



HORIZON ELEMENTARY

STUDENT HANDBOOK

20222023



458 LAKE STREET
PEWAUKEE, WI 53072

PHONE: 262.695.5051 • FAX: 262.695.5003

www.pewaukeeschools.org/he

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STAFF DIRECTORY

3rd Grade

149/701-5446	Katie Adams
148/701- 5462	Angie Carey
236/701-5448	Bridget Halverson
151/701-5445	Brynn Jakubowski
237/701-5450	Teresa Knutson
230/701-5464	Lindsay Krueger
155/701-5538	Abigail Monday
229/701-5562	Cate Riekkoff
231/701-5514	Sydney Thompson

4th Grade

201/701-5553	Jenna Condon
203 / 701-5555	Elizabeth Edwards
105 / 701-5522	Carlie Guetzke
111/ 701-5526	Amy Harris
208/ 701-5557	Lynsey Kramer
209 / 701-5558	Katie McManus
103 / 701-5630	Traci Palkowski
102 / 701-5525	Nicole Reisinger
104 / 701-5629	Hayley Splan

5th Grade

135 / 701-5563	Eric Austin
224 / 701-5567	Alycia Booker
136 / 701-5536	Michelle Gospodarek
221/ 701-5628	Vicki Linzmeyer
142/ 701-5566	Christa Miller
137/ 701-5581	Lisa O'Hern
138/ 701-5582	Aaron Pauley
220/ 701-5583	Megan Quick
223/ 701-5575	Julie Reuter

Administration

124 / 695-5052	Pete Gull - Principal
122 / 695-5079	Lindsey Chandelina – Associate Principal
133 / 695-5051	Naomi Stewart – Principal’s Secretary
133 / 695-5048	Christine Devine - Attendance
131 / 695-5053	Kelly Marks - Counselor
130 / 701-5531	Wynelle Bailey - Psychologist

Encore

214 / 701-5561	Kerry Cormany - Art
228 / 701-5570	Amy Barootian - Music
STAGE/701-5549	Catherine Purdy - Music
GYM / 701-5731	Neil Scannell – Phy Ed
GYM / 701-5552	James Tessman – Phy Ed
218/ 701-5537	Jessie Loepfe – Spanish Gr. 3
101 / 701-5520	Kristine Kuelthau – Sp. Gr 4/5
113 / 701-5527	Sara Gull - Library

Special Ed./ELL








154/701-5723	TBA – Speech
146 / 701-5519	Sarah Lautenbach – 3 rd grade
109 / 701-5524	TBA – 4 th grade
110 / 701-5546	Kate Berryman – 4 th grade
134 / 701-5540	Shannon Dusel – 5 th grade
153/701-5578	Teresa Breitrick - ELL

Intervention

202/701-5554	Sarah Smith –Literacy Coach
132/701-5535	Colleen Rooney – Technology Coach
147/701-5534	Angie Fulfer – Math Coach
202/701-5554	Christina Swanson/Kimberly Flesch– Reading Intervention
147/ 701-5534	Chelsea Hassman/Nicole Ebert/Tara McNamara/Deb Brodbeck – Math Intervention

Updated 5/10/2022

Board of Education

	<p>Steve Dankert, Board President Term: 2019-2025</p> <p>Contact information: Phone: 262-424-9721 Email: boe-sdankert@pewaukeeschools.org</p>
	<p>Stacey Newcomer, Board Vice President Term: 2020-2024</p> <p>Contact information: Phone: 262-695-2451 Email: boe-snewcomer@pewaukeeschools.org</p>
	<p>Brian Kammers, Board Treasurer Term: 1996-2023</p> <p>Contact information: Phone: 262-544-0391 Email: boe-bkammers@pewaukeeschools.org</p>
	<p>Larry Dux, Board Clerk Term: 2002-2023</p> <p>Contact information: Phone: 262-544-4700 Email: boe-ldux@pewaukeeschools.org</p>
	<p>Jeanne Witthun, Board Member Term: 2012-2024</p> <p>Contact information: Phone: 262-424-4552 Email: boe-jwitthun@pewaukeeschools.org</p>
	<p>Bren Sawall, Board Member Term: 2022-2025</p> <p>Contact Information: Phone: 262-366-3262 Email: boe-bsawall@pewaukeeschools.org</p>
	<p>Jane Flammang, Board Member Term: 2022-2024</p> <p>Contact information: Phone: 714-376-4362 Email: boe-jflammang@pewaukeeschools.org</p>

**SCHEDULE/LUNCH
ENCORE**

All students will have the following Encore classes.

Art- 1x per week for 60 minutes, **PE** 3x per week for 30 minutes each, Music 2x per week for 30 minutes, Spanish 1x per week with 3rd and 4th grade for 45 minutes and 5th grade for 60 minutes.

ARRIVAL TO SCHOOL

Student arrival to school can begin starting at 8:15 am. There is adult supervision on the playground starting at 8:15, due to a lack of supervision please have your child wait in your vehicle until you see school personnel present. When dropping off your child(ren) please use the inner loop. Have students use the crosswalk and then use the sidewalk to walk down to the playground. Students will be able to enter the building starting at 8:25 am.

LUNCH/ RECESS

Lunch and recess are opportunities for students to interact with their peers and take a break from the classroom. The lunch/recess times for the 2022-2023 school year are as follows:

Horizon Lunch and Recess Times		
5th Grade	Lunch: 11:00-11:25 am	Recess: 11:25-11:45 am
3rd Grade	Lunch: 11:30 - 11:55 am	Recess: 11:55 - 12:15 pm
4th Grade	Lunch: 12:00 - 12:25 pm	Recess: 12:25 - 12:45 pm

Recess- all lunch recess times will be served on the south side of our building at the Horizon playground.

Your child's complete daily schedule will be given to you by their classroom teacher.

SCHOOL LUNCH PROGRAM

Our school lunch program provides students with a well-balanced meal that meets the guidelines of the National School Lunch Program. School meals are delicious, nutritious and appealing to students' tastes. Students at Horizon will need money in their account if they are going to purchase milk with their cold lunch or make any Ala Carte purchases. Below you will find the cost of items that students can purchase.

Additional Milk or Milk with Cold Lunch: \$0.40 per carton	Bottled Water: \$1.00
Izze Carbonated Fruit Juice/Apple Juice: \$1.75	Chips: \$1.00
Snacks (granola bars, Rice Krispy, etc.): \$0.75	Muffins: \$1.00
Pop-Tarts: \$1.00	

The school lunch program uses an automated computer system to record meal and milk payments which students access in the lunchroom. Billing operates on a declining balance system that is tracked and controlled by a computer. Any balances left from last school year will be carried over to this school year.

- **Making Payments:** Each student will have an individual account number. This can also be arranged in a family account with other brothers or sisters within the system. Payments are credited to your account in advance and should be sufficient to cover purchases for all students using the account. Checks or cash should be brought to the office. Please make a separate check payable to Pewaukee Schools Food Service, and include your family account number. We will inform each student of his/her ID number. You are also able to use a credit card in your Family Access account.
- **Low Balances:** If a family's balance is negative, a note or phone call will be made to remind a parent to add money to their child's account. Please check Family Access to keep track of your balance. If you have any questions, please feel free to contact the Food Service Director (Klayton Mutchler), at 695-5039, or the Horizon Office at 695-5051 OR 695-5048.



