

# School District of Westfield Elementary 4K-6 Student/Parent Handbook 2019-2020 School Year

UNITED IN EDUCATIONAL EXCELLENCE

WELCOME TO THE . . .

OXFORD  
ELEMENTARY  
SCHOOL

WESTFIELD  
ELEMENTARY  
SCHOOL

COLOMA  
ELEMENTARY  
SCHOOL

## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

**This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein is revised the language in the most current policy or administrative guideline prevails. The current policies and guidelines are available on the District's website.**

## MISSION OF THE SCHOOL

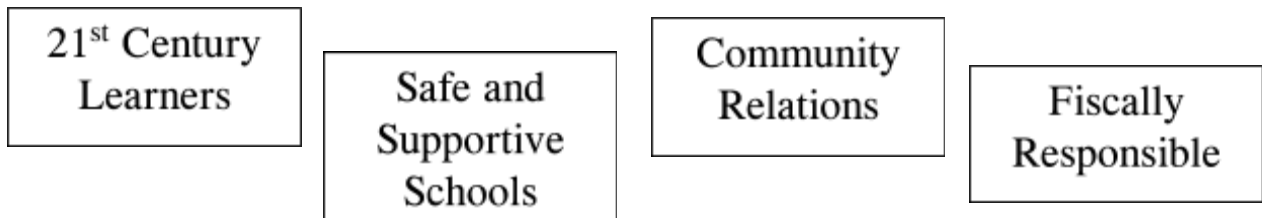
United for Education Excellence, The School District of Westfield combined communities are dedicated to developing responsible citizens well prepared for diverse future opportunities. We strive for each learner to reach his or her full potential through the combined efforts of students, families, school and communities modeling high standards and providing challenging educational, real world experiences. In addition, it is our hope to develop lifelong learners.

It is the policy of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, **including transgender status, change of sex or gender identity, disability, age (except as authorized by law), military status**, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability of other protected characteristics as well as place of resident within District boundaries, or social economic background.

### SCHOOL DISTRICT OF WESTFIELD

*The School District of Westfield Believes:*

United for educational excellence, the Westfield School District combined communities are dedicated to developing responsible citizens well prepared for diverse future opportunities. We strive for each learner to reach his or her full potential through the combined efforts of students, families, school and communities modeling high standards and providing challenging educational, real world experiences. In addition it is our hope to develop lifelong learners.



### The School Day

School	School Building Opens	Instruction Begins	Student Dismissal Time	Telephone Number
Coloma	7:30 A.M.	7:55 A.M.	2:55 P.M.	715-228-2851
Oxford	7:30 A.M.	7:55 A.M.	2:55 P.M.	608-586-5131
Westfield	7:50 A.M.	8:15 A.M.	3:20 P.M.	608-296-2224

School buildings will be open prior to the classes beginning for the breakfast program and morning recess.  
Students should not arrive at the schools prior to the doors being open.

**ALL POLICIES ARE LOCATED ON THE DISTRICT WEBSITE.**

**[www.westfield.k12.wi.us](http://www.westfield.k12.wi.us)**

**Title VI, IX, and Section 504**

**IMPLEMENTATION AND GRIEVANCE PROCEDURES**

The School District of Westfield will not discriminate on the basis of gender, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability in the educational programs in its employment practices, in its curricular programs, nor in its co-curricular programs.

If any person believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, and Section 504 or in some way discriminates on the basis of sex, race, color, national origin, age or handicap, he/she may bring forward a complaint to the Local Title IX and 504 Coordinator:

Superintendent  
Administration Office  
N7046 County Rd M,  
Westfield, WI 53964  
608-296-2107 ext. 0

The local Title IX and 504 Coordinator shall investigate the complaint and reply to the complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal grievance procedures according to the steps listed in the School District of Westfield Policy Book.

