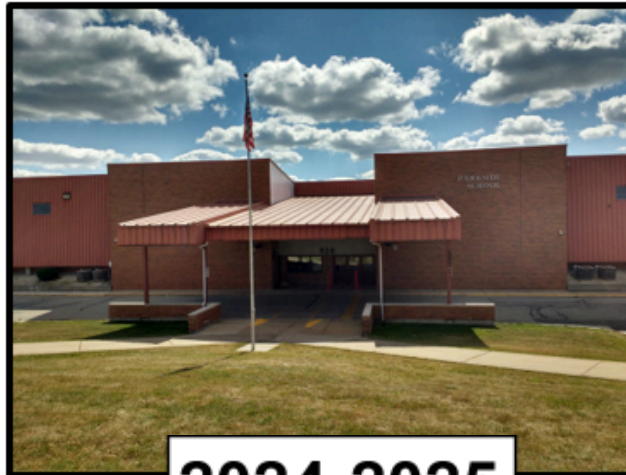




Parkside Elementary School

Student and Family Handbook



2024-2025

920 4th St.
Monroe, WI 53566
608.328.7130
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Parkside Elementary School

Engaging, Inspiring, Empowering

*ALL Students
to become
Confident, Compassionate, Responsible
citizens!*

Dear Students and Families,

Welcome to the 2024- 2025 school year! At Parkside Elementary School, we provide many opportunities and programs for children to develop their academic, social, and personal qualities. We have a dedicated staff that are committed to engaging, inspiring, and empowering students to become **confident** learners, **compassionate friends**, and **responsible** citizens of the future!

The students and their learning take top priority in our school as it is our goal to provide a well-rounded education for each individual child. Educational success for all students cannot be complete without an effective partnership with our families. You are the most essential part of your child's education and it is important that we build and maintain strong relationships in order to best serve your child's educational needs. Likewise, your input and involvement is greatly appreciated as we work to accomplish our school goals.

As part of our commitment to inform you about your child's educational opportunities and to encourage your active participation, I invite you to:

- Read this handbook
- Communicate regularly with your child's teacher(s)
- Sign up for class dojo
- Attend conferences, open house and school events
- Volunteer in your child's classroom and for school events
- Attend a PTO meeting and support the great work of this organization
- Read our monthly building newsletter and quarterly district newsletter
- Follow the School District of Monroe on social media (Facebook, Instagram, Twitter)
- Visit the School District of Monroe website

This handbook will serve as a guide to answer many questions about school procedures and district policies. If you have questions or concerns, feel free to contact your child's classroom teacher or me.

We look forward to providing your child with a year of successful learning experiences and positive friendships in a safe and happy environment.

Sincerely,

Jenna Trame

Principal

jennatrame@monroe.k12.wi.us

608-328-7158

Parent & Student Handbook

2024-2025

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Attendance

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, trimester, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

For more extensive information regarding this policy, please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TL277BCA6>

Parent/Guardian Notification of Absence Required

The District Administrator shall require, from the parent/guardian of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. absence of more than five (5) days in duration;
- B. repeated unexplained absence and tardiness;

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

- A. Physical or Mental Condition - The student is temporarily not in proper physical or mental condition to attend a school program.

- B. Obtaining Religious Instruction - To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

- C. Permission of Parent/Guardian - The student has been excused by his/her parent/guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
 - 1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
 - 2. to attend a funeral
 - 3. legal proceedings that require the student's presence
 - 4. college visits
 - 5. job fairs
 - 6. vacations

- D. Religious Holiday - For observance of a religious holiday consistent with the student's creed or belief.

- E. Suspension or Expulsion - The student has been suspended or expelled.

- F. Program or Curriculum Modification - The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

- G. High School Equivalency – Secured Facilities - The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and his/her parent/guardian agrees that the student will continue to participate in such a program.

- H. Child at Risk - The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

- A. Quarantine - Quarantine of the student's home by a public health officer.
- B. Illness of an Immediate Family Member - The illness of an immediate family member.
- C. Emergency - An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

For the entire district policy on attendance, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5200 - Attendance.

Guardian Notification of Absence

Guardians are to call the school the day of the student's absence by 9:00 A.M. If the school is not contacted, the absence will be considered unexcused. The school has voicemail to allow parents/guardians to leave a message during the night or early morning. Guardians may call the office to have assignments prepared to either pick up at the office or sent home with another child.

- A. Children are tardy after start day bell.
- B. Absent 10 or 5 tardies - steps will be taken for truancy

Students who arrive late should check into the office before going to the classroom.

Once a student reaches 10 absences or 5 tardies, steps will be taken to address truancy. Parents/guardians or other adults who are found to be contributing to the truancy or habitual truancy of a student may be referred to law enforcement which may result in a fine.

Enrollment/Withdraw Transfer

To maintain proper records and satisfy the government regulation protecting the rights of individuals through records, it is necessary to have signed permission of parents/guardians before we can send or receive records. If you are planning a move, please contact the office so that the necessary forms are signed.

Release of Students to Authorized Persons

If only one (1) guardian is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent/guardian shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent/guardian.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized by a parent/guardian with authority to do so.

Emergency Nursing Services

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities.

The District shall provide for the management of illness (Policy 5310, Policy 5335, Policy 8450, and Policy 8453), accidental injury (Policy 5340 and Policy 5341), and the administration of medication and emergency care (Policy 5330). The policies shall include protocols for recording all administration of emergency nursing services.

The District Administrator shall develop guidelines that will provide student emergency information cards, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy. The District Administrator shall also identify a licensed physician to serve as medical advisor.

The District shall make available emergency student information, first aid supplies, and appropriate and accessible space for the rendering of emergency nursing services.

This policy and the additional policies providing for the provision of emergency nursing services to students has been developed and reviewed by

- A. the school nurse

- B. a registered nurse

in cooperation with other School District personnel and representatives from community health agencies and services designated by the Board upon the recommendation of the nurse. The nurse shall review and evaluate emergency nursing services each year, including a review of the policies referenced above, and shall report to the Board regarding such services and bring proposed revisions of any policies to the District Administrator who will review and forward such revisions to the Board for consideration.