TOTAL DAYS: T=186 + 2 PD DAYS + 2 PAID HOLIDAYS S= 178

JULY 2022					AUGUST 2022					SEPTEMBER 2022					OCTOBER 2022				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
				01	01	02	03	04	05				01	02	03	04	05	06	07
04	05	06	07	08	08	09	10	11	12	H	06	07	08	09	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	17	18	19	20	V
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	V	25	26	27	28
25	26	27	28	29	29	30	31			26	27	28	29	30	31				
T=30 S=0	T=31 S=0	T=30 S=2	T=31 S=19																

NOVEMBER 2022					DECEMBER 2022					JANUARY 2023					FEBRUARY 2023				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
	01	02	03	04				01	02	02	03	04	05	06			01	02	03
07	08	09	10	11	05	06	07	08	09	09	10	11	12	13	06	07	08	09	10
14	15	16	17	18	12	13	14	15	16	H	17	18	19	20	13	14	15	16	17
21	22	V	H	V	19	20	21	22	V	V	24	25	26	27	20	21	22	23	24
V	29	30			V	V	V	V	V	30	31				V	28			
T=19 S=28	T=16 S=16	T=20 S=19	T=20 S=19																

MARCH 2023					APRIL 2023					MAY 2023					JUNE 2023				
M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	T	W	R	F
		01	02	03	03	04	05	06	H	V	02	03	04	05			01	02	
06	07	08	09	10	10	11	12	13	14	08	09	10	11	12	05	06	07	08	09
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
V	V	V	V	V						H	30	31			26	27	28	29	30
T=18 S=28	T=19 S=19	T=22 S=26	T=7 S=7																

2022

08.31 - 09.02	Elementary Great Start Conferences (K-5)
09.01	First Student Day (6-12)
09.05	Labor Day (H)
09.06	First Student Day (1-5)
09.07	First Student Day (4K)
09.06, 07	First Student Day (5K)
10.21, 24	Fall Break
11.23, 24, 25, 28	Thanksgiving Break
12.23, 01.01	Holiday Break

2023

01.16	Martin Luther King, Jr. Observation
01.23	No Students (PD Day for Staff)
02.27	No Students (PD Day for Staff)
03.27-31	Spring Break
04.07	Holiday Break (H)
05.01	No Students (PD Day for Staff)
05.29	Memorial Day (H)
06.07	Asa Promotion
06.09	Last Student Day - 1/2 Day
06.09	PHS Graduation Commencement

OVERVIEW

11.07.22	Quarter One Ends
01.20.23	Quarter Two/Semester Ends
04.06.23	Quarter Three Ends
06.09.23	Quarter Four Ends

ACADEMICS, ASSESSMENTS & GRADING

CONFERENCES (PARENT/TEACHER)

We utilize Great Start Conferences prior to the start of the school year. Parents will receive information regarding how to sign-up for Great Start Conferences in the summer. These conferences give parents and families a one-on-one opportunity to meet with your child's teacher and allow parents to bring in supplies and time to share any information that will be important for a positive start for your child. If time allows students may also have time to take part in some reading assessments so teachers are able to start the year with up-to-date information regarding your child's reading progress.

You will have additional times throughout the year to meet with your child's teacher. We hold parent/teacher conferences in November and March. The conferences in March are student-led conferences that allow your child to share with you their own progress throughout the school year.

Report cards, conferences, and ongoing contacts between school and parents/guardians help us to communicate and support each student during their elementary school years. Please remember, your child's grade book is available at any time on the District website through the web link to FAMILY ACCESS.

- Log onto the District Website at pewaukeeschools.org
- Click on "Parents"
- Scroll down under Quick Links and
- Use Skyward Family Access to enter the site
- The password is the same as used for on-line registration
- If you have forgotten the password, you will be asked to click on the forgotten password and the system will forward you a new one

HOMEWORK

The amount of homework a student receives varies based on grade level and student need. Parents can keep up-to-date regarding the learning in their child's classroom by continually checking your child's class Seesaw or Canvas page and backpack each day. By taking time to talk about completed work and reviewing homework assignments, parents/guardians can support their child's learning. If parents have questions or concerns about their child's homework, they are encouraged to contact their child's classroom teacher.

INSTRUCTIONAL MEDIA CENTER (IMC)

Horizon students utilize our Instructional Media Center once a week during their scheduled Library time. Students do have the option of visiting the Library between Library times if necessary. Here are some Library practices that we utilize to support your child in the Horizon Instructional Media Center.

- Books are checked out for two weeks.
- There is a limit of 4 books that can be checked out by a student at one time.
- There are no fines for overdue materials. Students will be reminded of overdue items when they check out new materials.
- Students and parents will be given reminders of overdue materials at least once each grading session.

- If Library materials are damaged or lost, parents will be notified of the damage and the cost of replacement.
- Student use of the library will only be restricted for an excessive amount of overdue or lost materials.
- If you find the lost book/magazine after you paid to replace it within the current school year, please return it to school to receive a refund.

STANDARD BASED GRADING SYSTEM

At Horizon we utilize a standards based grading system to report grades on report cards. In standards based grading systems, teachers plan instruction around grade level learning goals that are aligned to the Common Core State Standards in Literacy (Reading, Writing, Language, Speaking & Listening) and Math. The specific standards in each content area are considered critical for student success and college and career readiness. The content standards which span Kindergarten through 12th grade, clearly define end of year expectations for academic achievement in a particular grade level. The content standards are rigorous, and aligned with the new state accountability initiatives.

A standards based system monitors student progress and growth related to the content standards by evaluating evidence of student learning through formal and informal assessment. Information is gathered relative to the standards being assessed, and student progress toward attaining proficiency in those standards. Standards based classrooms focus on three critical questions:

1. What are the expectations of the standards?
2. How will teachers know when the student has met the standards?
3. How will teachers remediate or accelerate instruction to meet his/her needs?

The Skyward grading system has been changed to reflect the new standards in reading, writing, language, and math as well as the evidence that is being collected to reflect proficiency related to those specific standards. When communicating information to be used in determining grades, all classroom teachers in fourth grade through sixth grade, and Encore staff will use the following ratings:

- 4- ADVANCED- Consistently exceeds expectations
- 3- MEETING- Consistently meets expectations
- 2- APPROACHING- Partially meets expectations
- 1- BELOW- Does not meet expectations
- M- MODIFIED- Modified curriculum
- NA- Not assessed at this time
- IE- Insufficient evidence (used during virtual learning)

Assignments, tests, and daily work are still sent home so that you are able to keep track of your child's progress. Teachers continually collaborate in order to establish common expectations for proficiency so that when information about progress is communicated formally it is supportive of learning, consistent, accurate, and meaningful.

If you have questions about changes to the grading system or the progress reports, please do not hesitate to contact your child's teacher, Mr. Gull or Mrs. Chandelia.

COMMITMENTS & EXPECTATIONS

ATTENDANCE

Attendance Line: 262-695-5048

Regular school attendance is critical to the academic and social success of all students. All schools within the Pewaukee School District prioritize student attendance and follow Wisconsin Statute 118.16 and School Board Procedures and Student Attendance Procedures. If students are absent or tardy from school, please call the number listed above, send a note, or email the Horizon Office in order to notify the school of the reason why your child is missing school.

Appointments: If your child needs to attend a medical appointment, please follow the same protocol as listed above. Please note that students will need to be signed in and out of the building if they are leaving or arriving late due to an appointment.

Parents/Guardians may excuse students from school for up to 10 days during a school year (five days per semester). Parents/Guardians will be contacted when the school has concerns about a student's attendance.

