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# Elementary Student Handbook 2024-2025

**PRINCETON SCHOOL DISTRICT NONDISCRIMINATION POLICY** It is the policy of the Princeton School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S118.13 Wisconsin Stats. This policy also prohibits discrimination as defined by Title II of the Education Amendments of 1976; the Age Discrimination Act of 1975; Title IX of the Education Amendments 1972 (sex); Title VI of the Civil Rights Act of 1964 (race and national origin); and Section 504 of the Rehabilitation Act of 1973.

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Topics not covered in this condensed handbook may be found in the full district policy version on our website.

*Updated on June 21, 2024*

## **INFORMATION COVID-19 POLICY**

All updated COVID-19 Policies can be found on the district website.

### **GENERAL INFORMATION**

#### **Elementary Schedules**

4 yr old Kindergarten	Start 8:00 a.m. - End 11:15 a.m.
Grades 5K - 5	Start 8:00 a.m. - End 3:10 p.m.

#### **Lunch and Recess Schedules**

<u>Grade</u>	<u>Lunch</u>	<u>Recess</u>
5K-2	11:35 - 12:05	11:05 - 11:30
3-5	12:35 - 1:05	1:05 - 1:30

#### **Entrances and Exits**

- A. 4K students will enter/exit through door #10
- B. Elementary School students (K - 5th grade) will enter/exit through door #23
- C. All students riding the bus will enter/exit through door #20

#### **Computer Use**

As the Princeton School District continues to expand upon the educational opportunities provided by computer technology, it is imperative that we have disciplinary guidelines in place to encourage our students' proper use of these systems. The computer network of the Princeton School District is a valuable tool in the learning process.

Student use of this tool is a privilege, not a right. As a result, the school district is authorized to limit student access to the network and devices due to the use of profanity, vulgar language, threatening behaviors or other inappropriate use or abuse.

Students who physically damage or alter the hardware, software, or network in any way are in violation of these guidelines and may be subject to disciplinary action at the discretion of the administration. Please see the Computer/Technology Handbook for further clarification.

#### **Video Surveillance and Electronic Monitoring**

The Board of Education authorizes that school district grounds and buses are electronically monitored with video and/or audio surveillance. Whenever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed by the district.

#### **Dress Code**

No student shall be permitted to wear clothing that is too revealing. This would include, but not limited to, exposed midriffs, strapless tops, short skirts or shorts, swimwear, and exposed undergarments. No undergarments should be seen through clothing. Shirts with sleeves are recommended. No cut off shirts that expose the torso. Pants and shorts need to fit snugly at the waist. Sagging clothing is not acceptable. Students should be able to do typical school activities without exposing their body or undergarments.

Pajamas are to only be worn for special dress up days, not on a daily basis.

No clothing with inappropriate writing/referrals allowed (i.e. gang- related clothing- including colors, alcohol, drugs, sexual references, harassment/hate messages).

No jackets/outerwear or purses/backpacks allowed in the classroom. Jackets or coats (outerwear) may not be worn indoors during the school day.

Hats, caps, headwear, or hooded apparel covering the head, cannot be worn inside the building except for school sponsored activities.

Shoes - tennis shoes or sturdy, form-fitting shoes are recommended for the school day. No shoes with wheels (can be worn if wheels are removed.) Students should be wearing shoes that safely allow the student to move easily throughout the building.

Students in violation of the dress code will be asked to change their clothing, have their parent/guardian contacted, and sent home if they do not comply.

Articles of clothing, which are determined by the building administrator/designee to interfere with the educational process, are prohibited. Administration makes the final decision/determination regarding appropriateness of a student's dress.

### **Field Trips**

Field trips, including student reward trips, are planned in order to enrich the school curriculum and provide opportunities for students to have other learning experiences outside of the classroom setting. Therefore, field trips are designed for students in particular grade levels and only students attending PSD full time in those grade levels are eligible. Parents/Guardians will be notified well in advance of field trips. In order for students to participate in field trips, they must have turned in permission forms and any money that may be required for a trip. All field/reward trips are considered a privilege for students and not an automatic right. Those students complying with the expectations of the school will be able to participate in trips; however, students who pose disruptions or have caused problems on trips or in school in the past, may be denied from attending a field trip. Students who are not behaving during the trip will require a parent phone call and will need to be picked up. Students who are not eligible to participate in a field trip are still expected to attend school as it is considered a regular school day.