Immunizations

The Board of Education requires that all students be properly immunized pursuant to the Wisconsin Statutes and regulations of the Wisconsin Department of Health Services (DHS).

All students shall be required to provide written evidence establishing that they have completed the first immunization for each vaccine required for the student's grade and are on schedule for the remainder of the basic and recall (booster) immunizations, pursuant to the DHS immunization requirements, or submit a written waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the District, for students transferring into the District. All students shall be required to provide written evidence establishing that they have received the second dose of each vaccine required for that student's age or grade, or submit a written waiver of those requirements, not later than the 90th school day from the beginning of the school year or initial enrollment in the District, for students transferring in the District. Within thirty (30) school days after having been admitted to the District for the following school year, each student who has not submitted a waiver form shall provide written evidence of having completed all other required doses and/or vaccines, pursuant to the DHS immunization requirements.

The parent/guardian of any student for whom record of proper immunization or a written waiver is not on file, shall be given written notification of this requirement by the 15th school day and the 25th school day following enrollment. The notice shall:

- A. state the immunization requirements, including a list of missing immunization;
- B. state that Court action and civil forfeiture penalty can result due to noncompliance;
- C. explain the reasons for the immunization program and provide information on how and where to obtain immunizations;
- D. inform the parent/guardian of the right to request a waiver of the immunization requirement based on reasons of health, religion, or personal conviction.

Waivers of the immunization requirements shall be granted only for medical, religious, or personal convictions.

The District may exclude any student who fails to satisfy the requirement to provide written evidence within thirty (30) school days after the date on which the student is admitted of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and recall immunizations, pursuant to the DHS immunization requirements, or fails to submit a written waiver. In addition, if DHS determines that the District's compliance level from the previous school year is less than ninety-nine percent (99%), the District shall exclude any student enrolled in grades kindergarten (five (5) years old to six (6) through Grade 5) who fail to satisfy this requirement.

No student may be excluded for more than ten (10) consecutive school days unless, prior to the 11th consecutive school day of exclusion, the Board provides the student and the student's parent/guardian, guardian or legal custodian with an additional notice, a hearing and the opportunity to appeal the exclusion, as provided under Wis. Stats. 120.13(1)(c)3.

The District Administrator shall establish administrative guidelines to implement this policy and comply with State law.

Administration of Medication/Emergency Care

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from their educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

For more extensive information on this policy, please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TLU77BE7F>

Student Accidents/Illness/Concussion

The Board of Education believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

For more extensive information on this policy, please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TLW77BEA6>

Promotion, Placement and Retention

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth appropriate for his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

For more extensive information regarding this policy please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TLY77BECB>

Student Code of Classroom Conduct

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

For more extensive information regarding this policy, please click the link below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TM277BEF1>

Student Discipline

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;

E. obey constituted authority and respond to those who hold that authority.

The District Administrator shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The District Administrator shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the District Administrator shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The District Administrator shall publish to all students the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

The Building Administrator shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to take such means as may be necessary to control the disorderly conduct of students

- A. in all situations and in all places where such students are within the jurisdiction of this Board.
- B. when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and U.S. Department of Education publication, *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The District also performs facilities' threat assessments, which are discussed in Policy 8420 and part of the school safety and emergency preparedness plan and response to school violence event protocols. This policy deals with crisis intervention as it relates to individuals.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the District Administrator to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include appropriate staff such as a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the District Administrator, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The District Administrator shall be responsible for the following:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining what types of information that may be gathered during the assessment;
- E. stating when and how parents of a student making a threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the District Administrator or Principal any expression of intent to harm another person or other statements or behaviors that suggests a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency or to report threats of violence if required to (see Policy 8462.01).

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

For the entire district policy on Crisis Intervention, go to

<https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 8410 - Crisis Intervention.

Suspension and Expulsion

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights.

For more extensive information regarding this policy, please click the link below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=D4WJ9H4BE263>

Weapons

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

For more extensive information regarding the policy, please click the link below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CB4L6U54D2CA>

Use of Tobacco by Students

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff,

and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

For more extensive information regarding this policy please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TM477BF16>

Drug Prevention

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For more extensive information on this policy, please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TM777BF4F>

Student Anti-Harassment and Bullying

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

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

For the full policy, please click on the following links below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=D4WJ9G4BE250>

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TM677BF3C>

Field and Other District-Sponsored Trips

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

For more extensive information on this policy, please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TL277BCA6>

Building Safety/Security/Visitors

All parents/visitors must enter through the front doors and stop in the office. When entering the school during the school day, visitors will be asked to show a photo ID such as a Driver's License. Raptor ID runs a records check through the national sex offender registry. Once that check is complete, a sticker visitor ID badge will be provided that states the name of the visitor and where in the school they will be visiting. *Please note that a visitor's badge will not be necessary for those who visit our schools simply to drop off an item or pick up paperwork.

Volunteer Information

All interested volunteers should contact the school office or their child's classroom teacher. Volunteers must complete a Disclosure Statement (background check) every school year prior to the start of their volunteer duties. The "Disclosure Statement" form is in the "Back to School" packet, on the District website, or in the school office.

Dress and Grooming

Clothing with alcohol and/or tobacco endorsements or of a violent nature is prohibited. Items such as make-up, colored hair dye or gel, high heels, thin spaghetti straps, midriff shirts, short shorts, etc. are not considered appropriate for an elementary setting. Hats and bandanas are not to be worn in school, unless there is a medical or religious purpose and prior administrative approval has been granted. If the school feels that a student is improperly dressed, the parents will be notified.

Failure to comply with the directives may result in disciplinary action.

For the entire district policy on dress and grooming, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5511 - Dress and Grooming.