# SCHOOL DISTRICT OF WESTFIELD CALENDAR

2019-2020

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Important Dates	
Aug 12	Registration 11a-7p
Aug 28	Open House 4-6p
Sep 3	First Day of School
Oct 11	Homecoming
Oct 14	PT Conf 11a-7p (NO SCHOOL)
Feb 20	PT Conf 5-7:30p
May 31	Graduation
Jun 5	Last Day of School

Inservice (NO SCHOOL)
Aug 26-29
Feb 21

Inservice/Grading (NO SCHOOL)
Nov 1 (Q1 = 42 Days)
Jan 20 (Q2 = 44 Days)
Apr 3 (Q3 = 47 Days)
Jun 6 8a-12p (Q4 = 43 Days)

NO SCHOOL	
Sep 2	Labor Day
Oct 14	PT Conferences
Nov 27-29	Thanksgiving Break
Dec 23-Jan 1	Winter Break
Mar 9-13	Spring Break
Apr 10	Good Friday
May 25	Memorial Day

INCLEMENT WEATHER MAKEUP DAYS: 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> days will be made up by staff only, through staff development approved by the district. Student will not make up the first five 5 days.



**SCHOOL DISTRICT OF WESTFIELD**  
 N7046 COUNTY ROAD M  
 WESTFIELD, WI 53964  
 PH: 608-296-2141 ■ FAX: 608-296-2938

**Re: School Closing**

Dear Parent/Guardian,

Your child’s safety is of paramount importance. Determination for closing school will be based upon information from the Marquette County Sheriff’s Department, Marquette County Hwy. Department, communication with staff living throughout the district and the National Weather Service. We will make every effort to keep your child safe and minimize lost instruction time. The School District of Westfield is a large geographic area of several hundred square miles and there can be considerable differences in weather conditions throughout the district. This poses significant challenges when determining when to cancel school. We will do our best to “make the appropriate decision in a timely manner.” Stay tuned to the TV/Radio stations listed below regarding school closing.

Please feel free to contact me at (608)296-2141 ext. 1011 if you have additional questions or concerns.

Sincerely,  
 John Eyerly  
 District Administrator

**EARLY RELEASE PLANS**

Coloma Elementary  
 Oxford Elementary  
 Westfield Elementary  
 High School/Middle School

**3 hr. Plan**

12:00  
 12:00  
 12:20  
 12:32

**2 hr. Plan**

1:00  
 1:00  
 1:20  
 1:32

**1 hr. Plan**

2:00  
 2:00  
 2:20  
 2:32

**TV**

Madison WMTV 15  
 WKOW 27  
 WISC 3  
 Green Bay WBAY 2

**RADIO**

Madison WOLX 94.9 FM  
 Berlin WISS 104.7 FM  
 Wautoma WAUH 102.3 FM  
 Oshkosh WPKR 99.5 FM  
 Portage/WI Dells WDDC 100 FM  
 WNNO 106.9 FM  
 WBKY 95.9 FM  
 WBDL 102.9 FM  
 WNFM 104.9 FM  
 WDLS 900 AM  
 WPDR 1350 AM

**If there is a delayed start, (i.e. one or two hour delay), it will result in a one or two hour delay in the bus pickup time.**

- If there is no announcement, school will be held.
- In order for School Messenger (automated phone call, and/or email) to be effective, school offices must have current phone number and/or email information. Those who are not informed by this method should tune in to the TV/Radio stations noted.
- **If parents have any doubts or concerns about the weather they can choose to keep their children home.**

## ACADEMIC INFORMATION

### MARKING AND REPORTING GRADES 4K-12: Policy 5421

Marks are assigned which represent achievement in subject matter only. They are intended to represent the degree to which the pupil has attained the objective set up for each course taken.

Care should be taken to determine the mark as objectively as possible. Consistent evaluation during the marking quarter helps the teacher arrive at a more objective mark. A teacher should be able to justify any mark assigned. Careful records and frequent evaluation during the quarter strengthen justifications. Pupil self-evaluations also help, not only in justification but also in pupil growth.

Pupil progress is reported at mid-term (progress reports) and every quarter (report card) to parents and students. A formal report card with the letter marks is in standard indicating student strengths and weakness, parent/teacher conferences, calls, and letters.

In the high school, only semester marks are posted on the individual student's permanent record. The mark for the semester is an average of the two (2) quarterly marks and a semester exam if taken.

#### **Marking:**

#### **Grades 4K-Kindergarten**

N = Not Assessed -- Student has not been assessed on this skill/concept at this time.

B = Beginning -- Student is not meeting grade level expectations at this time. Additional practice or support is needed.

D = Developing -- Student is working toward mastery of skills at a level that is appropriate for this grade level.

S = Secured -- Student has secured the skill.