Excused Absences: Student attendance will be monitored by the school daily, and students are required to attend school every day unless there is a need to be absent for one of the following reasons:

1. Personal illness of the student
2. Serious illness of a member of the immediate family causing the student to be needed at home
3. Doctor or dental appointment
4. Sudden emergencies
5. Pre-planned absences (maximum of ten days per school year)
6. Approved educational opportunities
7. Suspension from school

In the above situations the absences will be considered excused and full credit and time will be allowed for make up work. A doctor's note for a student's return to school may be requested in cases of extended or contagious illnesses. Failure to provide a doctor's excuse, when requested, will result in an unexcused absence (Board of Education Policy #5100.04).

Unexcused Absences: The Board of Education does not distinguish between being truant or unexcused. All absences not covered under the excused absences list above will be considered unexcused and have the same meaning as "truancy" under Wisconsin Statutes. A student who is absent from school without an acceptable excuse for part or all of five (5) days or more on which school is held during a semester will be considered a "habitual truant" (Board of Education Policy #5100.04).

Truancy: Truancy (Wisconsin Statute 118.15) means any absences from school for part (including tardiness) or all of the one or more school days without an acceptable excuse for students between the ages of 6 and 18. Students that are found to be truant will receive a citation from the Village of

Pewaukee Police Department and may be referred to the Waukesha County Department of Health and Human Services as a habitual truant if the pattern persists. (Village of Pewaukee Ordinance, Section 54.131).

Tardiness: Students are expected to be in their assigned rooms and seats by the start of each school day. Any student who comes late to school (after 8:35 a.m.) must sign in at the office and will be counted a tardy for that school day.

Vacations and Planned Absences: The Board of Education strongly encourages parents to plan vacations on days when school is not in session. However, we understand that planned extended absences or family vacations occur throughout the school year. If you are aware of any extended absences that your child may have, please email, send a note, or call the Horizon Office to make us aware of these absences. Also communicate with your child's teacher in order to keep up-to-date of any class work that your child may miss due to absences.

Reporting Absences: Student safety is our first priority. A parent/guardian **MUST** call the school attendance line before 8:30 a.m. if their child will not be attending school or will be late that day. Our voicemail system is active 24 hours a day so a message may be left at any time that is convenient for you. If the absence is not called into the office by 9:30 a phone message will be sent as a reminder to call the school secretary with absence information.

Attendance at After School Events: A student must be in school the day of an activity to be eligible to attend or participate. Emergency situations will be handled on a case-by-case basis at the discretion of the principal or his/her designee.

GUIDELINES FOR ASSESSING YOUR CHILD'S HEALTH

Regular school attendance is important to each child's success in school. The patterns and attitudes children develop about health and illness often carry on into later school years, adulthood and into their careers. Our goal is to work with students, parents/guardians, and staff to promote positive health so every student is comfortable at school and ready to learn. When students are sick, we encourage them to stay home. The following guidelines can help parents/guardians decide if their child should be at home or school:

TEMPERATURE:

A child with a fever over 100 degrees should not attend school. A child needs to be fever free for 24 hours without the use of fever-reducing medication (such as Tylenol or Ibuprofen) before returning to school. If a student develops a fever at school, a parent/guardian will be contacted to bring the child home until they are fever free for 24 hours.

STOMACH ACHE, VOMITING, DIARRHEA:

A child with vomiting and/or diarrhea should be kept home until symptoms have resolved for 24 hours and the child is able to keep down food and liquid. Consult your doctor if your child has a stomach ache that is persistent or severe enough to limit activity.

COLDS/SORE THROATS:

- Severe Cough and Cold symptoms (including hacking cough, a very runny nose, and/or thick, colored nasal drainage): child should stay home, even without a fever.
- Mild Cold or Respiratory Symptoms (including clear nasal drainage and mild cough): child may go to school.
- Sore Throats, with no other symptoms: child may go to school.
- Sore throats, with a fever, rash, and/or white spots on back of the throat: child should stay home and be seen by a doctor or healthcare provider.

RASH:

A rash may be a sign of an allergic reaction or an infection. It's important that the child's healthcare provider be contacted if a rash is "itchy", or spreading, raw, or draining, as well as having a fever with rash. Keep your child at home until you have discussed the rash with your doctor or healthcare provider.

CONTAGIOUS/NUISANCE DISEASES:

- If your child has been diagnosed with a contagious disease, such as Strep Throat, Impetigo, Bacterial Pink Eye, Bacterial Bronchitis, etc., he/she may return to school after 24 hours of treatment with an antibiotic.
- If your child has been diagnosed with a nuisance infestation/disease, such as Head Lice, Scabies, Ringworm, he/she may return to school after treatment. Please notify the Health Room Nurse if your child has one of these conditions.

HEADACHES:



We encourage students to stay at school if they have a headache. If you would like an over-the-counter pain reliever kept at school, the parent/guardian must fill out the **Non-Prescription Medication Consent Form, (forms can be obtained from school nurse or at Pewaukee School District home page under Departments, Nursing Services, forms and Information) and give the school a supply of medication.** Each school's nurse has copies of this form. If a child has headaches often, we encourage parents/guardians to keep a log of when the headache occurs, what relieves it, how long it lasts, and what the child was doing before the headache started. This information is important to share with the child's health care provider.

Students Leaving School Due to Illness/Injury: Throughout the school day if your child begins to feel ill or develops an injury, teachers will have the student report to the Horizon Health Room. The Health Room Nurses will contact the student's parent/guardian in order to coordinate pick-up from school and to share any additional information that might be important to your child's health. **It is very important that our school records include up-to-date telephone numbers for home, work, cell phone, and emergency contacts. Please update skyward with any changes to your contact information.**

If a student needs to remain indoors when coming back to school after an illness or injury, please provide written verification from your child's health care provider.

WHAT CAN PARENTS DO TO SUPPORT SCHOOL ATTENDANCE

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help him/her transition.
- Don't let your child stay home unless he/she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make him/her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

	CHRONIC ABSENCES 12 or more days
	WARNING SIGNS 10 – 12 days
	GOOD ATTENDANCE 9 or fewer days

For more on school readiness, visit attendanceworks.org and reachoutandread.org

COPYRIGHTED MATERIAL

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DRESS CODE

It's important that students come to school dressed in a manner appropriate for the weather and the school learning environment. Clothing that depicts or promotes violence, includes or refers to discriminatory language or inappropriate content, is disruptive to the educational environment, shows undergarments, exposes the body or are a health or safety risk are not acceptable.

PERSONAL ITEMS FROM HOME

Please mark all student's outer clothing, play equipment, lunch boxes, and book bags with his/her name. This will facilitate the return of lost items. Horizon's Lost and Found is located within the school near the school gyms. Parents and students are welcome and encouraged to check the Lost and Found throughout the year to locate lost items. Any personal items remaining in the Lost and Found at the end of the school year will be donated to a local charity.

Sport balls are allowed to be utilized on the Horizon playground. Please be sure to label the ball with your child's name.

A student who chooses to bring a personal item to school takes full responsibility if the item is lost, stolen, or broken. When a student brings a personal item to school that distracts from teaching and learning, causes conflict, or may be dangerous to the student and others, that item can be deemed inappropriate and not allowed at school. The school principal will keep the item until the parent/guardian can come to school to get it.

BIRTHDAY CELEBRATIONS

Please note that due to various dietary restrictions we will not share edible treats at school. Your child may choose to bring in small non-edible items (e.g., pencils, erasers, stickers, etc.) to share with classmates or simply bring a favorite book to have read aloud to the class. Other celebratory ideas may be cleared with the classroom teacher in advance.