Inclement Weather or Emergency/Crisis Communication

In case of inclement weather or another emergency situation that necessitates important communication to families regarding closing school, a late start, early dismissal, or important information, families will be notified via the district's emergency communication system, Skylert. Skylert is a rapid response system that will enable the District to simultaneously contact parents/guardians in the event of an emergency through a phone call and email. The district also communicates information on the district's website and through the local television stations.

It is helpful for families to have a plan established prior to any school closings and the student is aware of it.

Release of Student Photos and Information

During the course of a school year, individual students and student groups are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, while participating in athletics, etc. The resulting photo and/or videotape may be used in a variety of ways: to promote the school, to instruct students or staff members, to recognize student achievements, etc. The final product could also take a variety of forms: photo displays, slide-presentations, newspaper articles, pamphlets, video programs, school yearbook, etc.

The Family Educational Rights and Privacy Act allows any parent/guardian or eligible student the right to inform the school of their desire that their child not be photographed or videotaped.

The educational interests of students require the collection, retention, and use of information about individual students and groups of students. At the same time, a student's right of privacy under Federal and State law mandates careful custodianship and limitations on access to student records. At the beginning of each school year, all parents/guardians or eligible students are required to fill out a Student Registration Form; Part II – Information Checklist addresses the release of information and photos. The Student Registration Form is kept on file in the school office and may be updated at any time by contacting the appropriate school.

For the entire district policy on Student Records, please click the link below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=D4WJ9T4BE303>

Animals on District Property

Non-Service Animals in Schools and Elsewhere on District Property.

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum- related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in his/her classroom shall:
 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;

2. take precautions deemed necessary to protect the health and safety of students and other staff;
 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained;
 4. keep the surrounding areas in a clean and sanitary condition at all times;
- B. other staff members and parents/guardians of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

For the entire district policy on Animals on District Property, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 8390 - Animals on District Property.

Bus Transportation

The Monroe school bus transportation services will only be provided to eligible students. These students are provided a bus route and pickup and drop-off point. Temporary school bus transportation may be allowed as follows: The building principal may approve temporary school bus transportation on a regular bus route for students whose parent/guardian requests temporary busing in writing for a good cause. Good cause does not include going to birthday parties, visiting friends, choir practice, park and recreation events, etc. Examples of good cause include vacation, death in the family, illness, etc.

Damaged Books and LMC Materials

LMC & Classroom Library Books: Students who damage books or do not properly care for books during the school year will be expected to reimburse the school accordingly. This will be assessed at the end of the school year.

Title 1 Notification

Title I Requirements - Parents/guardians are to be notified of their right to obtain information regarding:

- A. The professional qualifications of their child's classroom teachers, including the following:

1. whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught
 2. whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived
 3. the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- B. The professional qualifications of paraprofessionals providing instructional-related services to their child.

Programs for English Language Learners

These programs are available in the district. Information for eligible students will be provided to families when the students are identified.

SECTION 2: BUILDING INFORMATION
Parkside Elementary School Guidelines

School Hours

Morning Playground Supervision	7:30- 7:45 a.m.
Breakfast Served in the Cafeteria	7:30- 7:50 a.m.
Arrival Bell	7:45 a.m.
Class Begins (tardy bell)	7:50 a.m.
Dismissal	3:05 p.m.
Friday Dismissal	1:05 p.m.

Arrival Procedures

- Outdoor supervision for students arriving at school begins at 7:30 a.m.
- The first bell will ring at 7:45 a.m. indicating the beginning of the school day. Students should be in their classrooms by 7:50 a.m.
- No student drop off in the driveway area or school parking lots before school. This area is for buses/staff parking only.
- When the weather is bad, children should enter the building immediately through the playground doors on the East side (door 5) or West side (door 10).
- Parents/guardians are welcome to walk their children to the fence/door but may not remain on the playground during morning supervision for safety reasons.
- For safety reasons, dogs or pets of any kind should not be on the playground or school property during arrival or dismissal. Please refer to page 13 for further details on pet policies.
- Parents/guardians who are volunteering in the building should report to the office to sign in and receive their visitor badge.

Dismissal Procedures

- Students being picked up/walking home will exit their grade level playground door after school.
- Students walking home are encouraged to leave immediately after dismissal unless they are involved in an after school activity.
- Students are not permitted on the playground after school without adult supervision.
- Parents/guardians are asked to pick up students using the safe drop off/ pick up zones listed below.
- No student pick up in the driveway area or school parking lots after school. This area is for buses/staff parking only.
- Students that have not been picked up by 3:15pm will wait in the office while their parent/guardian is contacted.
- A parent/guardian should contact the teacher or office with any change in pick up plans
- If you are picking your child up early for any reason please come to the main office to sign them out.

Safe Drop Off and Pick Up Locations

- A map of these locations is available in the school office.
- All students, family members and staff should use the sidewalks and crosswalks during drop off and pick up.
- Adult crossing guards will be located

- Before school on the east side of the building at the corner of 5th Street & 10th Avenue
 - On days of inclement weather crossing guards may be assigned to other duties to monitor doors for student arrival.
- After school at the corner of 5th Street & 10th Avenue and at 10th Avenue & 4th Street

Recess

- Recess will be held outdoors, weather permitting.
- In the event of inclement weather (raining, storming, temperature/wind chill at zero degrees or below) students will be kept indoors for recess.
- If a child must stay indoors for health reasons, a doctor's note must be provided.
- In the winter, boots and snow pants must be worn to play in the field and on the playground. Students without boots and snow pants will remain on the dry areas of the blacktop.

Bikes/Scooters

- Bikes are not allowed on the playground during school hours. Any child riding a bike to school should park it in the bike rack located at the entrance to the east playground.
- We suggest that scooters, roller blades or skateboards not be brought to school; however, if they are, the school is not responsible for these items.
- Students are asked to walk bikes along the sidewalk in drop off/pick up areas.
- The school assumes no responsibility for lost or damaged bicycles.

Breakfast Program

- Breakfast is served Monday- Friday from 7:30-7:50 a.m. in the school cafeteria.
- Students should enter door 9 for breakfast.
- Breakfast will not be served when there is a late start due to weather conditions.