Parents/Guardians are eligible to be chaperones. Chaperones are required to fill out a School Volunteer/Chaperone Program Application and submit it to administration for approval before accompanying the field trip. Teachers determine the number of chaperones needed.

### **Fidgets**

Fidgets are intended to support students with sensory needs. Fidgets allow students to self-regulate their sensory needs in an appropriate, less distracting fashion. (Example: Using a fidget would be better than walking around the classroom, making noises, etc.) Not all students have sensory needs. Not all students need fidgets. Fidgets are intended to increase focus on learning and not be a distraction. Students with sensory needs will be allowed to use fidgets appropriately in regular education classes as determined by a student's Individualized Education Program or consultation between teacher and parent/guardian. Fidgets used inappropriately will be confiscated.

### **Food Guidelines/Regulations**

Snacks - students should bring snacks in single portion servings to maximize learning and ensure portion control. Food and beverages brought in the school must follow the district's health and wellness policy. No energy drinks at any time and soda pop is strongly discouraged. Please check the district's website for guidelines.

No glass containers are permitted into the school for reasons of safety. Teachers may permit plastic water containers in the classroom if the student requests permission. Teachers and administration may request students to show inside the container to ensure nutritional guidelines are being followed.

### **Homework Requests**

Parents/Guardians requesting homework for their absent students should make the request to office staff before noon. Homework will be available for pick up at the office after 3:14 p.m. (end of the school day) until 4:00 p.m. Parents/Guardians may gather textbooks or other materials from the student's locker after classes have been released at 3:14 p.m. If you need assistance entering your student's locker, please contact the office staff.

### **Lockers/Desks**

- A. Lockers/desks are provided for the convenience of the students and are to be used solely for the storage of outer garments, footwear, and school-related materials. Students may not use lockers/desks for any other purpose. Lockers/desks may not be switched without prior office permission. The school reserves the right to re-assign lockers/desks.
- B. An assigned locker/desk is not the student's private property or under his/her exclusive possession and it may be opened and inspected by school authorities at any time. Any unauthorized item found in the locker may be removed, confiscated, and turned over to the proper authorities.
- C. Student lockers/desks are to be kept clean, and only the assigned student should be using the locker/desk.

### **Personal Searches**

A student's person and/or personal effects (e.g., purse, book bag, clothing, etc.) may be searched whenever a school authority has reason to believe that the student is in possession of illegal or unauthorized materials or if a school rule or law has been broken. Such searches are to be made in the presence of an adult witness, when feasible.

### **Lost and Found**

The Lost and Found becomes full with forgotten or misplaced personal items throughout the year. Please try to label all clothing and materials with your child's name and check the lost and found regularly. Unclaimed items are donated to local charity organizations at the end of each quarter, and we are not always able to check items for names prior to donation.

### **Party Regulations**

#### **Private Party Invitations**

We would request that when students bring invitations, for private parties to school, one be given to each child in class. If all students are not invited, please see that the invitations are mailed or delivered to the homes directly. In this way, children in the class who have not been invited, won't have their feelings hurt. School personnel will not give out addresses, phone numbers, or invitations.

### **Valuables/Electronics/Toys**

We discourage the bringing of cell phones/electronics/toys to school. If parents/guardians send them with a child for before or after-school use, for students in elementary, the cell phone/electronic device/toys must be given to their classroom teacher. At no time should students be taking pictures or video recording other students with their electronics during the school day. Student use or possession of electronic paging or two-way communication devices (e.g. walkie talkies, beepers, etc.) on school premises is **prohibited**.

### **Visitors at School**

- A. For the safety and security of staff and students, visitors will be limited to staff and students from 7:30A-3:30P with exceptions of scheduled parent/guardian meetings.
- B. Upon entering the building, visitors must immediately report to the office for permission to remain in the building. Visitors are required to wear a visitor badge at all times when in the building. Persons in a school building without permission are subject to legal action – Wisconsin Statute 946.80, Misconduct on Public Grounds.
- C. Students are not allowed to have visitors while attending class at school. Any other visitors must be approved by the administration.

- D. Adult volunteers are encouraged to work cooperatively with the school. Please contact your child's teacher or the main office for more information.