STUDENT DROP OFF AND PICK UP PROCEDURES

AM Drop Off

Students should be dropped off between 8:15 and 8:35 am at the inside paved median across from the main entrance of Horizon School. Mrs. Chandelia will support your child in using the crosswalk to enter the playground/building safely.

PM Pick Up

Parent pick up will start at approximately 3:35. When it's time for the buses to depart, we pause parent pick up and resume once the buses have left campus. The parent pick up line will be in front of ASA Clark Middle School on the inside curb away from the school. Parent pick up cars will be directed by a teacher to pull up along the curb in front of Horizon School on the inner loop and your child will walk and get into your vehicle. There will be teachers that will help support your student and guide you through the parent pick up line. If you are also picking up children at PLE you will stay inside the inner loop and wait once your Horizon student enters the vehicle. You will pick up your child in front of PLE once the buses have exited campus.

If picking your child up during the school day, you must come into the Horizon School Office to sign your child out. Parents/Legal Guardians or persons listed as an Emergency Contact (submitted during online registration) are the only people that your child can be released to during school hours, unless written permission is given.

ONLINE REGISTRATION & SCHOOL FEES

All students are expected to complete all registration materials both online and in print prior to the start of the school year. Failure to complete the registration process may result in the loss of student laptop use or other consequences until registration is complete.

All students in grades 3rd - 5th have a yearly student fee of **\$48.00**. In addition, BOE policy 3100.04 dictates that the District may charge student fees for such things as textbooks and technology use. Class fees may also be assessed for classes in which students use specific materials necessary to complete the coursework. Student fees shall be approved by the Board of Education. Fee schedules shall be consistent with state and federal laws and regulations. The District may also assess charges when school property is damaged or lost. The District reserves the right to exclude student participation from certain school activities (e.g. co-curricular and extra-curricular), events, and ceremonies until all outstanding obligations have been satisfied. Parents and/or guardians whose family financial conditions are such that they cannot afford to pay established fees may request a waiver from the District in accordance with this Board policy and established procedures.

HEALTH WELLNESS, SAFETY AND SECURITY

BUS RIDER RULES AND REGULATIONS

Bus transportation, for daily riders and field trips, is a privilege, not a right. The bus driver is in charge of supervising children and enforcing the rules. If a child does not follow the bus rules or does not listen to or follow the driver's directions, a bus referral may be completed. Consequences may include a private discussion with the child, an assigned seat, or a bus referral to the school principal.

If students request to ride a bus other than their assigned bus to or from school, there is a process that must be followed. Communication to the front office from the child's guardian must be made before the start of the school day, as the office will need to make arrangements with the bus company. There are some buses that do not allow transfers due to maximum capacities, in that case, your student will need to make alternate arrangements or ride their assigned bus.

A student's parent/guardian is responsible for their child's safety before they board the bus to school and after they get off the bus on the return trip. The cooperation of everyone – children, parents/guardians, school staff, and the bus company – is important to protect the safety of all bus riders.

BUS ROUTE INFORMATION

Parents are informed of their child's bus route information in Skyward Family Access, typically two weeks before the first day of school. The school district and the bus company develop bus routes to provide the most efficient service possible. Changes in routes may occur from year-to-year as the need for service changes. Questions about routes and related information can be directed to Riteway at (262) 691-9868.

DANGEROUS WEAPONS IN THE SCHOOLS

No person shall possess, use or store a weapon on school property, on school buses, in school vehicles, or at any school related event. No one shall have any kind of toy weapon or imitation weapon on school grounds, on school buses or at any school-sponsored function.

SAFETY DRILLS

As a school district we are required to take part in regular school safety drills in order to practice our response during an emergency. Fire drills occur on a monthly basis. Students will also take part in two safety drills throughout the school year. Our district utilizes ALICE Protocols that allow teachers to provide instructions to students on how to safely handle an emergency situation. Additionally, students take part in a severe weather drill throughout the school year. All evacuation and safety protocols are directions are posted in classrooms.

LOCKERS

Horizon School provides a locker for all students. Students are encouraged to keep their storage areas clean. Padlocks are not used on 3rd - 5th grade lockers. **The locker is assigned to the student with the**

understanding that it is not the student's private property and that school authorities reserve the right to open and inspect the locker at any time.

MEDICATIONS/IMMUNIZATIONS

MEDICATION POLICY

****All forms can be found on Pewaukee School District home page under Departments, Nursing Services, Forms and Information.**

MEDICATION

We understand that children may need to take medication during the day. To ensure the safety of all our children, the District has written guidelines regarding administration of medication to children. School personnel who may administer medication include health room personnel and other trained staff. State law and School Board Policy (No. 5500.03) specify definitive guidelines for the handling and dispensing of medication for students while in school. State law has established separate procedures for medication prescribed by a physician and non-prescribed medications (over the counter). Area physicians are **aware** of the law and our policy. The school nurse has the appropriate forms and they can be found on the district website.

PRESCRIPTION/ALTERNATIVE (NON-FDA APPROVED)

Prior to administering prescription medication, as well as alternative (non-fda approved) medications, the school nurse must be provided with a signed **Parent Consent for Medication Form** from the parent/legal guardian and **Physician Order for Medication Form** filled out by a prescribing practitioner. Medication will be stored in the health room. All medication must be in the original container from the pharmacy with: student's name, medication name, dosage, time to be given, effective date, directions, prescribing practitioner's name, & expiration date.

NON-PRESCRIPTION

Non-prescription medication can only be administered by school personnel with a **Parent Consent for Medications Form** signed by the parent/legal guardian. All medication must be in the original container, cannot be expired, and administered per container instructions, and must be stored in the health room.

UNUSED MEDICATION

All unused prescription and non-prescription medication must be picked up by the parent/legal guardian by the last day of school, or it will be disposed of.

ALL CONSENT FORMS MUST BE RENEWED EACH SCHOOL YEAR AND/OR ANYTIME MEDICATION IS CHANGED. STUDENTS MAY NOT CARRY ANY NON-EMERGENCY MEDICATION.

IMMUNIZATIONS

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
P-44021 (07/2016)

STATE OF WISCONSIN
Wis. Stat. § 252.04

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age/grade level according to the Wisconsin Student Immunization Law. Additional immunizations may be recommended for your child depending on his/her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs)	4 DTaP/DTP/DT ¹	3 Polio	3 Hepatitis B ⁵	1 MMR ⁶	1 Varicella ⁷	
5K Kindergarten through Grade 5	4 DTaP/DTP/DT/Td ^{1,2}	4 Polio ⁴	3 Hepatitis B ⁵	2 MMR ⁶	2 Varicella ⁷	
Grades 6 through 12	4 DTaP/DTP/DT/Td ¹	1 Tdap ³	4 Polio ⁴	3 Hepatitis B ⁵	2 MMR ⁶	2 Varicella ⁷

1. 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.
2. DTaP/DTP/DT vaccine for children entering 5K 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.
3. Tdap is adolescent tetanus, diphtheria and acellular pertussis 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.
4. Polio vaccine for students entering grades 5K 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.
5. Laboratory evidence of immunity to hepatitis B is also acceptable.
6. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday Note: a dose four days or less before the 1st birthday is also acceptable. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable.
7. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

The Student Immunization Law requires that all students through grade 12 meet a minimum number of required immunizations prior to school entrance. These requirements can be waived only for health, religious or personal convictions reasons. To remain compliant with the law, please provide the month, day, and year that your child received the required immunizations on the Student Immunization Record, when you register your student online. This must be done by the first day of school. If you do not have your student's immunization record, please obtain a copy from your physician or go on WIR- Wisconsin Immunization Registry; (www.dhfs.wisconsin.gov/immunization), and print a copy of your student's immunization record.

