in our school by providing students with opportunities to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work.
- Implement the use of a Technology Protection Measure that will limit, to the extent practicable, (e.g. filter or block) access to visual displays/depictions that are obscene, materials that are harmful to minors as defined by the Children's Internet Protection Act, and other material considered inappropriate for students to access.

Student Responsibilities

- I understand the use of the computer issued by Kansasville Grade School is a privilege, not a right. If the terms of this agreement are not followed the computer may be taken away at any time.
- The computer is an important learning tool and is to be used for educational purposes only. Any time a computer goes home, the student must be willing to accept the following responsibilities.
- When using my computer at home, at school, and anywhere else, I will follow the policies of Kansasville Grade School and abide by all local, state, and federal laws.
- I will treat my computer with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby. I will always carry it and transport it properly.
- I will recharge the computer battery each night.
- I will bring my computer to school each day.
- I agree not to deface in any way or place any unauthorized decorations (stickers, markers, carvings, etc.) of any kind on my computer.
- I understand that my computer is the property of the School District. All accounts, programs, and files are subject to inspection at any time without notice.
- I will not lend my computer to anyone, not even my friends or family; it will stay in my possession at all times.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not load any software onto the computer that is not in support of education and research and consistent with the educational objectives of the school system.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication. I will not use my computer to access online chat rooms and social networking sites such as twitter.com or facebook.com.
- I agree not to share personal information about myself (e.g. full name, address, or other personal information) and about my family, friends, or anyone else.
- I agree not to search for, display, download, or distribute any inappropriate, vulgar, offensive material or images of any kind, or as described in applicable District policies (e.g. Acceptable Use and Internet Use Agreement).
- I will talk with my parent or guardian about their expectations and ground rules for going online when not at school.
- I agree to abide by school computer rules at all times.
- I will return the computer when requested and/or upon my withdrawal from school.

Parent/Guardian Responsibilities

The student named below is being issued a computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. Any time the student named below takes a computer home, the parent/guardian must be willing to accept the following responsibilities:

- I will review materials provided by the school to ensure that I understand the school's responsibility, the student's responsibility, and my responsibility. We will discuss, at home, acceptable and non-acceptable uses of the computer according to District policies.
- I understand that the School District has made all reasonable attempts to provide a safe computing environment for students within the District's network. Students using their District assigned computer are responsible and accountable for appropriate use of the internet regardless of where they are, or when internet access occurs.
- I understand the use of the computer issued by Kansasville Grade School is a privilege, not a right. If the terms of this agreement are not followed the computer may be taken away at any time. I will supervise the use of the computer at home; making sure that it is used and stored appropriately.
- I will not load, delete programs, or attempt to repair the computer.
- I will monitor that the computer battery is being recharged each night.
- I understand that we are responsible for all damage or loss that is caused by neglect or abuse. Students whose computer have been lost, stolen or misplaced will be charged a fee to cover the replacement cost of the computer. Parents will also pay any and all actual legal fees/costs associated with obtaining this cost. Students will not be issued another computer until this charge is resolved. However, a checkout policy will be in place that will allow the student to have access to computer technology at school.
- I agree to report to the principal any instance of a damaged, lost or stolen computer within 24 hours of the event. If the incidence occurs on the weekend or school holiday, a report must be filed within 24 hours of returning to school. Theft of the computer requires a police report, regardless of the location of the theft. If a computer is reported stolen and then recovered, the principal and the reporting agency must be notified immediately to close the police report.
- I agree to make sure that the computer is returned to the school anytime requested and upon withdrawal from school. If the computer is not returned in a timely manner, Kansasville Grade School shall be entitled to declare you in default, and will take steps to regain the computer and /or replacement cost.
- I agree to allow Kansasville Grade School to set up a Google mail account for my child. This may be used for school email, saving information on Google docs and other educational purposes.

Fee/Warranty/Damage Protection

The technology fee is $50.00 for all first through eighth grade students.
The following outlines the various areas of protection: warranty, accidental damage and insurance.
Warranty: The computers have no additional or extended warranty. The only warranty is from the original manufacturer's warranty to cover defects.
Insurance for damage, misuse, theft, loss or fire: No school insurance is offered.
Intentional damage: Students/Parents are responsible for full payment of intentional damages to computers. Manufacturer warranty protection does not cover intentional damage of the computers.

_____ Parent Initial-I have read and understand the above computer responsibilities for myself and student(s).

Internet Agreement

Internet access is for educational purposes to the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. The intent of this agreement is to ensure that students will comply with all Internet acceptable use policies approved by the District.

In exchange for the use of the Network resources either at school or away from school, I understand and agree to the following:

a. The use of the Internet is a privilege that may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

b. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their access to obtain, view, download, or otherwise gain access to such materials.

c. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes, in any form, is expressly forbidden.

d. The District and Network resources are intended for the exclusive use by their registered users. The Student is responsible for the use of accounts, passwords, and access privileges. Any problems which arise from the use of a Student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

e. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined appropriate by the District. Misuse shall include, but not be limited to:

1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
2. Misrepresenting other users on the Network.
3. Disrupting the operation of the Network through abuse of the hardware or software
4. Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
5. Interfering with others use of the Network
6. Extensive use of non-curriculum-related communications.
7. Illegal installation of copyrighted software
8. Unauthorized down-sizing, copying, or use of licensed or copyrighted software
9. Allowing anyone to use an account other than the account holder.

In consideration for the privileges of using the District and/or Network resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the District, Network and their operators and administration from any and all claims of any nature arising from my use or inability to use the district and/or Network resources.

_____Parent Initial-As the student's parent or legal guardian, I agree to this agreement and will indemnify the District for any fees, expenses, or damages incurred as a result of my child's use or misuse of the Network or equipment.

Sports/Activities

Kansasville School has many sports and activity groups both during and after the school day. If your child has ever experienced concussion symptoms or experienced a concussion this must be reported to the school prior to school starting.

_____Parent Initial-I hereby give my permission for the student to practice, compete and represent the school in approved interscholastic sports, physical education classes and/or activities at school. I further grant permission for any medical records pertaining to the health of the student be made available as necessary to the proper school district personnel.

Concussion Information/Activity

It is very important to recognize the signs, symptoms, and behaviors of concussions. As a parent, I agree to go over with my student the DPI Concussion/Cardiac Arrest Guidelines. I will stress to my student how important it is to report to a school staff member if they ever hit their head so that they may be monitored. I understand that my child must be removed from practice/play if a concussion is suspected. I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me. I understand that my child cannot return to practice/play until providing written clearance from an appropriate health care provider to his/her coach/teacher. I understand the possible consequences of my child returning to practice/play too soon. As a student, I understand what a concussion is and how it may be caused. I understand the importance of reporting a suspected concussion to my coaches/teachers and my parents/guardian.

_____Parent Initial-I hereby give my permission for the student to practice, compete and represent the school in approved interscholastic sports, physical education classes and/or activities at school. I further grant permission for any medical records pertaining to the health of the student be made available as necessary to the proper school district personnel.

Cell Phone/Wireless Communication Device Terms

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCDs are powered completely off and turned into the classroom teacher. (i.e. not just placed into vibrate or silent mode)

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), smartphones, I-pads, tablets, Wi-Fi enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. During after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is not permitted, unless authorized by the building principal.

Students who violate this provision and/or use a WCD to violate the privacy rights of another person shall have their WCD confiscated and held. The use of WCDs in locker rooms, bathrooms is prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property. Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.

If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with unless school officials 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 on Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation.

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

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.
The use or possession of a personal electronic communication device is governed by Kansasville Grade School. No student may use or possess a communication device during school hours unless authorized in advance by the Administrator/Classroom Teacher.

The following conditions shall be enforced for electronic device use:

a. The device must be registered at the school office (with telephone or other numbers, as appropriate).
b. The school district shall not be responsible for any lost, stolen, or damaged communication devices.
c. The user will not disturb, interrupt, or compromise the educational atmosphere when possessing or using device.
d. The authorized user will not permit any other individual to use the device
e. The user will follow any specific conditions identified by the Administrator/Classroom Teacher.