## **ATTENDANCE POLICY**

The school requires all students to attend school regularly in accordance with the laws of Wisconsin. The school's educational program is predicated upon the presence of the student and requires continuity of instruction in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher.

### **Purpose of the Attendance Policy**

- A. Ensure that an effective educational program can be carried out.
- B. Inform students and parents/guardians that classroom activities cannot be duplicated and students may not receive and should not expect equal instruction for make-up work.

### **Reporting a Student Absence**

- A. A parent/guardian should call the office by 8:00 a.m. to explain the student's absence. The administration will determine whether the absence is excusable based on state statute.
- B. Parents/Guardians who do not call the school to excuse their child will be contacted by the Princeton School District's Skylert communication system.
- C. If a parent/guardian is unable to call prior to the absence, communication must be made with the attendance office or the student absence will remain unexcused.
- D. Parents/Guardians are reminded that they are allowed to excuse their child up to **ten** times during the school year (**five days during each semester**). After that the absences will become unexcused and truancy may be filed. Please refer to the section labeled **HABITUAL TRUANCY PROCEDURES** for further details.

### **Excused Absences**

- A. Personal illness/injury or family emergency
- B. Death in the immediate family
- C. Attendance at funeral of someone outside of immediate family, if parents deem it necessary
- D. Medical and dental appointments
- E. Religious holidays
- F. Emergencies and extenuating circumstances as approved by Administration
- G. School related activities including field trips, testing, and sporting events
- H. A court appearance or other legal proceedings
- I. School ordered suspensions

After a student has missed part or all of 5 days during a semester the school can request that any future absences be excused only with a written excuse from a medical doctor. Students will need to provide the written documentation, which must include a return date to classes, not to exceed 15 days. If further absence is needed after 15 days, another medical excuse will be required.

### **Unexcused Absences**

An unexcused absence is absence from school for reasons other than those listed above as determined by administration. An unexcused absence can be all day or for any single portion of the day.

## **Habitual Truancy Procedures**

Wisconsin Statute 118.18 defines “Habitual Truant” as a pupil who is absent from school without an acceptable excuse for part or all of five or more days (40 class periods) in which school is held during a school semester, for a total of ten (10) days per school year.

When a student is declared a habitual truant by the school’s administration, in accordance with the State Statutes, the school will send a letter to the parent/guardian, notifying them of this fact, and requesting a conference with the parent/guardian of the student. If the student continues to be truant from school or assigned school activities on two more occasions after being declared habitually truant; a referral may be made to Green Lake County Social Services or citation issued by local law enforcement agency.

## **Tardies**

Students must sign in at the office when arriving late. Students who are late six (6) minutes or more may be treated as an absence. Tardies can result in disciplinary action and may be included towards a truancy referral to law enforcement.

Each teacher will have an established classroom tardy procedure, where students are to be in their classroom and/or in their seats when the bell rings.

## **Prearranged Absences**

Students who know in advance that they will be absent for more than one day for funerals, medical appointments, vacations, etc. are expected to bring a note to the office from a parent/guardian stating dates and reasons for the absence at least 24 hours before the planned absence. After receiving administrative approval, a pre-planned absence form will be given to the student to circulate amongst all their teachers and obtain assignments to be completed. The time for completing the work shall be at least two (2) school days and commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances.

The pre-planned form must be returned to the office before the absence begins.

# **ACADEMICS**

## **Grades**

Using our Skyward Family Access system, parents/guardians have 24-hour access to their child’s grades, attendance, and lunch accounts. Parents/Guardians and students each receive a username and password at the beginning of the year that allows them access to the system.

**Grades:** Princeton School District utilizes a standards based grading system for grades 4K-5th grade.

**Incompletes** - An incomplete may be given to a student who **because of extenuating circumstances** did not get his/her requirements completed. An incomplete is not intended to be given to a student who is behind because of procrastination. Extenuating circumstances will include:

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Teachers shall have the discretion to assign substitute coursework and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be at least two (2) school days and commensurate with the length of the absence, unless extended by the principal based upon extenuating circumstances. (PO #5200)

## **After-School Tutoring (AST)**

From 3:15 until 3:45pm on Tuesday and Thursday additional classroom time is provided for students who demonstrate a need or desire for additional teacher provided resources, time and/or enrichment. Students with failing grades will be assigned tutoring. Transportation is the parent/guardian responsibility.