ROLES OF THE SCHOOL NURSE

Health services are provided by our school nurse. The school nurse will provide first aid to students, give medications and treatments, keep health care records, monitor immunization reports, complete hearing and vision screenings, and screen for communicable diseases.

SKATEBOARDS, BICYCLES & IN-LINE SKATES

Skateboards, bicycles and in-line skates are prohibited on the PSD campus. Prohibiting skateboards, bicycles and in-line skates on school grounds is designed to prevent accidents occurring and problems associated with storage, theft and inappropriate use. Student bikes may be stored at the edge of campus at either the bike corral across from District Office or at the Stadium Concession Stand. Bicycles must be locked when using either of the corrals provided. Exceptions may be made under staff supervision for special events and/or extra-curricular activities.

PARENT PARKING

Each school has areas for parent parking and pick up and drop off areas. It's important that parents/guardians follow school traffic rules for the safety of our students. Please remind children not to play, run, or ride through parking areas.

SAFETY & CRISIS PLAN

The Pewaukee Public School District is committed to providing as safe of an environment as reasonably possible for students, employees and citizens while they are present on school premises or participating in school-sponsored activities. With this goal in mind, a District safety plan has been developed and is in effect in each school of the District. (Board of Education Policy #3400.05)

The District and each school have developed a safety and crisis plan which is updated annually and is designed to address sudden, traumatic events which affect the school community. Such events might include, but are not limited to: death of a student or staff member, situations which would require a building lockdown or evacuation, or an emergency condition not covered in other drill procedures. In addition, a District Safety Team meets regularly throughout the year to address issues and promote education around safety and security.

STUDENT BEHAVIOR

Each student has the right to learn and grow at Horizon Elementary without disruption from other students. Our staff is committed to teaching and reinforcing appropriate behavior throughout the school year by reinforcing for Horizon School Behavior Matrix (shown on page 24).

Students are responsible for:

- Attending school on a regular basis and to be on time
- Completing all academic work as assigned
- Following school/classroom rules
- Demonstrating Mutual Respect
- Taking responsibility for their own actions
- Using appropriate language
- Respecting school property

Students have the right to:

- An education
- Attend a safe school
- Physical safety and protection of personal property
- Not be discriminate against
- Fair and just treatment by school employees

Here at Horizon Elementary, our discipline practices focus on maintaining a safe learning environment for all students and staff. We tailor our discipline actions to the student(s) and the situation. School staff use the following guidelines to help make appropriate decisions.

Actions for minor infractions may be, but not limited to : take a break in the classroom, take a break in the office, loss of recess, completing a behavior reflection form, parent and or principal notification, parent/teacher/student/principal conference.


Actions for major infractions may be, but not limited to: immediate notification of parent(s)/guardian(s), immediate notification of principal, in or out of school suspension, parent/teacher/student/principal conference, expulsion from school.

Suspension

A student may be suspended from school by the school principal for up to five (5) consecutive school days or, if an expulsion hearing is pending, for not more than a total of fifteen (15) consecutive school days if it is determined that the student is guilty of violating a school rule, or that while at school or under the supervision of a school authority, endangered the property, health or safety of others or him/herself and that the student's suspension is reasonably justified. Endangers include, but are not limited to, making a threat to the health or safety of a person or making a threat to damage property.

Prior to any suspension, the student will be advised of the reason for the proposed suspension and any supportive evidence. The student will be given the opportunity to explain his/her version of the facts if the pupil denies the charges. If it is determined that the student is guilty of the misconduct charge and that the suspension is reasonably justified, the student shall be suspended. The student and their guardian will be provided with the discipline referral outlining the suspension prior to leaving campus.

Horizon Elementary School Behavior Matrix

	CONTRIBUTE	CREATE	COMPETE	CONNECT	COMMIT	CARE
	Actively participate in the enhancement of society.	Develop and implement solutions to unique problems.	Strive to maximum performance by applying acquired information and skills.	Respectfully working with others in meaningful and productive ways.	Internal drive and desire required to overcome obstacles and maximize talents.	Ability to manage one's health and support the well-being of others.
Arrival/ Transition/ Dismissal	Keep hands, body, and materials to yourself.	If you find something on the floor, put it where it belongs.	Arrive at school on time and stay the entire day.	Share a smile with others as you pass them.	Have all needed materials when you arrive and take all needed materials when you leave.	Walk safely when you arrive, are in transition or are dismissed.
Hallway/ Stairwell	the hallways/ stairwell clean and lockers neat.	If you see someone struggling, help them.	Keep your locker organized and tidy.	Use a whisper voice in the hallway/stairwell. Hands to self.	Be prepared for whatever class you are headed to.	Face forward, use walking feet, and stay to the right side in the hallways and stairs.
Bathroom	Keep the bathroom clean and ready to use.	Encourage others to do what is right and pick up after themselves.	Get back to class as soon as possible.	Respect personal space by giving others privacy.	Use equipment properly and use only what you need.	Use a whisper voice in the bathroom.
Lunchroom	Clean up the lunch table when finished.	Be aware of those around you when you walk.	Use your time wisely in the lunchroom.	Correctly dispose of trash, recycling and compost.	Share your table with all of your classmates.	Speak quietly with those around you.
Playground	Take good care of the equipment and help clean up.	Use problem solving strategies to solve conflict.	Line up right away when you hear the whistle.	Include everyone that wants to play.	Invite others to join.	Take turns and play fairly.
Classroom / Special Events	Be proactive. Have your materials and space ready to learn.	Be in charge of your learning and help support the learning of others.	Be willing to learn or try something new.	Accept differences in others.	Continue to try, even when it's hard.	Raise your hand and use appropriate voice level.
Bus	Stay seated while the bus is moving.	Be an ally (friend) and treat others with kindness.	Be ready for pick-up and drop-off.	Listen to the bus driver.	Follow the bus rules.	Keep hands, feet, and belongings to yourself.
Using Technology	Use your technology in the correct locations.	Be brave and willing to try something new.	Be present with technology. Use the correct website or app when needed.	Take good care of your device.	Try to troubleshoot problems yourself first.	Be a kind digital citizen.

USE AND/OR POSSESSION OF VAPING DEVICE

Students found in possession of or engaged in the use of vaping devices will be referred to the Pewaukee Police Department for a potential citation. The Pewaukee Police Department will also test the device contents for controlled substances and respond accordingly. PHS Administration will also respond accordingly to the results of the police assessment which may include suspension or expulsion if controlled substances are present. If no controlled substances are present, students and parents will be provided the option of a referral to Rosecrance/other health provider for an AODA assessment or an in-school suspension to complete research on the impact of vaping devices on a person's health.

VANDALISM

If school property is vandalized, related costs will be charged to the student(s) involved. Police may be involved in reports of vandalism.