Lunch Program

- School meals are available for purchase. These meals meet state and federal requirements which are based on the USDA Dietary Guidelines.
- Students are allowed to bring a sack lunch from home. Sack lunches should provide adequate nutrition for the student. The inclusion of soda and energy drinks is strongly discouraged. Water and cups are available in the cafeteria. Milk is also available for purchase.

Breakfast/Lunch Payments

- Meals are paid for in advance. Payments are deposited into family accounts. Payments can be made in the school office or in Family Access under the Food Service tab. You can also send payments to the district business office or use the after hours drop box (925 16th Ave, Suite 3).
- When the balance in the account gets low the district business office reminds families to send another payment by either pre-recorded phone messages or by mail.
- Some families may qualify for free or reduced lunches through the National School Lunch Program. If you feel your family may qualify for these benefits or if you would like more information about these benefits, please call the Director of Food Services at (608) 328-7260.
- Up-to-date lunch/milk pricing can be found in the "Family & Community" section of the district website.

Snack Break Milk

- Milk will be served daily during snack break in the classroom.
- Students have a choice of white (skim or 2%) or chocolate.

- Milk will be sold one semester at a time. Fee information can be found in registration materials. **This is an additional optional purchase.** It is not part of the cost of breakfast/ lunch.
- Some families may qualify for free snack break milk through the Wisconsin Morning Milk Program. If you feel your family may qualify for this benefit or if you would like more information about this benefit, please call the Director of Food Services at 328-7260.

Student Fees

- These fees cover the cost of consumable materials & book rental/apps for the year.
- Credit & Debit card payments can only be made through “Family Access” on the district website. Cash or check payments can be made at the school or district office.
- Please keep lunch payments on a separate check.
- All checks should be made out to Parkside School or Monroe School District.

Communication

We encourage communication between home and school. It is an important part of student success. Regular communication is provided using the methods listed below. If you have questions or concerns, please call the office at (608) 328-7130 or your child’s teacher.

Monthly Newsletter- A building newsletter will be emailed home each month.

Student Folders- General information will be sent home with students in classroom folders on a regular basis.

Class Dojo- This valuable tool is used by teachers throughout the building. Homeroom teachers will provide sign up information.

Email- Skyward email will be used to communicate information. You can update your information through Family Access on the district website.

Facebook- See the School District of Monroe page for photos, events, and important information.

Report Cards- Report cards will be provided two times per year. One copy will be sent home with the student. A second copy can be mailed upon request in the office.

Conferences- Scheduled conferences will be held in the fall and spring. Each family will be scheduled for one fall and one spring conference per student. Parents/guardians will receive information to sign up via Family Access. Other conferences may be scheduled as needed. If you have a specific question or concern in regards to Art, Music and Physical Education, please schedule a conference during the regularly scheduled conference times by contacting the school office.

Phone Calls- If you would like to speak with a teacher or the principal please call the office at (608) 328-7130.

Chromebooks

- Students in Kindergarten through 5th Grade will have 1:1 access to a Chromebook.
- Chromebooks will be used to enrich and expand learning in the classroom. Using a Chromebook is a **privilege** and comes with expectations, rules, and consequences.

- Chromebooks are the property of the School District of Monroe (SDM) and as such, administration and/or their designee have the right to inspect the device and associated applications at any time. This includes, but is not limited to email, documents, pictures, music, or other components associated with the Chromebook. The SDM reserves the right to define inappropriate use of technology.
- Chromebook damage shall be evaluated individually and administration reserves the right to charge families for repairs or replacement of the Chromebook and/or associated accessories.

Valuables and Personal Belongings

- Mark clothes, shoes, boots, lunch pails, and other personal property with your child's name.
- Students are welcome to bring a water bottle to school daily. Please label with their name. The water bottle may only contain water unless documented with a medical note.
- Any items such as kick balls, baseball gloves, money, etc. brought to school, are the sole responsibility of the owner. The bringing of toys from home is discouraged. No collectible items should be brought to school to trade with other students.
- The school discourages students from bringing headsets, ipads, ipods, kindles, cell phones, etc. Cell phones must remain in the student's backpack during all times of the school day. Cell phones or other personal devices that are a distraction to the learning environment may be kept in the office during the school day.
- If a student has a smart watch/activity tracker that becomes a distraction to the learning environment they will be asked to put it in their backpack or keep it in the office during the school day. These devices are treated like cell phones and may not be used for photographs or phone calls during the school day.
- Lost and found items will be kept for a limited period of time.
- We will donate any unclaimed clothing during winter, spring and summer breaks.

Physical Education

- Students should wear comfortable clothing appropriate for physical activities on gym days.
- Tennis shoes must be worn on the gym floor. Students may keep a pair of tennis shoes in their coat cubby and change before gym, if desired.
- Physical education is mandated by the State of Wisconsin, we ask that students not participating due to illness or injury have a signed doctor's excuse stating that they may not participate and when they may return to regular gym activities.

Classroom Parties

- Holiday parties and special events may be held in classrooms throughout the school year.
- Individual classroom teachers will send home information about these events.
- Teachers will request treat/snack donations when needed and share information regarding allergies, store bought or homemade goods to align with classroom needs.
- Students are not required to attend these parties and can be excused by parent/guardian request. Excused students will do an alternative activity in the library or office during this time.

Private Parties

- If having a private birthday party for your child, invitations or thank you notes are to be mailed to the student's homes.

- Students are only allowed to hand out invitations at school if the entire class is invited.

Volunteers

- Volunteers must have successfully completed a background check/disclosure form prior to volunteering during the school day. A new form must be completed each school year.
- Volunteers are responsible for confidentiality related to any student information at all times. This includes behaviors, medical conditions, individual needs, or other personal information that is learned or observed while volunteering. If you observe or hear something concerning please report it to a staff member as soon as possible. Things you observe and hear about students while volunteering should not be shared or discussed with family, friends or community members.