# **STUDENT CONDUCT**

## **DISCIPLINARY CODE**

The rules and procedures of the Princeton School District are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. All parents/guardians will have access to academic, behavioral and attendance information about their child via Skyward (Please contact the school office to obtain login information). If necessary, the mail or student planner may be used to ensure contact. Parents/Guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **Princeton Pride Program**

#### **Body Basics**

1. Sit up tall in your space
2. Eyes/shoulders facing the speaker
3. Voices off
4. Listening ears
5. Hands and feet quietly to self

#### **Voice Basics**

- 0 - Silence - (Voices off)
- 1 - Whisper - (Use soft voice)
- 2 - Inside Voice - (Conversation voice)
- 3 - Outside Voice - (Playground voice)
- 4 - Emergency

#### **Line Basics**

1. Eyes/shoulders forward - single line
2. Voices off
3. Hands by your sides
4. Quiet walking feet
5. Stay to the right

#### **"2's" of the Bathroom**

1. 2 minutes in the bathroom
2. 2 squirts of soap
3. 2 shakes - hands over the sink
4. 2 paper towels
5. 2 points scored - towel in basket

### **Rules of Conduct**

The expectations contained in this handbook are not all-inclusive, meaning they do not cover each and every situation which may arise. When those situations do arise, they will be dealt with in a comparable manner. Also, the school administration reserves the right to exercise discretion in the application of consequences. Circumstances may dictate that steps on the discipline ladder be skipped or that alternate consequences be applied. **Below is a description of consequences that may be taken.**



<b>Prohibited Conduct</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>Fighting, assault and physical violence</b>	<ul style="list-style-type: none"> <li>• Mediation</li> <li>• OSS</li> <li>• Police notified</li> </ul>	<ul style="list-style-type: none"> <li>• 1-5 day OSS</li> <li>• Parent/Guardian/police notified</li> <li>• Possible recommendation for expulsion may apply to 2<sup>nd</sup> or 3<sup>rd</sup> offense if warranted</li> </ul>	<ul style="list-style-type: none"> <li>• Possible recommendation for expulsion and police notified</li> <li>• Assessments necessary for reentry</li> </ul>	
<b>Sexual Harassment</b>	<ul style="list-style-type: none"> <li>• Mandatory reporting</li> <li>• Action taken upon investigation</li> </ul>	<ul style="list-style-type: none"> <li>• Long term suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Long term suspension</li> <li>• Pending expulsion</li> </ul>	
<b>Harassment</b> Conspiring to engage in harassing acts that injure, degrade or disgrace other individuals.	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Parent/Guardian notified</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent/Guardian readmit mtg</li> <li>• Police notified</li> </ul>	<ul style="list-style-type: none"> <li>• 3 to 10 OSS</li> <li>• Citation by police</li> <li>• Parent/Guardian readmit mtg</li> <li>• Class modification</li> </ul>	<ul style="list-style-type: none"> <li>• Possible recommendation for expulsion</li> </ul>
<b>Abusive Language</b> Disrespectful, profane, and/or threatening language. This includes disorderly conduct.	<ul style="list-style-type: none"> <li>• Student conference</li> <li>• Mediation</li> <li>• Detention</li> <li>• Possible police notification</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent/Guardian readmit mtg</li> <li>• Police notification</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Disorderly Conduct citation</li> <li>• Long term suspension</li> <li>• Pre-expulsion agreement</li> <li>• Parent/Guardian readmit meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Possible recommendation for expulsion</li> </ul>
<b>Possession of Dangerous Weapons</b> A student that makes/possesses an object that is capable of harm, or is armed with a concealed weapon is guilty of a class A misdemeanor.	<ul style="list-style-type: none"> <li>• Weapon confiscated</li> <li>• Long term suspension pending expulsion hearing</li> <li>• Police notified/GLC course</li> </ul>			
<b>Missiles/Projectiles</b> Any object used in a harmful manner, i.e., snowballs, etc.	<ul style="list-style-type: none"> <li>• Dangerous object confiscated</li> <li>• Warning</li> <li>• Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• Possible citation issued</li> <li>• Parent/Guardian notification</li> <li>• Detention/OSS</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Citation issue</li> </ul>	
<b>Excessive Physical Contact</b>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent/Guardian conference</li> </ul>	
<b>Bullying</b>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Counseling</li> <li>• Detention</li> <li>• Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>• Counseling</li> <li>• OSS</li> <li>• Parent/Guardian notification</li> <li>• Possible police notification</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Counseling</li> <li>• Parent/Guardian conference</li> <li>• Police notification</li> </ul>	
<b>Detentions</b> Failure to serve	<ul style="list-style-type: none"> <li>• Automatic double detention</li> </ul>	<ul style="list-style-type: none"> <li>• Long term lunch detention</li> <li>• Parent contact</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/Guardian meeting</li> <li>• OSS</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> </ul>