Student: _____

Device: _____

Phone number of device: _____

_____Parent Initial-By initialing, the student/parent agrees to adhere to the conditions for using the device set forth above and any additional conditions established by Kansasville Grade School. Further, both parent and student understand that violation of any of these conditions may result in confiscation of the device, revocation of the authorization, and appropriate disciplinary measures.

CLOSING SCHOOL

The school website (kansasvilleschool.org), Text and/or email messages and Facebook are the most up to date notifications used by the district. Television stations that may be utilized by the school: Channel 4, Channel 6, and Channel 12. When the television station broadcasts our school's name, it can be announced as any of the following names: Dover District #1 or Kansasville Grade School.

If a situation arises when the start of the normal school day is altered, the District Administrator will send a text/email message and post on the school website and Facebook.

If a situation arises when school closes early, every effort will be made to contact by telephone the parent or the emergency contacts listed on the child's emergency card. Parents, with their students, are encouraged to develop an alternative plan to be put into effect in the event school is canceled or dismissed early. Parents are reminded that their student(s) can be released to persons listed on the emergency form.

VISITORS

Visitors are always welcome at Kansasville School. For the safety of the children we require that all visitors, including former students, report to the office to sign-in. Students on a vacation day from other schools who wish to visit the school are permitted to do so only with the Principal's written approval.

KANSASVILLE GRADE SCHOOL

Learning is what Kansasville School is all about. The purpose, the goal, the focus, the theme---whatever we call it ---Learning is the focus. All kids can learn. While they may learn more or less quickly, and they may learn differently, and they may learn with different styles---all kids can learn. Our jobs as parents, teachers, administrators and, yes, even the job of each student, is to help all kids learn.

Yes, we can achieve that goal of helping all kids learn if we work together to create the best learning environment possible with the skills, talents, energy, resources and dedication that we have available to us. Through working together, we can make significant strides and we can give the young people an opportunity that will help them get a step ahead in this highly competitive world. ALL KIDS CAN LEARN AND WE CAN MAKE IT POSSIBLE! **Teamwork, cooperation and focusing on learning can strengthen the learning program and the student's performance at Kansasville School. Clearly, we must work together to create a positive, learning-focused environment for the students. We can contribute to that environment by our understanding of the guidelines under which the students, the staff and the administration will function during the new school year. Those guidelines are outlined in this handbook. Of primary importance at Kansasville Grade School are three basic rules:**

1. Everyone has the right to learn and to be safe.
2. We care about the feelings of others.
3. We take care of our own property and the property we share.

At Kansasville, *ALL KIDS CAN AND WILL LEARN.*

The Faculty, Administration and Board of Education of Kansasville School believe:

*...in providing a basic educational program of instruction which permits each student to attain his or her academic potential.

*...in encouraging all students to participate in school programs and activities for the purpose of discovering personal strengths and abilities and developing well rounded interests.

*...that patriotism, responsible citizenship, self-discipline, respect for authority and respect for others, including an understanding of our heritage, should be emphasized in all aspects of the school district operation.

*...that our children are #1 and that we are about building good character in our children and enduring inquisitive minds.

*...in selecting staff members of the highest quality and rewarding them on the basis of achievement and performance.

*...that each staff member will be a model of commitment to professionalism and a model and example of good citizenship to the students, to the community and to one another.

*...that it is the responsibility of the Board of Education to establish policy and direction for the District and to delegate the management and operation of the District to the District Administrator and his/her staff.

*...in the financial trust placed in the Board of Education by the taxpayers of the District, and expect that the District will be operated in a fiscally responsible manner.

GENERAL GUIDELINES

ARRIVING AND LEAVING DURING THE DAY-Occasionally a student may need to leave school before the regular dismissal time (doctor's appointment, etc.). Written notification by the parent must be given to the school office prior to a student being allowed to leave school early. In addition, to help insure the student's safety, children will be permitted to leave only with the individuals you listed on your student's emergency card. **Students arriving at school late or returning to school from an appointment must check in at the school office before going to their classroom.**

ATTENDANCE PROCEDURES-Good attendance is expected from all students because good attendance promotes positive academic and social development.

1. Absences are excusable only for an illness, accident, death or marriage in the family.
2. When a student is absent, parents shall contact the school between 7:45 a.m. and 8:15 a.m. on the day of the absence. Failure to contact the school will result in a telephone call or message to the house or place of employment.
3. A written excuse, signed and dated by the parent must be brought to school the day following an absence.

For the welfare of the other students, children who are ill should be kept at home. Please do not ask that your child remain in the classroom when they should be on the playground or in a class such as physical education, unless a written doctor's excuse is presented. As a rule of thumb, if a child has an elevated temperature, they should not be in school.

AWARDS-Awards are given by the classroom teachers for outstanding academic performance, good citizenship, and perfect attendance.

BEFORE AND AFTER SCHOOL SUPERVISION-Kansasville School will provide supervision of your child from 8:15 a.m. (arrival) until 3:25 PM (dismissal). Parents who drop children off prior to 8:15 a.m. should understand that the school district does not provide supervision for these children until 8:15 a.m. Children who are dropped off prior to 8:15 a.m. shall wait in the courtyard. Adjustments will be made for inclement weather.

BOARD OF EDUCATION-The Board includes three members: Mr. Kordus, President; Mrs. Slater, Clerk and Mrs. Van Swol, Treasurer. School Board meetings are generally held on the third week of each month at 5:30 p.m. in the conference room. The meetings are open to the public unless notice of a closed meeting has been made.

BUS PROCEDURES-The safety of the students is paramount. The bus driver is given responsibility for the safety of the children in their charge and has complete authority while the children are on the bus.

1. All students are required to ride the bus. Walking or bike riding is prohibited due to the heavy traffic on the adjacent highways.
2. Be on time at the bus stop.
3. Stay off the road while you wait for the school bus to arrive.
4. Wait until the bus stops completely before attempting to board the bus.
5. Wait for the bus driver's hand signal before crossing the street.
6. No student will be let off at any place other than his/her assigned bus stop without written permission of their parent and the school office.

General Bus Rules

Students are responsible for their behavior on the school bus **and** at the bus stop.

1. **Do not** put your hands, feet, arms or head out the bus window.
2. **Do not** throw papers, eat, chew gum, smoke or chew tobacco.
3. **Do not** talk loudly or use improper language. Be polite.
4. **Do not** put books, book bags, instruments, packages or coats in the aisle.
5. **Do not** move from one seat to another. Face forward when told to do so.
6. **Do not** bring radios and electronic equipment onto the bus.
7. **Do not** throw any objects, including snowballs, ice or stones while waiting for the bus.

Damage to the bus is to be paid by the person responsible for the damage. Parents are reminded that they will be held financially responsible for damage caused to the school bus by their children.

Consequences for violations while on the bus:

First Infraction	Conference with bus driver and/or District Administrator.
Second Infraction	Loss of bus privileges for 2 days - starting the next school day following parent notification. Parent must provide transportation - no walking or bicycle riding.
Third Infraction	Loss of bus privileges for 5 days. The parents and student will have a conference with the District Administrator and the driver.
Fourth Infraction	Parents will be required to meet with the District Administrator and bus company to determine further action.

CHILDREN-AT-RISK-Parents of a student in grades 5-8 who is two or more years behind their age group in basic skill levels, habitual truants or adjudicated delinquents, may request that the district provide the student with program or curriculum modifications. Requests should be submitted to the District Administrator. The District Administrator will schedule a meeting within ten (10) school days with the parents, the student and the student's teacher(s) to consider the request. The District Administrator will consider the request and will respond to the parents within ten (10) workdays of the meeting. If the parents are not satisfied with the District Administrator's decision the parents may within ten (10) workdays appeal the decision in writing to the Board of Education. The Board of Education will consider the appeal at its next regularly scheduled meeting or within thirty (30) workdays.