VIDEO MONITORING SYSTEMS

The District approves the use of video cameras on school property and buses for the primary purpose of reducing disciplinary problems and vandalism. Parents/guardians will be notified once a year that video cameras are being used. (Board of Education Policy #3900.03)

STUDENT/PARENT ENGAGEMENT SERVICES & OTHER

COUNSELING PROGRAM

The Horizon School Counselor is Kelly Marks. Mrs. Marks provides monthly guidance lessons to all classrooms. Additionally, Mrs. Marks meets with students in large/small groups or individually. They cover topics such as executive functioning, friendships, study skills, families, solving problems, making decisions, and communication. The Counselor can also assist students and parents with school-related concerns and connect them to other services.

CURRENT PARENT/GUARDIAN CONTACT INFORMATION

It is very important that the school has an up-to-date address, telephone number and email address on file for each parent/guardian. The school office needs to have current:

- Home address
- Home, work and cell phone numbers
- Email addresses

Please let the school office know right away if this contact information changes at any time during the school year. If you have students at multiple schools in our district, you only need to contact one of the schools and the changes can be made for all members of your family.

The district has an electronic communication system that can be used to alert families with general information as well as to quickly communicate in the event of an emergency. This system can be used to report:

- Unexcused absences
- Low or negative lunch account balance
- Upcoming school events related to the student's grade, class or school
- Late start or school closing
- Information updates during and follow up to emergency situations

ENROLLMENT AND ENTRANCE REQUIREMENTS

We welcome all new and returning families! Parents/Guardians are asked to register children at the Horizon School Office located at 458 Lake Street, Pewaukee, WI 53072. The school office will try to answer any questions you may have. When enrolling a child, please bring along their birth certificate and proof of residency. A purchase agreement on a home, a rental lease, or a current utility bill is accepted as residency proof. If the child is enrolled by an adult who is not the parent, proof of guardianship or kinship must be presented in writing. Proof of kinship must be signed by the parent and notarized.

Students entering school must have a birth certificate (or other proof of age) and an immunization record on file. If a student has attended another school, please bring along the name and address of that school when you come to register. Those records are needed before a grade placement can be made.

EXTRACURRICULAR ACTIVITIES

Each elementary school offers students a variety of extracurricular and after-school activities. If a student attends an after school activity, it is important that the parent/guardian arranges for the student to be transported home when the activity ends. Information about scheduled activities will be sent home during the school year.

FIELD TRIPS

Field trips are an important part of a teaching unit and are usually taken at the same time of year when a unit is being taught. Field trips can be positive learning experiences for students. While on a field trip, all students need to show safe and respectful behavior both on the bus and in public settings.

A student can go on a field trip only if the parent/guardian has given written permission to do so. A consent form is sent home before each field trip. If this form is not returned, or if permission is not given by the parent/guardian, the student will stay at school during the field trip.

HARASSMENT

Harassment of other students will not be tolerated at school. Harassment means physical or verbal behavior that makes a student feel uncomfortable or unsafe at school. Some examples of harassment are racial insults; ethnic or religious slurs; or sexual comments, jokes, or touches.

HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act (MVHAA) defines homeless children as individuals who lack a fixed, regular and adequate nighttime residence. This includes children who share the housing of other persons due to the loss of housing, economic hardship or a similar reason. Children living in motels, hotels, trailer parks or campgrounds due to the lack of alternative adequate accommodations are also included in this population. The following services may be provided for homeless children: enrollment assistance, free breakfast/lunch, books, school supplies, and referral to social service agencies, community resources and other related services that can assist basic needs. If you are or are aware of the families who are homeless or if you are in need of additional information on how homelessness is defined, please call the Pewaukee School District's Student Services Director, Homeless Liaison Officer, at 262- 695-5077.

PHYSICAL EDUCATION

If a student comes to school but is not able to participate in physical education class, it is important that the parent/guardian write a note to the physical education teacher. If the student cannot participate in physical education class for more than three days, a note from a licensed practitioner (physician assistant or nurse practitioner working under a licensed practitioner) is needed.

SCHOOL CLOSINGS

If the start of the school day is delayed for 1-2 hours due to weather, it is important that students not arrive at school until the stated starting time. In cases where it becomes necessary to send students home from school early due to bad weather or other reasons, the school will follow normal end of the day procedures.

Parents/Guardians will receive a message via School Messenger as indicated in the contact information on file in the school office. This is very important since families will be able to be kept up to date with accurate information about the situation.

If an emergency evacuation happens during the school day, students and staff will be moved to an emergency site. They will remain at that site until it is safe to return to their classrooms and regular schedule. If for some reason they cannot return to school, parents/guardians will be notified of the emergency situation and the pick-up site. The School Messenger system will also be activated to inform families with all pertinent information and necessary instructions. Bus services will continue as normal.

STUDENT SERVICES

English Language Learners (ELL)

Students whose native language is not English are offered English as a Second Language (ESL) help. English language learners are immersed in the English language throughout their school day. For more information, contact your child's teacher, the school principal, or the ESL teacher at your child's school.

Talented and Gifted (TAG) Program

The talented and gifted advisor supports classroom teachers in providing differentiated and enrichment opportunities to meet the individual needs of all students. All TAG Supports are provided by the classroom teacher through differentiated classroom instruction. For more information contact the school office.

RtI Team (Response to Intervention)

The RtI Team is a group of teachers and other school personnel who meet to find ways to address the unique needs of individual students. The school RtI Team assists teachers and parents with:

- Identifying student strengths, needs, and challenges
- Brainstorming ideas to support students with behavior or academics
- Reviewing information about students and discussing ways to meet those needs in the regular classroom
- Coordinating school efforts to meet student needs
- Assisting with referrals for evaluation (i.e., talented and gifted, 504, special education)
- Developing a modification or Section 504 Accommodation Plan as needed

If you have concerns about your child, contact your child's teacher, school counselor, school psychologist, or school principal.

SPECIAL EDUCATION REFERRAL

Special education referrals can be made by anyone who suspects a child of having a disability. In order for a student to qualify for special education services, a student must:

- Exhibit an impairment (as defined by state criteria)
- Demonstrate a need for special education (that cannot be met in general education)

In the Pewaukee school District, a teacher's or parent's referral is generally preceded by the building problem solving team (PST) where the interventions are suggested and monitored for effectiveness. While this is not required for all suspected disability areas, it is best practice in many instances and has proven effective and useful in the special education process. To obtain a referral form, you can contact the special education office at 262-695-5077.

VISITORS

RAPTOR SYSTEM

The Pewaukee School District is committed to providing a safe and secure environment for all students, staff and visitors. During the 2016-17 school year the district implemented the use of the Raptor System, which is a visitor management system. This system allows the school to produce a visitor pass, monitor volunteer hours, and electronically check all visitors against the registered sexual offender's databases.

Upon entry to each building, all volunteers and visitors will be asked to show their government-issued identification (driver's license). This information will be scanned into the system, and a badge will be produced to be worn while at school. Upon leaving the school, the badge is returned to the office for sign-out. When a volunteer/visitor returns to school, their information will already be in the system and a badge can be easily produced.

VOLUNTEERS

The safety of students and staff is our priority.. **Therefore, all adults who volunteer in the schools for educational purposes and want to chaperone a field trip or have access to confidential student information and/or unsupervised contact with students must have a criminal background check.** A person will not be allowed to volunteer in the schools until cleared by the Human Resources Department. After the criminal background check is completed, approved volunteers will be given an identification badge to wear at all times while volunteering in the schools. Volunteers need to notify the Human Resources Department immediately if their arrest or conviction record changes. School principals have the authority to make decisions about volunteers and their duties in the schools.

WEATHER RULES

The school district provides recess to give students time to play and exercise. All students are expected to go outside during recess. It's important that parents/guardians assist their children with dressing appropriately for the day's weather.