Field Trips

- Field trips are an integral part of our educational program and are supplemental to the units taught in the classroom.
- Information about field trips will be provided by teachers in advance.
- The PTO allocates funds each year to support the cost of field trips however additional fees will be collected for trips. Fees may not be refundable due to the purchase of tickets and busing costs assumed as part of the reservation process.
- The goal is for all students to participate in field trips, unless determined otherwise by school administration. This may be due to a significant amount of incomplete work (not due to excused absences), student behavior in the days leading up to the trip that poses a safety risk to him/herself or others, behavior that would not be a positive representation of our school.
- Students are expected to follow all applicable school rules and display appropriate behavior while on field trips.
- **All students must ride the bus to and from the field trip.** If a parent/guardian is asking to take their child home from the field trip they must write a note in advance to the teacher or sign them out after the trip. This aligns with the sports/high school event bus policy. In general this is discouraged practice for liability reasons since it is a school day/ school sponsored activity. If guardians want to follow the bus back to school and sign them out early in the office that is the preferred method.
- **Students should not have cell phones or technology that they would not be allowed to have during the school day.** Students should not be taking pictures, texting each other etc during field trips or on the bus.

Field Trip Chaperones

- Student safety is our paramount concern, therefore all chaperones must have successfully completed a background check/disclosure statement prior to the trip. This must be completed every year and applies to chaperones driving their own vehicle.
- Chaperones must be 18 years of age. Students in high school may not miss school to chaperone for a sibling.
- Chaperones are responsible for confidentiality related to any student information at all times. This includes behaviors, medical conditions, individual needs, or other personal information that is learned or observed while volunteering. If you observe or hear something concerning please

report it to a staff member as soon as possible. Things you observe and hear about students on field trips should not be shared or discussed with family, friends or community members.

- All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students.
- Students must be supervised at all times while at a school sponsored event. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately.
- Siblings and family members may not participate in a school sponsored field trip. (Young children can easily distract you from your primary responsibility of supervising your group of students.)
- Chaperones must be aware that some students have photo and media restrictions; this means that their parents/guardians have formally requested that they not be photographed at school or school activities. Do NOT post photos of students on personal social media accounts without permission from the parent/guardian of the student(s) in photos before sharing.
- If a chaperone wishes to take photographs on a field trip these photos can be shared with the classroom teacher via email to submit to school social media under school sharing permissions.

Student Selling Items

- To alleviate as many interruptions as possible, we ask that students not sell any items during school hours.

Bus Transportation

- Lamers Bus company services will only be provided to eligible students.
- If you have bus questions regarding route times, drop off/pick up locations, bus rules, or an incident that occurred on the bus please contact Lamers Bus Lines at 608-325-7788.
- Please note that supervision at the bus stop is the responsibility of the parent/guardian until students board the bus.
- The Lamers Bus Company or the building principal may approve temporary school bus transportation on a regular bus route for students whose parent/guardian requests temporary busing for a good cause. Anything beyond a one-time situation will require the completion of an Alternate Busing Form.

PTO

- It is our sincere hope that as many parents/guardians as possible will attend PTO meetings and become active in our organization. The Parkside PTO is strictly a local organization with no affiliation with State/National Parent Organizations.
- Information about meeting dates, times and ways to get involved will be shared via newsletters, email, and Dojo.

Parkside Elementary School Discipline Plan

Parkside Elementary School Staff believes that all students have the right to learn in an appropriate and positive environment that is conducive to the learning process. As a district we follow the Positive

Behavior Intervention Support (PBIS) model to support all students in their social and emotional development.

PBIS is a school wide approach to creating a safer, more effective school by establishing the social culture and individualized behavioral supports needed for schools to be productive learning environments for all students. Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible.

PBIS provides an operational framework for achieving these outcomes. The foundation of PBIS is built on our three building-wide expectations: Be Respectful, Be Responsible, and Be Safe.

PBIS emphasizes five other main components: teaching behavior expectations, acknowledgement of positive behaviors, providing levels of interventions to support individual students, using data to make decisions, and consistent consequences for problem behaviors.

Teaching Expected Behaviors- Behavior expectations are explicitly taught, modeled, practiced, and reinforced in all areas of the school. Lessons have been developed for all areas of the school including playground, classroom, special classrooms, bathroom, hallway, cafeteria, and bus. Throughout the year these expectations will be reviewed in the classroom and during all school assemblies.

Student Acknowledgements- Acknowledging and reinforcing positive behavior is one of the best ways to change unexpected or inappropriate behavior and encourage expected or appropriate behavior. At Parkside, students are recognized by: earning Dojo points, earning tickets toward school-wide rewards, or being selected as a student of the week in their classroom. When goals are met, students will enjoy classroom and all school celebrations.

Student Supports- When individual students are not responding to the instruction of teaching the expected behavior in a whole group setting, additional intervention through small group instruction may be provided. Intervention examples for students demonstrating low-risk yet concerning behaviors include: review of expectations in a small group or individual setting, social skills instruction, behavior contract. Additional interventions will be individualized for students who demonstrate significant need for this type of instruction or support.

Student Data- Academic and behavioral data are an important part of our problem solving process. This information helps answer the what, when, where, and who for student behaviors. This data helps us monitor the success or need for modifications with our practices, systems, or supports.

Consistent Behavior Plan with Consequences- Even with clear expectations and a strong system of supports, problem behaviors will arise. In the pages following, you will find descriptions of minor and major behaviors, classroom interventions, and our Office Discipline Referral form and process.

Building Wide Behavior Plan -To ensure Parkside Elementary school can be consistent in dealing with discipline problems, the following procedures for handling classroom and school discipline issues are outlined below. (Procedures may be slightly modified to support teacher classroom discipline and management system.)

Minor Disruption- (Flow Chart: Classroom Managed)- All minor disruptions will be handled by the classroom teachers with the ultimate goal being for the student to change his or her behavior and

continue with normal activities. Parent/guardian contact will be made and documented for any continuing behavior problems. This means either face-to-face, phone contact, or via email.