COMMUNICABLE DISEASES-According to state statute, all communicable diseases must be reported to the local public health department (Central Racine County Health Department, 262-898-4460) by the parents **and** to the school office. Any questions you might have concerning diseases should be directed to the school nurse or the Central Racine County Health Department.

DISCIPLINARY CONSEQUENCES-The following consequences may occur if a student chooses to violate the school rules. The consequence varies with the seriousness of the infraction.

1. Conference with the student or with the student and the teacher.
2. Time out.
3. In-school detention, after school detention, in school suspension or out-of-school suspension.
4. Conference with the student, parent and teacher.

DISCIPLINE PROCEDURES-Orderly classrooms contribute to better learning. Students are responsible for their classroom behavior. A primary responsibility of the classroom teacher is to maintain an environment conducive to learning. This requires appropriate classroom discipline and management when a student misbehaves. The following discipline plan is designed to give maximum flexibility to each teacher and to contribute to the maintenance of an orderly classroom where learning can be achieved.

Positive Consequences-The following positive consequences can occur when a child chooses to exhibit appropriate behavior - attend school programs, classroom freedoms, student awards, class and school-wide social events, or student recognition programs.

Negative Consequences-The following negative consequences can occur when a student chooses to exhibit inappropriate behavior - conference with the student, peer mediation, timeout in class, timeout in another class, relocate student's desk, loss of recess, contact or conference with the parent(s).

DETENTION-After school detention assigned by the administrator or teacher will begin at 3:30 p.m. and may last until 5:30 p.m. unless otherwise arranged by the teacher. Children who have been assigned to detention will receive notification from the administrator explaining the reason for the detention. The notification may be electronic, mailed, or brought home by the child, acknowledged/signed by the parent/legal guardian, and returned by the child the next school day. Failure to return/acknowledge the detention slip will not delay the detention. Detentions are served under the supervision of a teacher or the district administrator. Detention may involve student service. Student service means that children may be involved in "clean-up" activities in and around the school. Not showing up for an assigned detention shall result in another detention. This detention will be in addition to the original detention. Repeated refusal to serve assigned detentions shall result in a suspension. Parents are responsible for the transportation of students who have been assigned to serve detention. Parents should pick the student up promptly at the end of the assigned time.

DRESS AND GROOMING- Good dress and grooming habits contribute to the student's self-esteem and an improved learning environment. As you look over these rules please keep in mind the positive image we are trying to create for our school community. Students should be groomed neatly, avoiding extreme and inappropriate styles of clothing. Hair must be neat and clean and not obstruct vision. For your child's safety in school and on the playground, you are encouraged to not send your child to school in flip-flops or sandals. Hoods, hats and baseball caps will not be worn in the building. Gloves, coats, jackets and outdoor apparel, along with non-prescription sunglasses must be removed and kept in lockers until recess and/or final dismissal from school. Dangling and large hoop-type earrings are not allowed in school for safety reasons. In addition, jewelry must not be worn in gym class. Articles of clothing with words, pictures, or symbols of profanity, alcohol, drugs, cigarettes, and violence or gangs are inappropriate for the school setting. Clothing must fit appropriately. Disciplinary measures may be implemented for repeated offenses. During hot weather students are permitted to wear appropriate casual wear. Bare midriffs, see-through material, tube tops, pajamas, and undergarments showing are unacceptable. Shorts of an appropriate length are acceptable during hot weather. Students who violate the school dress and grooming code will have their parents contacted and asked to provide a change of clothing. The student may be sent home to secure more appropriate attire. All of the above apply with the exception of special days and activities as announced by the administration. Your cooperation and support is appreciated. Chances are that if you or your student has questions or doubts about what is being worn before you leave home, it probably should not be worn to school. Administrative discretion will apply to individual situations.

EMERGENCY INFORMATION SHEET-At the beginning of each year we ask that the parents of each student submit an Emergency Information Sheet that contains the information needed in an emergency. The sheet should be signed and returned to the office as soon as possible. This information is kept on file to be used as needed. Be sure to notify the building secretary of all potential emergency situations and any changes in the Emergency Information.

GRADE SCALE AND REPORTING-Report cards are sent home at the end of each trimester. At the midway point of each of the trimester, reports will be sent home to parents to provide updated progress information on the student's performance. This reporting allows the parent and teacher to work together to encourage higher student performance. The report card will follow the end of each trimester identified on the school calendar. Informal progress reports will be sent to parents when children are having unusual difficulty or success scholastically or socially. Teachers will notify parents prior to the end of the last trimester if a child may be retained.

Honor Roll Guidelines - An honor roll is prepared each trimester.

Grading Scale Kindergarten through Second Grades

- G Child does quality work, reaches set goals, and makes commendable progress.
- S Child displays satisfactory progress.
- N Child needs to strengthen skills and work habits.

Grading Scale Third Through Eighth Grades

A	(93-100)	Scholarship	Exceeds the requirements of the teacher.
		Initiative	Contributes more than the assigned lesson.
		Attitude	A positive contributor to the class.
		Cooperation	Leads positive group activities.
B	(85-92)	Scholarship	Accurate, complete, meets all requirements.
		Initiative	Good when stimulated by desirable work.
		Attitude	Shows marked progress.
		Cooperation	Shows marked progress.
C	(77-84)	Scholarship	Meets requirements, needs encouragement
		Initiative	Uncertain at times.
		Attitude	Generally neutral, but not objectionable.
		Cooperation	Very ordinary but willing to try.
D	(70-76)	Scholarship	Not meeting requirements.
		Initiative	Lacking.
		Attitude	Not noticeable or poor.
		Cooperation	Just fair and lacking at times.
U	(0-69)	The grade of "U" indicates a student is doing work below 70%.	
I	(Incomplete)	Student is missing 3 or more assignments in the subject area. Missing assignments need to be completed.	

HOMEWORK-Homework is a vehicle that can enable the student to reinforce skills, capitalize on individual interests, strengthen teacher-child-parent relationships and improve the student's understanding. Homework appropriate to the subject and grade level can be of significant value to the student's growth in knowledge and skills. **In general homework is not assigned, it is simply work that was not completed at school. This work also allows the parent and child to work together in a school like situation. This helps the parent better understand the progress their child is making. Listed below are the general guidelines for average length of daily homework for students:**

Kindergarten	10 minutes	5th Grade	40 minutes
1st Grade	10 minutes	6th Grade	40 minutes
2nd Grade	20 minutes	7th Grade	60 minutes
3rd Grade	30 minutes	8th Grade	60 minutes
4th Grade	30 minutes		

All students' assignments must be completed and turned-in on time before full credit will be given. Work not completed on time may have the grade reduced one letter-grade equivalency per day, up to three days. After three days, the grade may be recorded as a zero. Incomplete work will be recorded as an "I" until the work is completed. After three additional days, the grade "I" may be recorded as a zero. Work not completed due to an absence from school, must be completed upon returning to school. For each day a child is absent from school, one day should be allocated to them to make up their assignments. Parents are encouraged to request homework assignments for students who are ill for several days or are going to be gone for other reasons. When the school provides the students with assignment notebooks, the use of the assignment notebooks is mandatory (grades 3 – 8) and it is the responsibility of the teacher to check daily whether the parents have signed off on the completion of the work.

LIBRARY FINES-Students will be charged the replacement cost for lost or damage library books.

LOCKERS-Students will be assigned lockers for their books, school supplies and coats. Lockers are to be kept neat and orderly. Lockers are the property of the School District and may be searched at any time by the District Administrator, the administrative designee, and/or Athletic Director without the consent of the student, without notifying the student, and without obtaining a search warrant. Students should not tape posters or pictures on the inside of their assigned locker.

LOST AND FOUND-Parents are encouraged to label all cold lunches, coats and other school items with their child's name. The school keeps a clearly marked lost and found container in the hall. All lost and found items left at the end of the school year will be donated to charity.