#### **Grades 1-12 Grading Scale**

A+	100	B+	89-87	C+	79-77	D+	69-67	F	59 and below
A	99-94	B	86-84	C	76-74	D	66-64		
A-	93-90	B-	83-80	C-	73-70	D-	63-60		

#### **Grades 4-12 Individual Achievement Grade**

A - Outstanding

C - Satisfactory

F - Unsatisfactory

B - Doing Very Well

D - Improvement Needed

#### **All schools will use the table below to calculate G.P.A. (Grade Point Average)**

A = 4.0	A - = 3.67	B+ = 3.33	E = 0
B = 3.0	B - = 2.67	C+ = 2.33	F = 0
C = 2.0	C - = 1.67	D+ = 1.33	
D = 1.0	D - = 0.67		

### ACADEMIC HONESTY

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. To help maintain an atmosphere of mutual trust and confidence among students and faculty and to ensure that each student is judged solely according to his or her own merits, the School District of Westfield has established the following honor code: No School District of Westfield student will unfairly advance his or her own academic performance nor will the student in any way intentionally limit or impede the academic performance or intellectual pursuits of other students of the School District of Westfield community. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to:

*Plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software.*

Faculty and building administrators will have the responsibility for monitoring the above actions.

It is the responsibility of all faculty to monitor students' work to avoid an academic dishonesty and to administer penalties for dishonesty in accordance with the district policies. The parents shall be contacted as soon as practicable to report any

alleged academic dishonesty on the part of the students. Teachers are granted authority, with the direction and advice of their principals, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Repeated violations of this policy at the high school level will result in disciplinary action up to and including removal from class with a grade of F and/or other disciplinary consequences. Student and parent appeals of any consequences resulting from violations of this policy shall follow established channels of communications up to and including filing of a complaint under board policy.

All teachers beginning especially at the elementary grades will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools.

**ATTENDANCE**

Your parent/guardian should call the school on the day you are absent no later than one hour after school begins. When you return to school you must have a note stating why you were absent. The note must be signed by your parent/guardian. A child arriving 1 ½ hours after school begins and leaving 1 ½ hours before school ends will be marked absent for ½ day of school.

**ARRIVAL TIMES**

It is expected that your child arrive at school prior to instruction beginning. The times below are when we expect students to arrive and prepare for the start of their school day. If a student arrives after the beginning of instruction they will be marked tardy.

School	Expected Arrival Time	Instruction Begins
Coloma	7:45 A.M.	7:55 A.M.
Oxford	7:45 A.M.	7:55 A.M.
Westfield	8:05 A.M.	8:15 A.M.

**EXTENDED - ADVANCE LEAVE**

In the event an extended leave from school is necessary, it must be arranged for in advance. It is required that parents contact the office to notify them of the absence. Materials to be covered should be assigned (as far as possible) before the student leaves and should be turned in to teachers three days after returning to school. Tests and other special projects missed during the extended absence must also be made up within three days. It is the student’s responsibility to arrange to make up any missed work or to complete work before the absence (if possible). Extended absences during the school year are **not** recommended.

**BICYCLE RIDERS/SKATEBOARDS/ROLLER BLADES/SCOOTERS**

Bicycle riders/skateboards/roller bladders and scooters are to observe safety rules to and from school. The use of helmets is strongly recommended. During school hours, using these items is not permitted on school grounds. Bicycles/skateboards/roller blades/scooters are to be parked properly in designated areas. Please remind your child to keep his/her bike, skateboard, rollerblades and/or scooter locked when not in use. The school assumes no responsibility for these items being stolen.

**CLASSROOM MANAGEMENT**

Teachers have established classroom rules in his/her classrooms. These rules are reinforced by incentive Fridays, Incentive Trips and/or Reward Days. Students may also receive loss of recess time or referrals. Please see each teacher’s individual classroom management procedures.

## **CUSTODIAL SITUATIONS**

Parents who have special custodial situations because of separations, divorce, etc. need to make the office aware of this. We will need copies of any court offers or documentation. If you have questions regarding this, please contact the elementary principal.

## **SCHOOL SAFETY**

Each school in our building has a school safety plan. Fire drills are completed nine times a year, or each month. Tornado drills are completed two times each year. A safety drill (ALICE = Alert-Lockdown-Inform-Counter-Evacuate) is completed two to four times each year.