Classroom Managed Interventions- To correct minor disruptions, staff will use a variety of classroom-managed interventions. These interventions might include: classroom break, loss of recess, school community service, apology letter, loss of reward, conference with parents/guardian, behavior contract, buddy classroom break.

Buddy Classroom Break- This example of a classroom intervention involves a student being asked to go to another classroom for a period of time long enough to regroup and/or reflect to change behavior (period of time should not exceed 20 min). Should the student disrupt the partner teacher's classroom, the student will be returned to their regular class and that classroom teacher will decide whether the student can rejoin the class, or that the disruption is major and the student may no longer be allowed in the classroom setting for that period. If the student is able to return to class, a time will be arranged for a student- teacher conference regarding appropriate behaviors. Parent/guardian contact will be made.

Office Discipline Referral- After classroom interventions have been exhausted and parent/guardian contact has been made, teachers may choose to fill out an Office Discipline Referral if the student has a minimum of 3 documented incidents of the same minor offense within 30 days. (See Flow Chart)

Major Behaviors- (Flow Chart: Office Managed)- The building's administrator will support all major disruptions with the assistance of the teachers, school counselor, and school psychologist. The ultimate goal is having the student change his or her behavior and continue with normal activities. With each major offense, an Office Discipline Referral will be completed and the classroom teacher or principal will make a parent/guardian contact. This means either face-to-face, phone contact, or via email.

Parkside's Behavior Flowchart will be followed for classroom interventions or administrator consequences. For specific major behaviors, see the Flow Chart and Major/Minor descriptions on the following pages. Please note that the building principal has discretion in terms of any/all consequences being applied to each individual situation.

Behavior Crisis Situations- For behavior crisis situations or when other intensive interventions have been unsuccessful for major behaviors, the school police liaison may be used as an additional resource. Students who receive multiple Office Discipline Referrals within a specific time frame may lose the opportunity to participate in an upcoming classroom/school event.

PARKSIDE ELEMENTARY EXPECTED BEHAVIOR MATRIX

This matrix is used in the classroom to model and teach expected behaviors throughout the building.

updated: 7/24/24 (JT)

The Parkside Promise	Settings				
	All Settings	Hallway	Bathroom <small>3rd & 5th- gym 2nd & 4th- back hall K & 1st- K/1 hallway</small> Link: Cool Tool	Before School/Arrival	Water Fountains
Be Respectful	<ul style="list-style-type: none"> Treat others as you want to be treated Be a good listener Understand and accept individual differences- VIDEO LINK Respect school property Observe "Voice Levels" 	<ul style="list-style-type: none"> Voice level in hallways should be respectful of classrooms that are learning Follow adult directions Respect others' space Hands off artwork, walls, others, & other's property Respect others' space by staying out of their personal space bubble. 	<ul style="list-style-type: none"> Voice level 1 Wait patiently for an open stall Give privacy to others Keep bathroom clean Leave supplies in the classroom 	<ul style="list-style-type: none"> Respect other people's property Be seated for attendance 	<ul style="list-style-type: none"> Voice level in hallways should be respectful of classrooms that are learning Wait patiently Take a quick turn (1, 2, 3, that is enough for me) Respect others' space by staying out of their personal space bubble.
Be Responsible	<ul style="list-style-type: none"> Arrive on time Follow directions the first time Accept consequences of behavior without arguing or complaining Bring everything you need to school each day (back pack, lunch, water bottle, etc) 	<ul style="list-style-type: none"> Take care of your belongings Go directly to where you are supposed to be Pick up trash 	<ul style="list-style-type: none"> Use closest or grade level bathroom assigned Flush toilet Keep visit short Go directly to and from your destination 	<ul style="list-style-type: none"> Stay outside before the bell rings Put backpack by your class line up area and go play Follow line up rules and the lines in the hallway Unpack backpacks Have materials ready for class Personal devices (cell phones) must be turned off and stored in backpack 	<ul style="list-style-type: none"> Drink the water without touching your mouth to the spout Water fountain is for drinking or to put water in bottles or cups
Be Safe	<ul style="list-style-type: none"> Hands and feet to self Walk in school Keep your materials in your own area Keep all chair legs on the floor Be where you belong Keep hands away from your 	<ul style="list-style-type: none"> Walk to the right Keep hands and feet to self Maintain personal space 	<ul style="list-style-type: none"> Act appropriately Wash hands with soap for 20 seconds Keep water in sink Put towels in garbage can Report problems to an adult 	<ul style="list-style-type: none"> Hang up outerwear and backpacks Complete morning jobs promptly 	<ul style="list-style-type: none"> Clean up spills or ask for help

	Settings				
	Lunch Line/ Cafeteria Link: Cool Tool	Technology Use	Recess/Playground Link: Recess Game Rules Cool Tool	LMC	Dismissal/Bus
Be Respectful	<ul style="list-style-type: none"> Voice level (up to) 3 Walk single file to get your food Use appropriate language when talking to peers and adults Carefully dish food from salad bar and condiments Say "please" and "thank you" 3 students on each bench 	<ul style="list-style-type: none"> Use school issued technology only when instructed Use school issued technology only for academic purpose Use a respectful volume/headphones 	<ul style="list-style-type: none"> Voice level (up to) 4 outside Voice level in hallways should be respectful of classrooms that are learning Display good sportsmanship Include everyone Listen to the person in charge (i.e. adult/safety patrol) Accept consequences for your actions 	<ul style="list-style-type: none"> Voice level (up to) 2 Be careful with materials used and loaned to you Respect others space in check-out line Respect school property – computers 	<ul style="list-style-type: none"> Follow any rules given by the bus driver or bus assistant Voice level (up to) 3 Keep bus clean Respect property Use appropriate language
Be Responsible	<ul style="list-style-type: none"> Stay in line and sit in "assigned" spot Stay seated Follow adult directions Clean your space and take care of your possessions Raise hand for help Throw trash away 	<ul style="list-style-type: none"> Keep your technology charged Use technology with clean hands Keep food and drinks away from technology 	<ul style="list-style-type: none"> Dress appropriately for the weather Report problems to an adult Take care of your belongings Line up to come in on the first request 	<ul style="list-style-type: none"> Return materials on time Ask for help and follow directions Use shelf markers to replace books Use LMC time wisely Report any damage Walk in the LMC 	<ul style="list-style-type: none"> Be polite to driver and others Use personal technology responsibly per the guidelines of the bus driver Get off bus at correct stop
Be Safe	<ul style="list-style-type: none"> Keep hands and feet to self Walk/move carefully Sit in seat until dismissed Food stays in cafeteria and keep it to yourself Report spills to an adult 	<ul style="list-style-type: none"> Carry/hold device safely Only use programs and sites approved by teacher Always get approval from teacher before recording a video or taking a photo 	<ul style="list-style-type: none"> What is on the ground stays on the ground Use equipment safely and correctly Be aware of activities and games around you Stay in designated areas 	<ul style="list-style-type: none"> Push in chairs when done Walk on the steps and use the rail as a handrail for your safety Avoid using the LMC as a shortcut 	<ul style="list-style-type: none"> Remain seated Hands and feet to self Go directly to seat Keep aisles clear