LUNCH PROGRAM-Kansasville School utilizes TAHER food service for hot lunch and breakfast. Both breakfast and lunch are free to all children. Children may bring cold lunch to school if desired. Families can access the lunch menu on the school website and newsletter. Milk is free with hot lunch.

MILK-Extra milk, or milk with cold lunch will be available to students during lunch time. Milk is only free with hot lunch.

MEDICATIONS-The building secretary or a designated person so indicated by the District Administrator will dispense all students' medications in the school office. Under no circumstances will medications (prescription or non-prescription) be dispensed without

the proper authorization from the physician and permission from the parent. Medications to be given at school must be in the original container and must have the following:

If the medication is a non-prescription drug the following must occur:

a. The child's full name must be on the container.
b. Name of drug and dosage.
c. An "Authorization of Over-the-Counter Medication Form" filled out and filed in the school office by the parent prior to the dispensing of the medication.

If the medication is a prescription drug the following must occur:

a. The child's full name must be on the container.
b. The pharmacy name and phone number must appear on the original container.
c. The prescription number must appear on the original container.
d. The physician's name must appear on the original container.
e. An "Authorization for Administration of Prescription Medication Form" filled out and filed in the school office by the parent prior to the dispensing of the medication.

RECESS FOR GRADES 5 THRU 8 - Students in grades 5 - 8 may earn recess. Recess privileges may be lost due to poor student behaviors. This may be on an individual or class basis at the discretion of staff and District Administrator.

RELIGIOUS ACCOMMODATION-Kansasville Grade School will provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodation should be submitted in writing to the District Administrator. The District Administrator will consider the request and will respond to the parents within ten (10) workdays of the receipt of the request. If parents are not satisfied with the decision of the District Administrator the parents may within ten (10) workdays appeal the decision in writing to the Board of Education. The Board of Education will consider the appeal at its next regularly scheduled meeting or within thirty (30) workdays.

RULES–CLASSROOM-The following rules will be discussed in each classroom. Students should be gives the opportunity to discuss the rules and create additional classroom rules. All rules should be posted in the classroom and should be shared with the student's parents. The student's consistency in abiding by the classroom rules and the teacher's consistency in administering the classroom rules can insure the development of a positive, fair, and learning-centered classroom environment.

1. Everyone has the right to learn and to be safe.
2. We care about the feelings of others.
3. We take care of our own property, the property of others, and the property we share.

In addition to the above rules, the following rules may be enforced:

4. Demonstrate orderly and respectful behavior and language at all times.
5. Abide by the directions of adults.
6. Enter and Exit at assigned places quietly and on time.
7. No candy or food is to be eaten during school hours other than at snack and lunch.
8. Each of you is responsible for disposing of your own lunchroom debris.
9. No gum chewing is allowed in the building at any time. This includes during any sport or school activity.
10. The use, possession, or distribution of alcohol, drugs, tobacco, or weapons is strictly forbidden. Severe disciplinary consequences for the student and possible law enforcement involvement will result whenever students choose to violate this rule.

BE SURE TO READ AND PRACTICE KANSASVILLE'S GUIDELINES FOR KINDNESS AND RESPECT (Go to kansasvilleschool.org for complete list)

STUDENT'S RECORDS-Wisconsin Statutes regarding pupil records refers to "Directory Data" which can be released by Kansasville Grade School unless the District Administrator of the school is informed in writing that all or any part of the directory data may not be released without the prior consent of the parent. Parents have fourteen (14) calendar days to inform the District Administrator that all or any part of the directory data may not be released without the prior consent of the parent. Directory Data includes the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, photographs, degrees and awards received and the name of the school most recently attended by the pupil. Parents have the right to inspect their student's educational records. Requests to inspect the records should be directed to the District Administrator. The District Administrator will make a review of the record available to the parents within ten (10) workdays of the receipt of the request. Parents may seek amendments of their student's educational records that they believe to be inaccurate, misleading or otherwise in violation of the student's privacy rights. Requests to amend their student's record are to be submitted in writing to the District Administrator. The District Administrator will review the request and will respond within ten (10) workdays. If the parents are not satisfied with the decision of the District

Administrator the parents may within ten (10) workdays appeal the decision in writing to the Board of Education. The Board of Education will consider the appeal at its next regularly scheduled meeting or within thirty (30) workdays.

STUDENT'S RIGHTS AND RESPONSIBILITIES-Students of Kansasville School have certain rights. However, with those rights come certain responsibilities:

- You have the right to an education and with that right you inherit the responsibility to follow school regulations.
- You have the right to a clean, safe environment and the responsibility to help make it so.
- You have the right to express your views and the responsibility to do so in a manner that does not offend others or disrupt the classroom.
- You have the right to seek help, but when you do, you have the responsibility to follow through.

FALSE INFORMATION-It is a violation of Board policy for students to knowingly make false statements or knowingly submit false information, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Code of Conduct.

TELEPHONE USE BY STUDENTS-Students will not be released from class to answer the telephone. The telephone in the office is available to students only with the written approval of the classroom teacher and the approval of the building administrator or secretary. No long-distance calls are permitted except with the expressed permission of the building administrator or secretary.

STATE REQUIRED TESTING-Students will be required to take certain tests during the school year. Classroom teachers will notify parents when these tests are to be given.

TEXTBOOK/SCHOOL SUPPLIES-Textbooks are provided free of charge by the school district. A registration fee is charged for grades K - 8 to cover the cost of school materials. Fees are due during the first week of school. Fees may be paid by a check made out to "Kansasville School". Children are responsible for lost or damaged textbooks, library books, and any other school-owned equipment or materials that are checked out to them. Children are encouraged not to lend their textbooks to other children because of the possibility of damage. Damage to books and materials will be assessed to the student and parent at full replacement cost.

COMPUTERS-All students in grades 1-8 will be issued computers at the beginning of the school year. An additional technology fee will be charged to these students. Parents and students are responsible for computers that are lost, stolen, damaged, or destroyed in any way. (See COMPUTER POLICY/AGREEMENT for more information).

PERSONAL ELECTRONIC COMMUNICATION DEVICES-Students are not allowed to use or possess personal electronic devices including, but not limited to, cell phones, tablets, I-pads, cameras, electronic games, and laser pens during the school day.

VOLUNTEERS-Kansasville welcomes parent and community involvement. In the interest of safety, all volunteers must submit to and pass a background check. Volunteering does not guarantee a chaperone's services will be needed.

WITHDRAWAL OF STUDENTS FROM SCHOOL-It is requested that the parent notify the teacher and the school office one week prior to withdrawal. The student will then receive instructions regarding the return of textbooks, computers, various materials and library books. Student's confidential records will not be sent to the new school without a release signed by the parent.

CODE OF CLASSROOM CONDUCT

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate and to maintain proper order in the classroom. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teachers.

Student Removal from Class-Students whose behavior is dangerous, disruptive or unruly, or that interferes with the teacher's ability to teach effectively, may be subject to removal from class and placement in an alternative as outlined below. In addition, the student may be subject to disciplinary action in accordance with established policies and rules. Dangerous, disruptive or unruly behavior, or behavior that interferes with the ability of the teacher to teach effectively, includes, but is not limited to, the following:

-possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom;

-being under the influence of alcohol or other controlled substances or controlled substance analogs, or look-alike or otherwise in violation of district alcohol and other drug policies;

-behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment;

-arguing, taunting, baiting, inciting or encouraging an argument or disruption;

-disruption or intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations;

-pushing, striking or other physical confrontations of a student or staff member;

-interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means;

-dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder;
-restricting another person's freedom to properly utilize classroom facilities or equipment;
-repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions;
-throwing objects in the classroom inappropriately;
-repeated disruptions or violations of classroom rules, excessive or disruptive talking;
-behavior that causes the teacher or other students fear of physical or psychological harm.