<b>Chewing Gum/Candy</b>	<ul style="list-style-type: none"> <li>Warning</li> <li>Detention</li> </ul>			
<b>Dress and Appearance</b>	<ul style="list-style-type: none"> <li>Student conference</li> <li>Case handled by administrator</li> </ul>	<ul style="list-style-type: none"> <li>Case handled by administrator</li> </ul>	<ul style="list-style-type: none"> <li>Case handled by administrator</li> </ul>	
<b>Disobedience/ Defiance Failure to Comply</b>	<ul style="list-style-type: none"> <li>Student conference</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>OSS</li> <li>Conference with parent/guardian</li> </ul>	<ul style="list-style-type: none"> <li>Long term OSS</li> <li>Police notified</li> </ul>	
<b>Prohibited Items</b> No laser pointers, firecrackers, or other disruptive materials are allowed at school.	<ul style="list-style-type: none"> <li>Parent/Guardian notification</li> <li>Items confiscated and returned to parent.</li> <li>Possible police contact</li> </ul>	<ul style="list-style-type: none"> <li>Parent/Guardian notification</li> <li>Police notification</li> <li>Items confiscated and kept until end of school year</li> </ul>		
<b>Cell Phones/Electronics</b> Cell phones and electronic devices are not to be used in the building until after 3:15 p.m.	<ul style="list-style-type: none"> <li>Item confiscated and returned at end of day</li> </ul>	<ul style="list-style-type: none"> <li>Item confiscated and returned to parent/guardian</li> </ul>	<ul style="list-style-type: none"> <li>Item confiscated</li> <li>Parent/Guardian conference with administration</li> </ul>	
<b>Disruptive Conduct</b> Includes disorderly conduct	<ul style="list-style-type: none"> <li>Warning</li> <li>Student conference</li> <li>Parent/Guardian notification</li> <li>Detention</li> </ul>	<ul style="list-style-type: none"> <li>OSS</li> <li>Parent/Guardian conference</li> <li>Police notification</li> </ul>	<ul style="list-style-type: none"> <li>OSS</li> <li>Parent/Guardian conference required</li> <li>Police notification</li> </ul>	<ul style="list-style-type: none"> <li>Long term OSS</li> <li>Possible recommendation for expulsion</li> <li>Parent/Guardian conference required for re-admittance</li> </ul>
<b>Display of Affection_(Excessive)</b>	<ul style="list-style-type: none"> <li>Warning</li> <li>Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>Detention</li> <li>Parent/Guardian conference</li> </ul>	<ul style="list-style-type: none"> <li>OSS</li> <li>Parent/Guardian conference</li> </ul>	<ul style="list-style-type: none"> <li>OSS</li> <li>Police notification</li> </ul>
<b>Bus Conduct</b>	<ul style="list-style-type: none"> <li>Write-up</li> <li>Meet with student</li> <li>Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>Write-up</li> <li>Meet with student</li> <li>Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>Off bus for 3 days</li> <li>Meet with student</li> <li>Parent/Guardian notification</li> </ul>	<ul style="list-style-type: none"> <li>Off bus for 5 days</li> <li>Further violations will result in privilege being revoked longer periods of time</li> </ul>
<b>Sporting/Extra-curricular Activity Behavior</b> Students who are disruptive at school events	<ul style="list-style-type: none"> <li>Student contact</li> <li>Parent/Guardian contact</li> <li>Warning</li> </ul>	<ul style="list-style-type: none"> <li>Student contact</li> <li>Parent/Guardian contact</li> <li>Banned from after school events for 1 month</li> </ul>	<ul style="list-style-type: none"> <li>Student contact</li> <li>Parent/Guardian contact</li> <li>Banned from after school events for remainder of school year</li> </ul>	
<b>Illegal Drugs</b> Possession, use, or under the influence of drugs or drug look alikes. Possession of drug paraphernalia.	<ul style="list-style-type: none"> <li>Parent/Guardian notified</li> <li>Police notified</li> <li>Possible police citation</li> <li>Suspension pending expulsion</li> <li>Assessment recommended</li> </ul>			