Parkside Elementary School
Student Behavior Management Protocol

Observe Problem Behavior

Determine is the behavior major or minor?




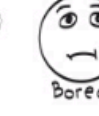
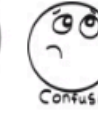



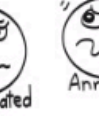
<p align="center">Minor Behaviors</p> <ul style="list-style-type: none"> Talking out Disrespect Non-compliance with adult directions Cheating Possession of toys/electronics Minor student conflict Unsafe travel in the building (running) Off-task behavior Lying Teasing Tattling Hands/Feet/Objects to self Rough Play Invasion of personal space Unsafe/inappropriate use of equipment Leaving assigned area without permission 	<table border="1"> <thead> <tr> <th data-bbox="776 331 1101 407">Major Behaviors (Level 1)</th> <th data-bbox="1101 331 1419 407">Major Behaviors (Level 2)</th> </tr> </thead> <tbody> <tr> <td data-bbox="776 407 1101 716"> <ul style="list-style-type: none"> Severe Disrespect (continual/deliberate) Severe physical aggression (fighting, kicking, hitting, biting) Profanity Theft Leaving school grounds Other major behaviors that violate school rules </td> <td data-bbox="1101 407 1419 716"> <ul style="list-style-type: none"> Possession of drugs, alcohol or weapons Major Property Damage/ Vandalism] Threat to harm staff, student or the school Bullying/Harassment (racial, sexual, cultural) </td> </tr> </tbody> </table>	Major Behaviors (Level 1)	Major Behaviors (Level 2)	<ul style="list-style-type: none"> Severe Disrespect (continual/deliberate) Severe physical aggression (fighting, kicking, hitting, biting) Profanity Theft Leaving school grounds Other major behaviors that violate school rules 	<ul style="list-style-type: none"> Possession of drugs, alcohol or weapons Major Property Damage/ Vandalism] Threat to harm staff, student or the school Bullying/Harassment (racial, sexual, cultural)
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<ul style="list-style-type: none"> Severe Disrespect (continual/deliberate) Severe physical aggression (fighting, kicking, hitting, biting) Profanity Theft Leaving school grounds Other major behaviors that violate school rules 	<ul style="list-style-type: none"> Possession of drugs, alcohol or weapons Major Property Damage/ Vandalism] Threat to harm staff, student or the school Bullying/Harassment (racial, sexual, cultural) 				
<p align="center"><i>The following action steps will be taken for Minor Behavior infractions.</i></p>	<p align="center"><i>The following action steps will be taken for Major Behavior infractions.</i></p>				
<p>1st Warning (*no minor infraction slip is written)</p> <ul style="list-style-type: none"> Teacher states the observed behavior- "I saw you..." Teacher states the rule- "Our rule is..." Teacher states the expectation for next time- "Next time please..." <p><i>*Staff should progress to steps below when a student has previously received a warning for the same behavior within a reasonable amount of time for the given situation. This may be within the same day, week or month of the given warning.</i></p>	<p>1st Office Discipline Referral (ODR)</p> <ul style="list-style-type: none"> Student conference with involved staff and/or principal Reflection/reteaching/rehearse behavior behavior expectation Logical consequence is given from major consequences list Parent/guardian contact is made by teacher or principal (phone call) 				
<p>2nd Warning (minor infraction copy sent home via Dojo or paper)</p> <ul style="list-style-type: none"> Repeat steps from 1st warning Teacher completes minor infraction slip Teacher and student complete the fix-it plan together Logical consequence is given from minor consequences list Parent/guardian contact is made (email/dojo/phone) <p>3rd Warning (minor infraction copy sent home via Dojo or paper)</p> <ul style="list-style-type: none"> Repeat steps from 1st warning and 2nd warning Parent/guardian contact is made via phone or in person conference Higher level logical consequence is given Teacher and school pupil services team meet to discuss additional supports/interventions <p><i>*3 documented minor infractions for the same behavior within 30 days will result in an ODR</i></p>	<p>Subsequent Office Discipline Referral (ODR)</p> <ul style="list-style-type: none"> Repeat steps from 1st office discipline referral <p><i>*Staff should progress to steps below when a student has previously received an ODR for the same behavior within a reasonable amount of time for the given situation or has multiple major infractions.</i></p> <ul style="list-style-type: none"> Logical consequence is given from the major consequences list (principal managed) Teacher and school pupil services team meet to discuss additional supports/interventions Parent/guardian conference is scheduled to create or review student behavior plan and interventions 				
<p>Possible Minor Consequences: (teacher managed)</p> <ul style="list-style-type: none"> take a break note of apology, reflection activity loss of privilege (walking laps at recess, recess away from peers, lunch away from peers, loss of special activity) reteaching of and practice expected behavior contact home conference with teacher/parent/guardian, principal restitution/fix-it (clean up the mess, fix what is broken, help with a job in the building) 	<p>Possible Major Consequences: (teacher managed)</p> <ul style="list-style-type: none"> any consequences from minor list <p>Possible Major Consequences: (principal managed)</p> <ul style="list-style-type: none"> lunch detention after school detention in school suspension out of school suspension school resource officer involvement initiate threat assessment as required by Department of Justice 				
<p>Please note:</p> <ul style="list-style-type: none"> All minor or major infractions happening outside of the classroom should be reported to the homeroom teacher and a copy of the infraction slip should be shared. Parent/guardian contact will be made by homeroom teacher for classroom, recess, lunch, common space infractions and by specialist / teachers for infractions that happen during their class time. <p align="right">Updated: 7/25/24 JT</p>					