Other behavior that interferes with the ability of the teacher to teach effectively includes, but is not limited to, the following: willful damage to or theft of school property or the property of others; defiance of authority; repeatedly reporting to class without bringing necessary materials to participate in class activities; possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others; repeated use of profanity.
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.
When a student is removed from class for an extended period, the teacher shall send the student to the principal and inform the principal of the reason for the student's removal from class. An explanation of the reasons shall be given to the principal within 24 hours of the student's removal from class. The principal shall inform the student of the reasons for the removal from class and shall allow the student the opportunity to present their version of the situation. The principal shall then determine the appropriate educational placement.
The Placement Decision-The principal shall place the student who has been removed from a class by a teacher in one of the following alternative educational settings:

-An alternative education program approved by the Board under Wisconsin Statutes;
-Another instructional setting, time out, in-school suspension or out-of-school suspension;
-The class from which the student was removed if, after weighing the interests of the student, the other students in the class and the teacher, the principal determines that readmission to the class is the best or only alternative.

When making the placement decision, the principal shall consider: the reason the student was removed from class; the severity of the offense; the type of placement options available; the estimated length of the placement; the student's individual needs and interests; the student's previous behavior in class (repeat offenders); the relationship of the placement to other disciplinary actions such as suspension or expulsion. The principal may consult with other school personnel and the student's parents as deemed necessary when making or evaluating the placement decision. All placement decisions shall be made consistent with Board policies and state and federal laws and regulations, which may result in the notification of law enforcement officers when, deemed appropriate by the building principal.
Parent Notification Procedure-The principal shall notify the parent of each student within two (2) school days when a teacher has removed a student from class. The notification shall be made as soon as practicable and shall include the reasons for the student's removal and the placement made by the principal. If the removal from class and change of educational placement involves a student with a disability the parent notification shall be made consistent with state and federal laws and regulations.

If the student removed from a class is also subject to disciplinary action up to and including suspension or expulsion, for the particular classroom conduct and/or other disciplinary incidents, the parent shall also be notified of the disciplinary action in accordance with legal and policy requirements.
The District will not discriminate in standards and rules of behavior, or disciplinary measures, including suspensions and expulsions, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
Ref. Wisconsin Statue 118.13, per School Board Policy.

PHYSICAL EDUCATION

DRESS CODE-The dress code for physical education includes the following:

1. A physical education **uniform is not required**. Shorts, T-shirts, and cotton socks are required for grades 5-8. Hair ties are required. All grade levels may wear sweatshirts and sweatpants for outside classes on cold days.
2. All grade levels must wear athletic shoes. Shoes must provide proper ankle support and should have a rubber non-marking sole. Jewelry, hiking boots, dress shoes, canvas shoes, slip-ons or flip flops will not be permitted.
3. An athletic supporter for male students and an athletic bra for female students is highly recommended.

Students are encouraged to bring deodorant. However, due to safety, aerosol deodorants will not be allowed. Students are also encouraged to bring towels and extra clothes as is necessary.

LOCKER ASSIGNMENT-Each student in grades 5-8 will be assigned a locker to use for physical education classes and athletic participation. A lock will be issued. If lost, a lock fee of $10.00 will apply. The physical education teacher will record the combination for each lock. Students should keep their combinations to themselves. The lockers are the property of the School District and may be searched at any time by the District Administrator and/or Athletic Director. No food may be kept in the physical education lockers.

GRADING IN PHYSICAL EDUCATION

1. Grade evaluation is by units. Written tests, skill tests, and participation determine the grade for each unit. Students will be given a daily grade based on cooperation, leadership, participation, following directions, and compliance with safety rules.
2. Students in 5th - 8th grades must wear shorts, T-shirt, and gym shoes for **every** physical education class. Students who are not in uniform for class will lose daily grade points. The daily grade will be averaged into their trimester grades. Students are allowed to forget their gym clothes once per trimester without penalty.

Medical Excuses–Physical Education and Recess-When a child is injured or for medical reasons is unable to participate in physical education, parents should submit a written excuse, signed by a doctor. The student will be excused from the physical activity and skill tests, but will take part in class discussions and written tests. The parent/physicians medical excuse from physical education will require that the student be denied participation in assigned recess periods and school activities that include activity.

ATHLETICS: VOLLEYBALL, BASKETBALL, SOFTBALL, TRACK, AND CHEERLEADING

1. Participation is limited to grades 5-8. 2. Written permission from the parents is required for participation in athletics. 3. A physical examination prior to participation in the sport or activity is highly recommended but not required. 4. The school's insurance does not cover medical treatment of injuries. 5. Students not in school the day of a practice or game will not be allowed to participate in or watch the event.

Eligibility to participate in the activities: GRADES-Students will lose eligibility for a period of up to two weeks if a grade of "D" or lower is being maintained in two or more subjects. Exceptional Educational Need (EEN) students may have their eligibility requirements modified according to their Individual Education Plan (IEP). Grade reviews and progress reports on students will be conducted by the athletic director/technology coordinator.

UNIFORM REPLACEMENT POLICY-Uniforms will be provided for most sports. If the uniform is lost or destroyed during the initial season the replacement cost will be 100%. The replacement cost in year two is 90%. The replacement cost in year three is 80%. The cost in year four is 70% and each year thereafter.

BEHAVIOR-All children participating in extra-curricular or co-curricular activities are expected to abide by all school rules and the Extra-Curricular and Co-Curricular Code of Conduct.

EXTRA-CURRICULAR AND CO-CURRICULAR CODE OF CONDUCT

Children participating in extra-curricular or co-curricular activities at Kansasville School are expected to:

1. **Demonstrate good sportsmanship and manners at all times.**
2. **Use appropriate language or behavior during practices or games.**
3. **Adhere to the coach(s) or sponsors directions.**
4. **Cheer on and encourage their teammates.**
5. **Abide by all school district rules and regulations.**

Failure to abide by the CODE OF CONDUCT may result in the following actions to be taken by school personnel.

First violation will result in a conference between the child and the coach or Athletic Director.

Second violation will result in a conference between the child, coach and the District Administrator. The parent will be notified of the infraction and have the opportunity to participate in the conference. The conference must take place in a reasonable amount of time following the incident. The child will be suspended from the sport/activity for two weeks.

Third violation will result in a conference between the child, coach and the District Administrator. The parent will be notified of the infraction and have the opportunity to participate in the conference. The conference must take place in a reasonable amount of time following the incident. The child will be removed from the sport/activity for the remainder of the season.

Playground Guidelines

During recess, students will play in areas designated for their grade level and on equipment assigned to their grade level.

Off-limits: play areas include but are not limited to:

- Porch areas/ramp
- The grassy area near the shed and gym.
- The courtyard area between the gym and the building.
- The far reaches of the grassy playground.
- Any area **outside** of the fenced playground.
- Any parking areas.
- Playground Spinner (No spinning, only sitting)

Any playground toys that are lost over the fenced-in playground may **not** be retrieved without permission from the landowners. (The office can contact the landowners to retrieve personal items.)

General Rule: Staff is to use best judgment in determining if a playground activity is safe or not. Multiple children playing together will change the safety rules as compared to two children playing alone.

- No climbing **up** the slides. Feet first only on the slides.
- Swinging should be back and forth only – no side-to-side, twisting, or swinging on stomach.
- No throwing of sand, gravel, rocks, grass, snowballs, etc.
- No fighting, monkey piles, wrestling of any kind, tackling, shoving, tripping, or rough games.
- Offensive language will not be tolerated at any time during school hours.

Enforcement will vary from speaking to a student and reminding them of the rules for the first offense to removal of the student from the playground for repeated or extreme misbehavior.

Specific Winter Guidelines

No throwing snow or playing on ice is not allowed for safety reasons.

4K-4 Boots, snow pants, hats and gloves are required to play in the snow or on the snow hills. Students without proper clothing must stay on the blacktop areas.

5-8 Students are encouraged to make responsible attire decisions if they play in the snow. (Students making poor choices will not be allowed to change clothes when they return to class.)