If a student needs to remain indoors when coming back to school after an illness or injury, please provide written verification from your child's health care provider.

Students will stay indoors during inclement weather or when the air or wind chill temperature is 0°F or below. The school office will check local weather websites for temperature and wind chill factors.

TECHNOLOGY

TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

Pewaukee School District provides access to information technology and communication resources for employees and students for educational and business purposes. This Acceptable Use Policy (AUP) governs all electronic activity of students and staff using and accessing the district's technology, Internet, and data systems regardless of the user's physical location.

Information technology and communication resources, hereafter referred to as "systems," refers to Internet connections (including wireless connections), email accounts, intranet, any remote connection to District systems, telephones (including cell phones and the voicemail system), computers (whether used on or off campus), fax machines, digital communications, wireless access points, printers, cameras, removable storage devices, and any other device or equipment that the District reasonably deems to fall within the scope of this policy. By using the District's systems, users agree to abide by the policy and all other District guidelines, policies, procedures, rules, and regulations. All staff and students are required to have a signed agreement form on file.

School computers, Chromebooks, tablets, memory devices, networks, and related hardware and/or software are the property of the Pewaukee Public Schools, and at no time does the District relinquish its exclusive control of these items.

GENERAL USE

The use of the District's technology systems is a privilege rather than a right. Technology systems shall not be used to disseminate destructive, sexually explicit, vulgar, indecent, discriminatory, harassing, offensive or lewd communications. Inappropriate use of District technology systems, including interfering with network function and the standardization of work equipment, may result in the limitation or revocation of computer access, reimbursement for time and/or materials, and/or other disciplinary action as deemed appropriate.

PRIVACY AND MONITORING

The Pewaukee Public Schools reserves the right to inspect and review computer files. Such an inspection may be conducted by school authorities when they deem it necessary, without notice, without user consent, and without a search warrant. Such an inspection shall be done to insure that the computer system is being properly used and to insure the integrity of the network.

Users of the system shall have no expectation of privacy with respect to such use. Consequently, all software, email, voicemail, files, digital communications, and other information or documents used, generated, transmitted or received over District data, voice or video networks, or stored on District equipment, are the property of the District.

The District retains the right to review, monitor, audit, intercept, access and disclose all messages or information created, received or sent over District data, voice or video networks, or stored on its equipment. External electronic storage devices are subject to monitoring if used with District resources. Additionally, email messages, text messages, and other documents created or received by staff may be subject to release in accordance with applicable public records law.

FILTERING

In accordance with the Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content, or that poses a threat to the network. However, students, parents and staff should understand that no filtering software is 100% effective. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes. The District has no ability to filter content on devices using personal cellular data plans.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities. Additional information regarding CIPA can be found here: <http://fcc.us/174NFg5>

MOBILE AND PERSONALLY-OWNED DEVICES

The District permits approved use of mobile technology devices (including laptops, Chromebooks, tablets, and cell phones) by students and staff in support of teaching and learning, managing resources, and connecting with stakeholders. Limited use of personal devices is also permitted so long as it does not interfere with educational or employment responsibilities, consume more than an unreasonable amount of network resources, and violate state, federal law, or Board policies.

The District is not liable for the loss, damage, or misuse of any personal mobile technology device while on District property or while attending school-sponsored activities. The District also reserves the right to examine any device at any time to ensure compliance with policies.

LIMITATION OF LIABILITY

The Pewaukee School District makes no warranties, neither expressed nor implied, that the services provided by the District system shall be error-free. The District shall not be responsible for any damages users suffer, including but not limited to, loss of data or interruptions of service. The District

shall not be responsible for the accuracy, nature, or quality of information obtained through or stored on the system. The District shall not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the individual or entity and not the District. The District shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's system.

The Pewaukee Public School District is committed to a policy of equal opportunity and nondiscrimination in the educational programs and activities it operates and in related employment practices. No one may be denied admission to any public school or be denied participation in, be denied benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or physical, mental, emotional or learning disability or any other characteristic protected by law.

STUDENT NETWORK (INCLUDING INTERNET) USE PROCEDURES

The Pewaukee School District believes that knowledge of technology and electronic information is fundamental to learning. The District encourages reasonable access to various information formats and believes it is incumbent upon users of this technology to avail themselves of this privilege in an appropriate and responsible manner.

EDUCATIONAL PURPOSE

Access to the technology in the Pewaukee Public Schools has been established for educational purposes. All school technology (hardware and software) and network accounts must be used in support of the educational objectives of the District.

Users are responsible for anything sent on the network with their name on it or via their account. The use of the Pewaukee Public Schools network is a privilege, not a right, which may be revoked at any time for abusive or inappropriate conduct.

Users are expected to abide by the generally accepted rules of network etiquette including but not limited to the following:

Examples of Acceptable Use

I will:

- Follow guidelines for respectful, responsible behavior.
- Encourage positive, constructive discussion when using technology.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online. See something, say something.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.

- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- Use appropriate language and communication in all mediums.
- Keep my password and account information private.

Examples of Unacceptable Use

Users may not engage in any of the activities forbidden by these procedures when using or accessing the District’s system. If a user is uncertain whether behavior is forbidden he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues (2) expend District resources on content the District determines lacks legitimate educational interest or (3) the District determines are inappropriate.

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself, others, or District property.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam, phish, or chain mail.
- Download, post, reproduce or distribute music, photographs, video, software, or other works in violation of applicable copyright laws.
- Plagiarize content I find online.
- Post personally-identifying information about myself or others including name, address, phone number, etc.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technology for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn’t intended for my use including accessing another person’s account.
- Use the District system for commercial purposes or for personal financial gain.
- Use the District’s system on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.
- Engage in criminal or other unlawful activities including accessing or distributing obscene, discriminatory, harassing, abusive, sexually explicit, or threatening language or materials.
- Use a recording device in any locker room or bathroom.
- Film or photograph or record any student, teacher, or other District employee without his/her permission.
- Install software or applications onto District devices.

- Relocate computers, add or remove peripherals, remove cords or connections, or dismantle a device in any way.
- Change, alter, bypass, or attempt to bypass security measures including filtered Internet sites

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

MOBILE TECHNOLOGY

The District reserves the right to examine and/or confiscate any device at any time to ensure compliance with policies. Mobile technology devices may include laptop computers, cell phones, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person. Students and their parents/guardians shall be responsible for any damage and shall be held responsible for the replacement of parts or technician time to correct that which has been altered or destroyed.

Students may use personally-owned devices as allowed by building guidelines—unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper etiquette and adherence to the acceptable use policy should always be used. In some cases, a separate network may be provided for personally-owned devices.

CONSEQUENCES FOR INAPPROPRIATE USE

Failure to follow the procedures listed above may result in the loss of the right to mobile devices, loss of access to network resources, and/or device confiscation. When a device is confiscated for the **first** time, the student may retrieve the device at the end of the school day. A parent is required to retrieve the device for a **second** occurrence.

APPROPRIATE LANGUAGE

- Appropriate language must be used in all private and shared documents and communications.

PRIVACY OF PERSONAL INFORMATION

- Do not reveal personal information including name, address, phone number, etc., or personal information of others to anyone.
- Under no circumstances should a personal password/account be provided to another person.
- Users may not access an account other than their own nor misrepresent their identity.

SOFTWARE

- All software (networked and non-networked) must be loaded by and stored with the Information Technology personnel (i.e., IT Director, Network Engineer, IT Support Technician).