## **STUDENT PLANNERS**

Students will be given an assignment book or planner to record all assignments given during the course of the day. This resource is designed to help students develop and strengthen study skills for organization and accountability. Students will be responsible to write down assignments daily. Planners can be a valuable communication tool between school and home and are required for all students daily.

## **FIELD TRIPS/CHAPERONE POLICY**

All students must complete and return the school field trips permission forms in order to be included on the field trip. All parents who have volunteered for chaperoning must adhere to the chaperone policy created by the Westfield Board of Education. Violations to that policy will lead to failure to serve as a chaperone for future school field trips. All chaperones must complete and be cleared of a background check. This must be turned in at least two weeks before the trip.

## **HEALTH SERVICES/IMMUNIZATIONS**

Children are expected to report injuries or illnesses to their teacher(s). Serious injuries and illnesses must be reported to the office immediately. School personnel will make the child as comfortable as possible and will determine what first aid, if any, is to be administered. Parents will be notified if the student's condition is serious. If parents are unavailable, the alternate designee on the Student Health Care Plan or Skyward Emergency Contacts will be contacted. The parent or alternate will be apprised of the child's condition and decide whether to pick the child up to be taken home or to leave the child at school. Children will be sent home if their temperature is 100° or higher, vomiting and/or diarrhea. In the event neither parent nor alternate is available, the health school personnel will determine whether medical examination is needed. If this determination is affirmative, school personnel will transport the child to the medical facility designated on the Student Health Care Plan. Parents should keep the office apprised of any health condition including tendencies to "use" illness as a means of getting out of work. This information may be useful in dealing with health needs. School personnel will use their best judgment in protecting the child's health and well-being. This includes transporting by ambulance, if necessary. First aid services are available in the office. Students must secure a pass from teachers to go to the first aid office. The "PERMISSION FOR EMERGENCY CARE" forms must be filled out by parents and will be utilized in dealing with student injury or illness. Parents are responsible to report changes to the Principal's office. The School District of Westfield does carry accident insurance to be used over and above policies already carried by the child's family.

## **VISITATION – PARENTS**

Parents are always welcome to visit their children at school with prior permission from the building administrator. We encourage you to contact your child's teacher to let them know you are coming. Lunch is available for parents at regular adult rates. Parents wishing to conference with their child's teacher should call the school to make an appointment. For the safety of all our children, all visitors must sign in at the office upon arrival at school and wear a visitor identification badge while in attendance.

## **RECESS ATTIRE**

All students are required attire for recess. Attire may change throughout the school year. It is our goal to have students outside as much as possible weather permitting. In order for this to happen students must be properly dressed. Failure to bring the proper attire may result in loss of recess time.

## **STUDENT DRESS: Policy 5511**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions



regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

In order to assure a healthy and safe school environment for students, the following student dress code guidelines will be enforced:

1. During the school day, hats, caps, bandannas, head coverings and jackets shall be taken off and placed in the student's locker. These items shall not be worn in the school building except when the student has immediately entered or is leaving.
2. No student shall be permitted to wear clothing with beer, alcohol, or tobacco advertising or logos, or clothing that is suggestive of beer, alcohol, tobacco or drugs, language in poor taste, obscenities, racial or gender slurs, sexual innuendo, sexually suggestive pictures, promotion of gambling, illegal drugs and/or gangs on them. No student shall be permitted to wear mesh shirts, tank tops, halter tops, spaghetti straps, low cut tops, no short shorts or skirts – "fingertip test," or crop tops that are more than a half inch to an inch above the belt line (unless worn with an appropriate shirt underneath).
3. Medallions or other jewelry which identify gang members or gang affiliation or which have come to represent a gang shall also not be worn or displayed in school or at school events. Also, gang clothing is not always restricted to an item of clothing, but may include the way in which a particular item of clothing is worn. No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds or at school related activities at any time. The reference to "gang insignia" would also encompass items of clothing that signify gang activity by the manners in which they are worn.
4. Accessories that may cause injury are not permitted. Examples are heavy chains, wallet chains, spiked bracelets/necklaces, excessively heavy or large medallions.
5. It will also be mandatory for students representing the school in co-curricular activities to meet more formal dress requirements, depending upon activity and occasion.