PUBLIC RELEASES

DOVER #1 SCHOOL DISTRICT
DIRECTORY DATA & STUDENT RECORDS NOTIFICATION

The Legislature created section 118.125 (2)(j) which provides that "directory data" may be disclosed to any person, if the school has given public notice of the categories of information which is designated as directory data with respect to each pupil and has allowed a reasonable time thereafter for the parent, legal guardian, or guardian ad litem of any pupil to inform the school in writing, that all or any part of the directory data may not be released without prior consent of the parent, legal guardian or guardian ad litem. "Directory data" is defined in the new section 118.125(1)(d) to mean those pupil records which include the pupil's name, participation in official recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received.

Information such as the student name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs and awards received, shall be considered public information and may be released to appropriate persons and media. Students' addresses will be released to the school photographer for mailing regarding school photos. Other institutions that may be included, but are not limited to, alumni reunion committees, areas newspapers and other publications.

School districts receiving federal education funds are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents.

Under the "No Child Left Behind Act of 2001", new federal education legislation, school districts receiving federal funds are required to notify parents of secondary school students:

(1) that a secondary school student or the parent of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent; and
(2) that the district must comply with such a request.

Student Records – The federal Family Educational Rights and Privacy Act (FERPA) requires school districts to provide annual notice of student and parent rights regarding student records. This notice must inform parents/guardians or adult students of their right to:

(1) Inspect and review the student's education records. The notice must address the procedure for exercising this right.
(2) Seek amendment of the student's education records that the parent/guardian or adult student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The notice must address the procedure for requesting the amendment of records.
(3) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA (and state laws) authorize disclosure without consent.
(4) File a complaint with the Family Policy Compliance Office of the U.S. Department of Education alleging district noncompliance with FERPA requirements.

Any questions concerning this policy in the Dover #1 School District should be directed to: Mr. Matt Stratton, Administrator, Kansasville School, 4101 S Beaumont Avenue, Kansasville, WI 53139, and Telephone (262) 878-3773.

PUPIL NON-DISCRIMINATION POLICY

It is the policy of the Dover #1, Raymond #14 and Yorkville JT 2 School Districts, pursuant to s. 118.13, Wisconsin Statutes, that no person, on the basis of sex; race; religion; color, national origin; ancestry, creed; pregnancy; marital status; parental status; sexual orientation; physical, mental, emotional, or learning disability may be denied admission to any school in this district. Furthermore, no person may 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 as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973 (handicap).

These districts encourage informal resolution of complaints under this policy. A formal complaint resolution procedure is available in the District Office to address allegations of violations of the policy.

Any questions concerning this policy in the Dover #1 School District should be directed to: Mr. Matt Stratton, Dover #1 School District, 4101 South Beaumont Avenue, Kansasville, 53139, Telephone (262) 878-3773.

Asbestos Notification

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Dover #1 School District has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Dover #1 School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared, and the state approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Dover #1 School District has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Dover #1 School District conducted the following with respect to its asbestos containing building materials:

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after a management plan went into effect. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the district's Designated Person before commending work to be given this information.

The Dover #1 School District has a list of the location(s) and type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the Dover #1 School District at 262-878-3773.

EFUNDS PAYMENTS - ACCOUNT ACCESS INFORMATION

If you wish to, you are able to pay for your registration fees and/or Kansasville Care online using your bank account, a credit card, or debit card. To do so follow the steps listed below. Please remember there is a convenience fee for using the system. The fees will depend on how your account is set up and the method of payment used. You do not have to pay online and can still send checks or cash to school.

If you don't have your family access setup, you will not be able to do this. If you don't know your family access information, contact the office at 262-878-3773.

1. Go to the school's website, www.kansasvilleschool.org.
2. Click on **Pay Fees** at the top of the page.
3. In order to use the service, you must use one of these browsers:
   Internet Explorer 11 or higher
   Google Chrome version 44 or higher
   Mozilla Firefox version 44 or higher
   Opera version 30 or higher
   Apple Safari version 9 or higher
   Microsoft Edge – any version
0. Click the appropriate button for the payment you are making.
1. Click on **Register Here** if you are setting up your account for the first time.
0. Provide the information requested.
0. Click **Sign Up!** after you have read and agreed to the Terms of Service and Privacy Policy.
0. You will be brought to the Student Management page.
9. **Use the Student Number along with your student's last name.** Ask your child what his/her computer login number is without the K. This is the student number. If your child can't remember his/her number, contact the office and we will get it to you. Click **Add.** If you have more than one student, it is not necessary to put in each child because the money goes into a family account once processed in Skyward from E-funds.
10. Once you are finished adding students, click **Continue** or **Continue to Account Overview**.

To Make a Payment

1. Sign in to your account, if you aren't already signed in.
2. Under **Payment Options**, click **Make a Payment**.
3. Enter your Checking Account information or Credit/Debit Card information.
4. Click **Save**.
5. Return to Payment.
6. Follow the steps to make your payment.
7. Payments may not show up in your account until the school runs a payment report.

To View Payment History

1. Sign into your account.
2. Under **Payment Options**, click **View Payment History**.
3. Your past 30-day history will be displayed.
4. Click the drop-down menu on the right to view payments for your current or previous school year.

If you have trouble with E-Funds, you can send an email to efs@magicwrighter.com or go to www.efundsforschools.com.

If you have trouble with your family access account, contact the office at office@kansasvillegs.org .

Alternate Household Income Form

Complete one form per household.

Instructions:

Return this form to: KANSASVILLE SCHOOL OFFICE

Section 1: Student Information

Instructions: List all students in the household, through grade 12. If any child you are listing is a foster child; homeless, migrant, or runaway; or attends Head Start, please check the appropriate box.

Student's First Name	Student's Last Name	Grade	School Child Attends	Foster	Homeless, Migrant, or Runaway	Head Start
			Kansasville School	☐	☐	☐
				☐	☐	☐
				☐	☐	☐
				☐	☐	☐

**If more spaces are required for additional names, please attach on another sheet of paper.*

Section 2: Household Income

Instructions: Your household size is the total number of people, including all children and adults, related and un-related, that live in a single dwelling and share income and expenses. Please mark your household size and then select the applicable yearly total household income range under the number of people in the household. Make sure to include all of the following income sources: work, welfare, child support, alimony, pensions, retirement, Social Security, SSI, VA benefits, child income and/or all other income. The amount should be before any deductions for taxes, insurance, medical expenses, child support, etc.

Household Size	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 7	☐ 8
Income Range	☐ $0 up to $28,953.00	☐ $0 up to $39,128.00	☐ $0 up to $49,303.00	☐ $0 up to $59,478.00	☐ $0 up to $69,653.00	☐ $0 up to $79,828.00	☐ $0 up to $90,003.00	☐ $0 up to $100,178.00
	☐ $28,953.01 or more	☐ $39,128.01 or more	☐ $49,303.01 or more	☐ $59,478.01 or more	☐ $69,653.01 or more	☐ $79,828.01 or more	☐ $90,003.01 or more	☐ $100,178.01 or more

If your household has 9 or more people, please enter your information here: **Household Size:** _____ **Yearly Household Income:** $ _____

Section 3: Sharing of Information for Local Programs

The information on this form may be shared with other programs that your child(ren) may qualify for only with your permission. Information will only be shared with the program if you check the box.

☐	Yes! I DO want school officials to share information from this form with
☐	Yes! I DO want school officials to share information from this form with
☐	Yes! I DO want school officials to share information from this form with
☐	Yes! I DO want school officials to share information from this form with
☒	No! I DO NOT want school officials to share information from this form.

Section 4: Contact Information and Adult Signature

"I certify (promise) that all information on this form is true, and that all income is reported."

Signature		Print Name			
Street Address				Apt#	
City		State		Zip Code	
Phone Number		Email Address			

DO NOT COMPLETE THIS SECTION. FOR SCHOOL USE ONLY.