Parkside Elementary School
Minor Behavior Notice

Name:		Referring Staff:		
Grade/Homeroom:				
Date:	Type of Incident <ul style="list-style-type: none"> • Talking out • Disrespect • Non-compliance with adult directions • Cheating • Possession of toys/electronics • Minor student conflict • Unsafe travel in the building (running) • Off-task behavior • Lying • Teasing • Tattling • Hands/feet/objects to self • Rough Play • Invasion of personal space • Unsafe/inappropriate use of equipment • Leaving assigned area without permission • _____ 	Follow Up Used <ul style="list-style-type: none"> • Loss of privilege • Separation from group • Apology • Take a Break • Walking Laps • _____ 		
Time:				
Location:				
<ul style="list-style-type: none"> • Classroom • Playground • Cafeteria • Bathroom • _____ 				
Description:				

Student Fix- It Plan

(to be completed with the referring adult the same day as the infraction)

My choice was ...	
I felt...	
 Disappointed	 Silly
 Angry	 Bored
 Confused	 Sad
 Worried	 Frustrated
 Annoyed	
The expected behavior is ...	
Next time I will ...	
Parent/Guardian Contact made by:	Type of Contact:
	<i>Email/Dojo Phone Call Conference</i>
*parent contact must be made on day of incident *contact made by teacher present during incident *homeroom teacher if incident was with support staff	*white copy is given to classroom teacher for their records/parent contact *yellow copy kept in office for documentation



OFFICE DISCIPLINE REFERRAL FORM -ELEMENTARY

Student(s): _____ Grade: _____ Referral Type: Major
Referring Staff Name: _____ Date: _____ Time: _____

Location (select one):

- | | | | | |
|---|--------------------------------------|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Art Room | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Gym | <input type="checkbox"/> Locker Room | <input type="checkbox"/> Playground/Outside area |
| <input type="checkbox"/> Bathroom | <input type="checkbox"/> Classroom | <input type="checkbox"/> Hallway | <input type="checkbox"/> Music Room | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Bus/Loading Zone | <input type="checkbox"/> Common Area | <input type="checkbox"/> Library | <input type="checkbox"/> Office | <input type="checkbox"/> Unknown |
| | | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Other: | |

Problem Behavior (select one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Abusive/Inappropriate Language | <input type="checkbox"/> Fighting | <input type="checkbox"/> Threatening Behavior |
| <input type="checkbox"/> Academic Dishonesty | <input type="checkbox"/> Inappropriate Display of Affection | <input type="checkbox"/> Truancy |
| <input type="checkbox"/> Arson | <input type="checkbox"/> Inappropriate Location for Student | <input type="checkbox"/> Use/Possession of: |
| <input type="checkbox"/> Bomb Threat/False Alarm | <input type="checkbox"/> Lying | <input type="checkbox"/> Alcohol |
| <input type="checkbox"/> Bullying/Harassment | <input type="checkbox"/> Physical Aggression | <input type="checkbox"/> Combustibles |
| <input type="checkbox"/> Defiance/Non-compliance | <input type="checkbox"/> Property Damage/Vandalism | <input type="checkbox"/> Restricted Substances |
| <input type="checkbox"/> Disrespect | <input type="checkbox"/> Tardy/Skipping Class | <input type="checkbox"/> Tobacco |
| <input type="checkbox"/> Disruption | <input type="checkbox"/> Technology Violation | <input type="checkbox"/> Weapons |
| <input type="checkbox"/> Dress Code Violation | <input type="checkbox"/> Theft | <input type="checkbox"/> Other: |

Possible Motivation (select one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Obtain peer attention | <input type="checkbox"/> Obtain items/activities/sensory | <input type="checkbox"/> Avoid/escape peer(s) |
| <input type="checkbox"/> Obtain adult attention | <input type="checkbox"/> Avoid task(s)/activities/sensory | <input type="checkbox"/> Avoid/escape adult(s) |
| <input type="checkbox"/> Unknown | | |

Others Involved:

- | | | | |
|--------------------------------|----------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Staff | <input type="checkbox"/> Substitute | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Peers | <input type="checkbox"/> Teacher | <input type="checkbox"/> Unknown | |

Written Description of Actions:

Parent/Guardian Contact Required: Phone call E-mail Conference

Response to Behavior (completed by teacher):

- | | | |
|---|---|---|
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Individualized Instruction | <input type="checkbox"/> Parent/Guardian Conference |
| <input type="checkbox"/> Classroom Exclusion/Time-out | <input type="checkbox"/> Loss of Privilege | <input type="checkbox"/> Student Conference |
| <input type="checkbox"/> Other: | | |

Is administrator follow-up necessary? No Yes

Referring Staff Signature: _____ Date: _____

I certify that the above listed information is accurate. I understand that incomplete ODR forms will not be processed and will be returned for completion.

Administrator Response to Behavior & Comments (if necessary):

- | | | | |
|---|---|------------------------------------|---------------------------------|
| <input type="checkbox"/> In-school Suspension | <input type="checkbox"/> Out-of-school Suspension | <input type="checkbox"/> Detention | <input type="checkbox"/> Other: |
|---|---|------------------------------------|---------------------------------|

Administrator Signature: _____ Date: _____