<b>Alcohol</b> Use, possession or under the influence.	<ul style="list-style-type: none"> <li>• Parent/Guardian notified</li> <li>• Police notified</li> <li>• Referral to Pupil Services</li> <li>• 1 to 5 days OSS</li> <li>• Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/Guardian notified</li> <li>• Police notified</li> <li>• 5-day min. OSS</li> <li>• Referral to Pupil Services</li> <li>• Possible recommendation for expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• Long term OSS</li> <li>• School Board review</li> <li>• Possible recommendation for expulsion</li> </ul>	
<b>Tobacco/vapes/nicotine products and associated paraphernalia</b> Possession or use on school property	<ul style="list-style-type: none"> <li>• 1 to 3 day OSS</li> <li>• Parent/Guardian notified</li> <li>• Police notified</li> <li>• Possible citation issued</li> </ul>	<ul style="list-style-type: none"> <li>• 3 to 5 day OSS</li> <li>• Possible citation issued</li> </ul>	<ul style="list-style-type: none"> <li>• Long term OSS</li> <li>• Possible recommendation for expulsion</li> <li>• Possible citation issued</li> </ul>	
<b>Medication</b> Distribution or sale of prescription or non-prescription medication	<ul style="list-style-type: none"> <li>• Parent/Guardian notified</li> <li>• Police notified</li> <li>• 1 to 5 days OSS</li> <li>• Possible suspension pending expulsion</li> <li>• Possible police citation</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/Guardian notified</li> <li>• Police notified</li> <li>• Possible police citation</li> <li>• Suspension pending expulsion</li> </ul>		
<b>Damage to Property</b> Unauthorized use or damage to school/ student/staff property	<ul style="list-style-type: none"> <li>• Parent/Guardian notified</li> <li>• Police notified</li> <li>• Student required to replace or repair</li> <li>• Possible OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Student required to replace or repair</li> <li>• 1 to 5 day OSS</li> <li>• Police notified</li> <li>• Parent/Guardian notified</li> </ul>	<ul style="list-style-type: none"> <li>• Long term OSS</li> <li>• Police notified</li> <li>• Volunteer work required for readmit</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension pending expulsion</li> <li>• Police notified</li> </ul>
<b>Theft</b>	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Parent/Guardian notified</li> <li>• Police notified</li> <li>• Possible OSS</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Police notified</li> <li>• Parent/Guardian notified</li> <li>• Student required to replace or restore</li> </ul>	<ul style="list-style-type: none"> <li>• 3 to 5 day OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Long term OSS</li> <li>• Possible recommendation for expulsion</li> </ul>

### **Student Harassment/Title IX**

The district is committed to providing an educational environment that is free of intimidation and harassment. It is the policy of the district that neither students nor employees will be allowed to engage in any form of harassment or intimidation toward other students or school employees. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students. It is the responsibility of all district staff and students to ensure that these prohibited activities do not occur.

**Harassment in any form will not be tolerated and the district will take all necessary and appropriate actions to see that it is eliminated.**

Harassment means behavior toward a student or group of students based, in whole or in part, on their sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or

physical, mental, emotional or learning disability or any other characteristic protected under State, Federal or local law, which substantially interferes with a student's school or academic performance or creates an intimidating, hostile, or offensive school environment.

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include, but is not limited to:

- A. name calling, jokes, or rumors;
- B. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, color, learning disability);
- C. written graphic material containing comments or stereotypes which is posted electronically or circulated in print and which is aimed at degrading individuals or members of protected classes;

### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

Sexual harassment may include, but is not limited to:

- A. unwelcome verbal harassment or abuse;
- B. unwelcome pressure for sexual activity;
- C. unwelcome behavior or words directed at an individual because of gender.