Economic Status:	
Economically Disadvantaged (free/reduced)	☐
Non-Economically Disadvantaged (paid)	☐

To be completed by school or district staff member:	
I have reviewed the household income form on the reverse of this page and have concluded that it is properly and completely filled out to the best of my knowledge.	
Signature: (school or district staff)	
Print Name:	
Date:	

Instructions for School or District Staff:

- Parental Approval is required to share any student eligibility information needed for local programs (such as fee waivers, backpack programs, etc.). The sharing of information section provides an opportunity for parents to provide that approval in the same form. All local programs that student level information is needed for must be listed in Section 3 by the school or district, so parents can opt into or out of them individually. Add more lines if necessary. Parental consent is not required for State reporting requirements, such as Title 1 or Parental Choice reporting.

- For schools not participating in the Community Eligibility Provision (CEP) or National School Lunch Program (NSLP) using the alternate household income form for WISE data reporting should report a student identified as economically disadvantaged on this form as "True" for Economically Disadvantaged Status and "Unknown" for Food Service Eligibility.

Kansasville Grade School

Authorization for Administration of Medication at School

Student's Name_____**D.O.B**_____**Grade**_____

All prescription and over-the-counter drugs must be in the original pharmacy container or packaging.

All prescription drugs to be administered at school must be accompanied by this form initialed, signed, and dated by the prescribing physician and the parent/guardian.

All over-the-counter drugs to be administered at school must be accompanied by this form signed by parent/guardian.

Students may not be in possession of prescription or over-the-counter medications. The only medications the School District allows to be self-administered and/or self-carried are Inhalers and/or Epi-Pens with physician orders.
(WI Stat 118.292)

FOR COMPLETION BY PARENT/GUARDIAN

Over-the-Counter Medications

Medication	Dosage	Route	Time	Duration	Reason

The above medication(s) are to be administered during the school day in accordance with above instructions. I agree to accept communication about the student and/or medication and understand that non-medical, trained school personnel may administer the medication(s).

As the parent/guardian of the above-named student, I have read and understood the school's medication policy and given the Kansasville School District permission to administer the medication authorized by my physician. I will notify the school district immediately of any changes in medication or health concerns of my child. I authorize the district to contact the medical provider for clarification of this medical order or to report any adverse reactions or side effects.

Parent/Guardian Signature:	Phone:	Date:

FOR COMPLETION BY PHYSICAN

Prescription Medications

Medication	Dosage	Route	Time	Duration	Reason	Physician Initials

Physician's Name:	Clinic Phone:	Fax:
Physician's Signature:	Date:	

Special authorization of Inhalers and/or Epi-Pens (if applicable-to be initialed by physician)

This student is both capable and responsible for self-administering this medication: _____NO _____YES

This student may self-carry this medication: _____NO _____YES

Reviewed by the School Nurse:_____Date:_____

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STUDENT IMMUNIZATION LAW
AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Table 144.03-A
Required Immunizations for the 2021-2022 School Year and the Following School Years

Age/Grade	Required Immunizations (Number of Doses)								
5 months through 15 months	2 DTP/DTaP/DT		2 Polio			2 Hep B	2 Hib	2 PCV	
16 months through 23 months	3 DTP/DTaP/DT		2 Polio	1 MMR		2 Hep B	3 Hib	3 PCV	
2 years through 4 years	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib	3 PCV	
Kindergarten through grade 6	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B			
Grade 7 through grade 11	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B			1 Mening
Grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B			2 Mening

1. Requirements did not take effect until February 1, 2023, and the rule was therefore not in effect for the 2021-2022 or 2022-2023 school years. The Tdap requirement for grades 7-11 was implemented for the 2023-2024 school year. The Meningococcal (serogroup A,C,W,Y) requirement was implemented for the 2024-2025 school year.
2. Schools are not required to verify Hib and PCV vaccines for Pre-K students.
3. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual's age.
4. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: A dose four days or less before the 4th birthday is also acceptable.
5. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
6. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
7. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
8. Laboratory evidence of immunity to hepatitis B is also acceptable.
9. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: A dose four days or less before the 1st birthday is also acceptable.
10. Varicella vaccine is chickenpox vaccine. Students with a reliable history of varicella disease are not required to receive the Varicella vaccine. A physician, physician assistant, or advanced practice nurse prescriber must document a reliable history of varicella disease by indicating that the student has had varicella and signing the Student Immunization Form (DHS Form 04020L). Students (excluding new enterers and kindergartners) with a parental report of disease prior to May 2024 are considered complaint.
11. One dose of Meningococcal vaccine (serogroup A,C,W,Y) is required for students entering 7th grade, and a booster dose is required for students entering 12th grade. Students are assessed for this requirement in 7th grade and 12th grade only. Current Wisconsin students in 8th-11th grade will not be assessed for this requirement until they enter 12th grade. A second dose is not required for students who received their first dose of MenACWY at age 16 years or older.

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
F-04020L (05/2024)

STATE OF WISCONSIN
Wis. Stat. §§ 252.04 and 120.12 (16)

STUDENT IMMUNIZATION RECORD

Instructions to Parent: Complete and return to school within **30 days after admission.** State law requires all public and private school students to present written evidence of immunization against certain diseases **within 30 school days of admission.** The current age/grade specific requirements are available from schools and local health departments. These requirements can only be waived if a properly signed health, religious or personal conviction waiver is filed with the school. The purpose of this form is to measure compliance with the law and will be used for that purpose only. If you have questions regarding immunizations, or how to complete this form, contact your child's school or local health department.

Step 1 **Personal Data** **Please Print**

Student's Name	Birthdate (MM/DD/YYYY)	Gender	School	Grade	School Year

Name of Parent/Guardian/Legal Custodian	Address (Street, City, State, ZIP Code)	Phone Number

Step 2 **Immunization History**

List the **month, day, and year** your child received each of the following immunizations. If you do not have an immunization record for this student, contact your doctor or public health department to obtain it. You may also use the Wisconsin Immunization Registry: https://www.dhfswir.org/PR/clientSearch.do?language=en

Type of Vaccine*	First Dose MM/DD/YYYY	Second Dose MM/DD/YYYY	Third Dose MM/DD/YYYY	Fourth Dose MM/DD/YYYY	Fifth Dose MM/DD/YYYY
DTaP/DTP/DT/Td (Diphtheria, Tetanus, Pertussis)					
Adolescent booster (Check appropriate box) ☐ Tdap ☐ Td					
Polio					
Hepatitis B					
MMR (Measles, Mumps, Rubella)					
Varicella (Chickenpox) Vaccine					
Meningococcal (serogroup ACWY)					

Students with a reliable history of varicella disease are not required to receive the varicella vaccine. Signature from physician, physician assistant, or advanced nurse prescriber required.
☐ I attest that this student has a reliable history of varicella disease.

SIGNATURE – Health Care Provider Date Signed

Has your child had a blood test (titer) that shows immunity (had disease or previous vaccination) to any of the following? Check all that apply.
☐ Varicella ☐ Measles ☐ Mumps ☐ Rubella ☐ Hepatitis B
If yes, provide laboratory report(s)

Step 3 **Requirements**

Refer to the age/grade level requirements for the current school year to determine if this student meets the requirements.

Step 4 **Compliance Data**

Student Meets All Requirements
Sign at Step 5 and return this form to school.

— Or —

Student Does Not Meet All Requirements

Check the appropriate box below, sign at Step 5, and return this form to school. **Please note that incompletely immunized students may be excluded from school if an outbreak of one of these diseases occurs.**

☐ Although my child has not received all the required doses of vaccine, the **first dose(s)** has/have been received. I understand that the **second dose(s)** must be received by the 90th school day after admission to school this year, and that the **third dose(s)** and **fourth dose(s)** if required must be received by the 30th school day next year. I also understand that it is my responsibility to notify the school in writing each time my child receives a dose of required vaccine.

Note: Failure to stay on schedule may result in exclusion from school, court action and/or forfeiture penalty.