E-MAIL

All messages sent or received via the District email system are the property of the District and may be reviewed, accessed, and disclosed as deemed necessary by the District. Use of email, including personal business, must be consistent with the policies and objectives of the District. Transmitting spam messages, chain letters, or inappropriate email may be considered a violation of District policies and procedures and may result in disciplinary action.

The District's e-mail system may not be used as a means to bully or threaten others (i.e., cyberbullying). Therefore, the following electronic activities are forbidden:

- a. Sending a message to a person that threatens to inflict injury or physical harm to that person or their property, with the intent to frighten, intimidate, threaten, abuse, or harass that person;
- b. Sending a message to a person that uses any obscene, lewd, or profane language or images or suggests any lewd or lascivious act;
- c. Intentionally preventing or attempting to prevent the disclosure of his or her own identity when sending a message to a person;
- d. Sending repeated messages with the intent of harassing that person.

EQUIPMENT

- It is unacceptable to relocate computers, add peripherals, remove any cords or connections, or dismantle a computer in any way.
- Staff shall be responsible for any damage that they directly cause and shall be held responsible for the replacement of parts or technician time to correct that which has been altered or destroyed.
- Staff not abiding by the above provisions may be subject to disciplinary action.

STAFF RESPONSIBILITY

- The classroom teacher is responsible for student use of district computers as it relates to departmental and classroom instructional use.

CHROMEBOOK INSURANCE

Parents/Guardians are strongly encouraged to purchase Chromebook Insurance for **\$15.00** which will cover up to **\$215** for the school year on accidental repair issues. No coverage for abuse or intentional damage. Families that elect to purchase this insurance must do so by **Friday, August 26, 2022**.

Electronic payments using a credit card may be made online during Step 10 of the Online Registration Process or by going to <http://pewaukee.revtrak.net>. Click on the link to Family Access and log in using your Skyward Family Access Portal Login ID. For each child you would like to purchase Chromebook insurance for, use the left menu to navigate to the child's name. Add the Chromebook insurance to your cart. When you have added the insurance to your cart, you are ready to check out. Upon completion, your receipt will be available. Parents may also remit payment (check or cash) to the school office.

Families wanting to purchase insurance after the August 28th deadline need to contact the school office for details on this process.

CHROMEBOOK DAMAGE FEE SCHEDULE

Families that do not opt to purchase this insurance will be charged for any/all damage to the laptop using the fee schedule below

Please note that *intentional and/or willful damage* caused to the Chromebook or any district-owned technology is subject to restitution. Students will be charged for any/all damage using the fee schedule below:

Item	Cost
Chromebook	\$310.00 +\$30 for license replacement
Computer Bag (lost or damaged)	\$25.00
2-piece power supply	\$20.00
LCD Display (screen)	\$80.00
Plastics (each – can use multiple pieces for repairs)	\$10.00
Motherboard / system board	\$85.00

STUDENT TECHNOLOGY EXPECTATIONS

As a learner I will...

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">C a r e o f E q u i p m e n t</p>	<ol style="list-style-type: none"> 1. Look after my Chromebook very carefully all of the time. <ol style="list-style-type: none"> a. Chromebooks will never be left unattended Chromebooks must be situated securely on the working surface b. Make sure the Chromebook is not subject to careless or malicious damage (i.e. as a result of horseplay) c. Take care when the Chromebook is transported that it is as secure as possible. d. Carry my Chromebook in the closed position with two hands in the classroom. 2. Ensure that my Chromebook is charged every evening and ready for use the next day (i.e. plugging it into the cart for charging overnight). 3. Store my Chromebook <i>in safe locations when in physical education class.</i> 4. Print only after the teacher gives permission. 5. Not decorate the Chromebook and not allow it to be subject to graffiti. 6. Not install or download additional software.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">S o c i a l R e s p o n s i b i l i t y</p>	<ol style="list-style-type: none"> 7. Be on the task assigned by my teacher at all times. Chromebooks will ONLY be used for educational purposes as directed by Pewaukee School District staff. 8. Only use web tools such as blogs, wikis, podcasts, social-bookmarking, multi-user role-playing environments, video games, and social networking authorized by my teacher. Not use Chromebooks to email with friends or have group on-line chats. 9. Agree that all written and posted material on-line is appropriate and non-defamatory. 10. Not use the Chromebook to bring harm to anyone else. 11. Not type profanity or otherwise offensive language. 12. Report to my teacher, school counselor, or administrator if I ever feel uncomfortable about an experience online including but not limited to receiving harassing messages or accidentally view any offensive or pornographic content or being asked to meet someone I have met online without parental approval. I understand that my teacher is willing to help me and will not punish me as long as the rules are followed. 13. Use the Internet to search only areas appropriate to the school curriculum. 14. Only save material in my personal folders or to my Chromebook appropriate for educational use. 15. Not plagiarize from the internet. 16. Not share my passwords (my school network account, my email account, my social networking account, etc.) with anyone else except my parents, teachers, school counselors, or administrators. 17. Do not reveal your name, address, phone number, etc., or personal information of your friends to anyone. 18. Do not remove any of the labels, decals, or emblems on the laptops. 19. Not use a proxy to attempt to access Web sites or other forms of Internet content and communications technology that have been blocked from my school network. 20. Be prepared to be held accountable for my actions and for the loss of Chromebook and/or Chromebook privileges if these expectations are violated.

TECHNOLOGY CODE OF CONDUCT

Offense Description	Discipline Action		
	1 st Offense	2 nd Offense	3 rd Offense
<p>Level 1</p> <p>Internet Violations:</p> <ul style="list-style-type: none"> • Attempting to bypass filtering and/or security measures. • Attempting to surf for inappropriate or non/academic items. • Attempting to change filter settings. • Accessing social media and networking that is non-academic. • Playing games that do or do not bypass filtering. <p>Downloading Programs</p> <p>Production and Distribution of Inappropriate material</p> <p>Privacy</p> <ul style="list-style-type: none"> • Attempting to hide computer activities. • Attempting to hide, delete, or alter files or file types not belonging to the student. • Revealing and/or sharing of account information. • Attempting to access or use someone else's computer account information or profile. <p>Use of inappropriate language</p>	<p>Minimum Action Verbal reprimand</p> <p>Maximum Action Loss of recess</p>	<p>Minimum Action Loss of recess</p> <p>Maximum Action Loss of computer or internet privilege</p>	<p>Minimum action Loss of recess/recesses</p> <p>Maximum Action Extended loss of computer/internet privileges and/or suspension</p>
<p>Level 2</p> <p>Hardware</p> <ul style="list-style-type: none"> • Destruction of property • Theft <p>Software</p> <ul style="list-style-type: none"> • Knowingly bringing in viruses. • Attempting to load programs to subvert function or security. • Improper use of computers to falsify documents or plagiarize • Attempting to bypass security measures or access more privileged accounts.. • Attempting to alter or block the proper operation or performance of the network. • Using school or other e-mail inappropriately <p>Cyber bullying</p> <p>Using electronic devices or social networking sites to intimidate, harass, or gossip by emailing, texting, posting, or sending messages/photos</p> <ul style="list-style-type: none"> • Occurs during school hours • Occurs using district technology • Occurs beyond school hours but has an impact on the educational environment for one or multiple students 	<p>For each offense in Level 2, the minimum action taken will be loss of computer for an extended period of time and the maximum action taken will be suspension or expulsion based on severity of the offense. Citations or legal charges may be issued.</p>		