Examples may include:

- A. Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- B. Verbal harassment or abuse, sexual jokes and innuendo;
- C. Rating a person's sexuality or attractiveness;
- D. Remarks with sexual or demeaning implications, including remarks about an individual's body, sexual prowess, or sexual deficiencies;
- E. Unwelcome touching, leering or whistling;
- F. Spreading rumors about a person's sexuality;
- G. Letters, notes, telephone calls, emails, or materials of a sexual nature;
- H. Displaying pictures, calendars, cartoons, or other materials with sexual content.

### **Sexual Harassment/Title IX Reporting**

The Title IX Coordinator shall report directly to the District Administrator. Questions about this policy (2266) should be directed to the Title IX Coordinator.

The District Administrator shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of the Princeton School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Dale Stephens  
Guidance Counselor  
Princeton School District  
604 Old Green Lake Road  
Princeton, WI 54968  
920-295-6571  
dalestep@princeton.k12.wi.us

Heather Schultz  
Director of Curriculum and Assessment  
Princeton School District  
605 Old Green Lake Road  
Princeton, WI 54968  
920-295-6571  
heatschu@princeton.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: [www.princeton.k12.wi.us](http://www.princeton.k12.wi.us). The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

#### **Student Harassment - Reporting Procedure**

Princeton School District encourages students to immediately report all perceived incidents of harassment and/or retaliation to the Administration, or a teacher regardless of the alleged offender's identity or position. In addition, the district encourages students who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it stop immediately.

Any parent/guardian of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to immediately report the alleged harassment to Administration.

#### **Student Harassment - District Action**

Princeton School District will take appropriate corrective action, including disciplinary action, against any individual who engages in harassment, who impedes investigation of a harassment complaint, or who retaliates against any individual for reporting harassment or for assisting or participating in investigation of a harassment complaint.

The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the complaining party.

Students who violate this policy will be subject to disciplinary actions. Students who violate this policy may be referred to law enforcement agencies should there be an alleged violation of criminal law.

If the evidence suggests that the harassment at issue violates a criminal statute or requires mandatory reporting under the Children's Code (Sec.48.981, Wis. Stat.), the District Administrator or his designee will report the harassment to the appropriate child protection agency and/or law enforcement agency charged with responsibility for handling such investigations and crimes.

Nothing in the policy restricts the right of an individual to file a complaint with police authorities regarding sexual harassment. In fact, the Administration may request that a complaint be filed with such authorities as the result of the investigation of the complaint.

### **Anti-Bullying**

The Princeton School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on victims, bystanders and the bullies themselves. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

#### **A. Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet - also known as cyber bullying)

#### **B. Prohibition**

Bullying behavior is prohibited in the building, on school property and in educational environments, including any property or vehicle owned, leased or used by the school district.

#### **C. Procedure for Reporting/Retaliation**

Any student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to any district employee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A report, including all pertinent details, will be entered into Skyward. There shall be no retaliation against individuals making such reports.

#### **D. Sanctions and Supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, District Administration and/or the School Board may take disciplinary action, including: detention, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

## **Leaving the School Building**

Students wishing to leave the building during the school day for any reason must first check out with the receptionist.

## **Playground Procedures**

### **General Rules**

- Treat others the way you want to be treated.
- Play safely.
- Return equipment.
- No toys from home.
- Shoes on at all times.
- When bell rings walk to line up.
- Stay out of puddles and off of ice.

### **Games**

- K-2 - Tag is played on the ground.
- Team sports and games are played on the grass.

### **Swings**

- Push from behind.
- No jumping off or twisting.
- One person per swing.
- Swing safely.

### **Monkey bars**

- No hanging by knees.

### **Slides**

- Walk up the stairs.
- Slide down the slide feet first.
- One person sliding down at a time.

## **Recess Dress Attire**

1. Students must wear a coat and pants if the temperature is below 40 degrees.
2. For temps 40-60 degrees a sweatshirt or long sleeve shirt must be worn. (Unless the supervisor says differently.)
3. For temps Above 60 degrees, students can wear short sleeves. (Unless the supervisor says differently.)
4. Students must wear a coat, hat, gloves, and pants if the temp is below 32 degrees.
5. In the winter (snow) students without boots or snowpants must remain on the blacktop.
6. To be in the snow, students must have boots, snowpants, jackets, gloves, and hats.
7. Students without proper dress attire will remain indoors with their teacher.