Waivers (List in Step 2 above, the date(s) of any immunizations your child has already received)

☐ For health reasons this student should not receive the following immunizations _____

SIGNATURE – Physician Date Signed

☐ For religious reasons, I have chosen not to vaccinate this student with the following immunizations (check all that apply)
☐ DTaP/DTP/DT/Td ☐ Tdap, ☐ Polio ☐ Hepatitis B ☐ MMR (Measles, Mumps, Rubella) ☐ Varicella ☐ MenACWY

☐ For personal conviction reasons, I have chosen not to vaccinate this student with the following immunizations (check all that apply)
☐ DTaP/DTP/DT/Td ☐ Tdap ☐ Polio ☐ Hepatitis B ☐ MMR (Measles, Mumps, Rubella) ☐ Varicella ☐ MenACWY

Step 5 **Signature**

This form is complete and accurate to the best of my knowledge. Check one: (I do ☐ I do not ☐) give permission to share my child's current immunization records and as they are updated in the future with the Wisconsin Immunization Registry (WIR). I understand that I may revoke this consent at any time by sending written notification to the school district. Following the date of revocation, the school district will provide no new records or updates to the WIR.

SIGNATURE - Parent/Guardian/Legal Custodian or Adult Student Date Signed

Census Form – Only 1 Form Per Family

Please list full name and birth date of all children ages 19 and under living in your household:

First Name	Last Name	Sex	Age	Birth Date	Grade
First Name	Last Name	Sex	Age	Birth Date	Grade
First Name	Last Name	Sex	Age	Birth Date	Grade
First Name	Last Name	Sex	Age	Birth Date	Grade
First Name	Last Name	Sex	Age	Birth Date	Grade
First Name	Last Name	Sex	Age	Birth Date	Grade
First Name	Last Name	Sex	Age	Birth Date	Grade

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Dousman Transport Co., Inc.
WE TRANSPORT THE WORLD'S MOST PRECIOUS CARGO

For any busing needs or changes, please fill out this form and either email as a PDF or fax back the school which you will be attending. Any and all information submitted on this form is considered confidential.

Today's date _____ School Attending _____

Student's Last name _____ Student's First name _____ M.I. _____

Student's Information

Street address _____ Grade _____ Student I.D. _____

Street address line 2 _____ Gender _____ Birthday _____

City _____ Zip code _____ 4K Scheduled Days _____

Will this be the regular pick up/drop off ?

☐ Yes - Both AM/PM ☐ Only AM ☐ Only PM

Address of AM _____

Address of PM _____

Start date _____ End date _____ Reason for removing from route _____

☐ ***If student is an independent Transportation/Waiver must accompany this form***
(If yes, check Box)

☐ ***If student is Open Enrollment, an Open Enrollment Contract / Waiver must accompany this form.***
(If yes check box)

Primary Parent/Guardian Information

Name (First, Last) _____ Primary Home number _____

Primary Emergency Phone number _____ Alternate phone number _____

Secondary Parent/Guardian Information

Name (First, Last) _____ Primary Home number _____

Primary Emergency number _____ Alternate phone number _____

Street address (If different from above) _____

City _____ Zip code _____

Medical / Other Important Information

Please list any of the following: allergies, health concern, or any other pertinent infomation

Alternate Location (To be completed if using a Alternate Address)

Name of alternate provider _____ Primary Home number _____

Street address _____ Alternate phone number _____

City _____ Zip code _____

☐ AM AM Address _____

☐ PM PM Address _____

Please be aware that all school and bus rules apply while student/s are on board.

Failure to follow rules may result in suspension from the bus

In-district students have first right to transportation if the bus becomes over capacity

Route Information (To be completed by bus company)

AM Route	P.U. Time	Pick up address
PM Route	D.O. Time	Drop off address

Special Instructions for Pickup/Drop Off

Dousman Transport Co., Inc.
WE TRANSPORT THE WORLD'S MOST PRECIOUS CARGO

Open Enrollment ONLY Transportation Guidelines

- A parent/guardian of all open enrollment student(s) in need of bus transportation must complete and sign a transportation waiver with Dousman Transport at the beginning of **every** school year. No student will be allowed to board the bus without a signed waiver.

- Dousman Transport will transport your student(s) at no charge if he or she is getting picked up or dropped off at an in-district address.

- We will not pick up or drop off any student at an out-of-district address, even if the bus passes the house.

- If the bus fills up with in-district address students, open enrollment students will be removed to accommodate for the new students whose addresses are within the school district, we will not send a different bus out of route to pick up or drop off the overload.

- The bus company reserves the right to terminate bus riding privileges if any problems should arise with your child(ren).

- All school and bus rules must be followed while student is using Dousman Transport for transportation.

Dousman Transport Co., Inc.
WE TRANSPORT THE WORLD'S MOST PRECIOUS CARGO

Open Enrollment ONLY Transportation Waiver

It is hereby agreed by and between Dousman Transport Co., Inc., the First Party and _____ hereinafter referred to as the Parent, as follows:

(1) That the First Party shall transport student(s) listed below to and from school of the Kansasville Graded/Dover #1 School District for the school year _____/_____

Student's Name	Grade	School

(2) That the Parent fully understands that the State of Wisconsin, upon changing Open Enrollment Laws did not extend transportation privileges to those students that live outside of the district boundaries.

(3) That the Parent agrees to uphold all transportation rules and to make certain that the following conditions are met:

a. No added cost to Dousman Transport Co., Inc., or School District.
b. No one will be picked up unless they are at an In-District address.
c. In-District students have the first right to ride. If the bus is full, open enrollment students may be removed to accommodate new students moving into the district
d. There are no added stops or route changes to the bus route.
e. The parent must sign a waiver and understands that the waiver to allow transportation may change at any time.
f. Dousman Transport Co., Inc., reserves the right to terminate bus riding privileges if your child(ren) fails to observe bus rules.

Dover #1

Parent/Guardian Signature	Date	School District

DOCUMENTATION OF COURT ORDER

Student Name(s): _____

PLEASE CHECK ONE OF THE FOLLOWING STATEMENTS:

_____ There are no court orders or parental custody issues that apply to the student(s) named above.

_____ I have provided a copy of all documented court orders, restraining orders, etc. that apply to the student(s) named above.

_____ I wish TO NOT provide Kansasville Grade School with a copy of the court orders, restraining orders, etc. and therefore I waive Kansasville Grade School of any liability that may occur in regard to this matter for the student(s) named above.

_____ Parent Initial-I have read & understand the above request.

SECONDARY PHYSICAL PLACEMENT FORM

Complete This Form Only If Parents/Guardians Live Apart

_____

Student Name(s), Grade(s)

This form implements the Dover #1 School District policy that **Both Parents** and/or legal guardians have the right of access to school records unless otherwise ordered by the courts. **The information will be in effect for only the current school year unless the school is notified of any changes.**

PARENT/GUARDIAN INFORMATION

Name:
Complete Mailing Address:
Telephone Numbers:

DUPLICATE NOTICE INFORMATION: Circle one of the following:

A. Please send another copy home for parent listed above OR

B. Please mail report cards and progress reports to the above address

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Book
Policy Manual
Section
5000 Students
Title
SEARCH AND SEIZURE
Code
po5771
Status
Active
Legal
118.32, 118.325 Wis. Stats.
948.50, Wis. Stats.
Wisconsin Const. Art. 1 Section 11
U.S. Constitution, 4th Amendment
Adopted
November 21, 2016

5771 - SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks 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 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 lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator or staff members designated by the District Administrator.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the

student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

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Last Modified by Valerie Lukens on January 17, 2020

___ Parent Initial-I have read and understand the above search and seizure legal procedures notification for myself and student(s).

Students/Signatures

The above registration paperwork, policies and agreements apply to the following students:

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

By signing below, I agree to the paperwork, policies, and agreements both written and linked above.

Parent/Guardian Signature: _____ Date: _____

Printed Name: _____