## **TRANSPORTATION**

### **Bikes**

Bicycles may be ridden to school if a student rides in a safe manner. Bicycles must be parked on the bicycle racks during school hours. The school is not responsible for theft or damage.

### **School Bus Rules (Bus Transportation Rules)**

Parents are informed that school bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported.

Because the behavior of school bus passengers can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including field trips and other

special trips. School personnel, parents/guardians, and students must follow these regulations. Your cooperation in communicating these very important rules to your son or daughter so they understand our expectations of behavior and the need for safety is expected. Students are expected to follow all rules/directions of the bus driver.

### **Safe, Respectful, Responsible Behavior Expectations**

1. Parents/guardians are encouraged to review their child's walking route to the bus stop, advising about safety concerns.
2. The bus driver is responsible for controlling the school bus riders. If there is serious and/or continual misconduct, disciplinary action may be taken by the Contractors Operation Manager and/or School District officials.
3. The driver will handle the serious and/or continual acts of misbehavior by reporting them promptly to the Contractors Operations Manager.
4. The Contractors Operation Manager will investigate the report of a serious offense. The Principal and/or Operations Manager shall determine whether misconduct has occurred that requires further disciplinary action.
5. When further disciplinary action is to be taken, the following steps will occur:
  - a. **First Offense:** The Operations Manager and/or School Principal will inform the parent/guardian about the student's conduct. The student will be given a warning.
  - b. **Second Offense:** The Operations Manager and/or School Principal will inform the parent/guardian about the student's conduct. The student may be denied bus riding privileges for 1-3 days, beginning the next school day.
  - c. **Third Offense:** The Operations Manager and/or School Principal will inform the parent/guardian about the student's conduct. The student may be denied bus riding privileges for 1-10 days, beginning the next school day.
  - d. **Any Subsequent Offense:** The Operations Manager and/or School Principal will inform the parent/guardian about the student's conduct. The student will be suspended from ALL bus riding privileges for the remainder of the school year.
  - e. **Serious Threats:** If a student's action is a serious threat to the safety of the school bus or other students or motorists, the driver will take immediate action to stop the student's activity. Examples of serious threats include: fighting on the school bus, hitting the driver or other riders, opening a knife or throwing an object in or out of the school bus. In all cases. The driver shall notify the Operations Manager immediately and the police may be called. The student may be suspended beginning the next school day without the warning given for the first offense. The parent/guardian will be notified and may request to meet with the Principal and/or Operations Manager to resolve the situation. The School District Administration and School Resource Officer will be notified.
6. Students whose school bus riding privileges have been suspended are required to be in school and parents/guardians must assume responsibility for getting their student to and from school.
7. Parents/guardians and students are to be aware that in any of the above actions, they have the right to appeal to the next administrative level.
8. Students will be assigned to certain seats as a means to control inappropriate behavior.
9. Videotaping equipment may be used on the school bus and disciplinary action may be taken with students based on the video documentation. The student and their parent/guardian may view the segment of the tape related to the incident. In accordance with 8600.C and AG 8330.



NOTE: The Board of Education authorizes that school district grounds and buses are electronically monitored with video and/or audio surveillance. Whenever the terms video surveillance or electronic monitoring are used, such reference includes both video and audio surveillance as possible technologies employed by the district.

#### **Building Access Procedures**

Our goal is to keep all students safe. In order to do that, we ask for your support of the following guidelines:

1. 4K students will enter/exit through door #10
2. Elementary School students (K - 5th grade) will enter/exit through door #23
3. MS and HS (6th - 12th grade) will enter/exit through door #1
4. All students riding the bus will enter/exit through door #20
5. ALL students arriving after 8:00A will need to enter through door #1 and check in with the office.

#### **Drop Off/Pick Up Procedures**

1. The drive-through area painted yellow at the main entrance of the school is used for drop off and pick up only while the driver remains in the vehicle.
2. The yellow painted area needs to remain clear at all times. This is to help keep the handicap accessible ramp clear.
3. The first set of rows of parking spaces closest to the building are designated for parents/guardians picking up their child.
4. Parents are welcome to wait for their child outside door #23 or in their vehicle.