#### **WIRELESS COMMUNICATION DEVICES: Policy 5136**

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on Board authorized vehicles the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in hall lockers (but not locker room lockers) or vehicles.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

"Sexting" is prohibited at any time on school property or at school functions, while under the supervision of school authorities, or transmitted to others at school. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. This also explicitly includes displaying images received to a third party. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages

and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. WCDs in District custody will not be searched or otherwise tampered with except in accordance with Policy [5771](#) – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

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

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

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

Electronic device violations will result in:

1<sup>st</sup> Offense: Confiscation of device, including the battery, until end of school day.

2<sup>nd</sup> Offense: Confiscation of device, including the battery. Parent must pick up in office.

3<sup>rd</sup> Offense: Confiscation of entire device. Parent must pick up and student is banned from bringing electronic devices on school grounds.

## **SCHOOL TRANSPORTATION**

Students representing the school at away events must use school provided transportation. The only exception to using school transportation will be for the student to ride with a parent or guardian. A parent or guardian may transport other than his or her own child providing the child's parent or guardian has given written permission to the activity advisor. Riding with another student or friend is not acceptable. When riding with a parent or guardian, a written note from parent a must be provided to the activity advisor in charge of the bus. Violation of this policy can result in a suspension from the activity where the transportation rule was violated.

## **BUS CONDUCT**

Students riding a bus must obey the directions given them by the bus driver or chaperone. Being able to ride the bus is a privilege not a right. Students failing to obey directions given to them by a bus driver or chaperone will not be allowed to

use bus transportation. More complete [Rules of Conduct for All Bus Riders](#) are available on the district web page.

## **STUDENT LOCKERS**

School lockers are the property of the Board of Education and are provided for the convenience of students. Students are assigned a locker for the school year. If damage is not reported, the student to whom the locker was assigned will be held accountable. School officials retain the right to search lockers at any time. These searches may include canine units.

## **SEARCH AND SEIZURE: Policy 5771**

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

## **SCHOOL PROPERTY**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, assistant principals/Dean of Students and/or Police Liaison Officer.

## **STUDENT PERSON AND POSSESSIONS**

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

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

## **USE OF DOGS**

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

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

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

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a

request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

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

### **LMC USE**

The LMC (Library Media Center) is available to students for research, quiet reading, media and computer use, small group work and special projects. The faculty provides tables, study carrels for individual study, a work area for material production and a small conference room. Approximately 12,000 titles in fiction, nonfiction, and AV can be used and checked out by students, teachers and administrators in the Westfield School District.

Inter library loan services are available for students with material needs that cannot be met by this service, as there is frequently a 2-week delay in receiving loan materials.

LMC Procedures:

1. Books, magazines and AV materials are placed in the LMC for student use. Any material taken out of the LMC must be checked out. Magazines and newspapers are not to be taken into study hall.
2. The person checking out the material is responsible for returning it on or before the due date and is also responsible if it is damaged or lost.
3. Books are checked out for a 2-week period and may be renewed. Back issues of magazines, vertical file materials, reference books and reserved materials may be checked out overnight.
4. Students who have not returned their overdue materials will have LMC privileges restricted until material is returned or paid for at full value.

### **COMPUTER USAGE**

Computers are available for student to use. To protect the network from vandalism and computer viruses, Westfield Area High School is a disk free environment. Students using flash drives must first obtain permission from the computer lab supervisor.

Students agree to use the school network computers for education purposes as it directly relates to their current classes. Accessing, transmitting any material that is in violation of state or federal laws or current school policies is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. The use of the network computers is a privilege, not a right. Inappropriate use may result in cancellation of this privilege, in accordance with school board policy #5800 and student agreement #5800B. Each student, who receives an account at any time, and students and parents will be notified before an account is closed permanently. Due process will be available in accordance with school policy.

Computer Behavior: Responsible students:

- Shall NOT use the network computers for any illegal purpose;
- **Shall NOT lend their User Identification and password to anyone else;**
- Shall NOT reveal names, addresses or phone numbers of students or staff;
- Shall NOT load a computer virus onto the network;
- Shall NOT load any software onto the network;
- Shall NOT use the network for sending or receiving personal messages;
- Shall NOT send or receive information that is obscene, racist, or offensive;
- Shall NOT access files of other students or staff;
- Shall NOT play games;
- Shall NOT perform any act or access any information that is in violation of the school's code of conduct;

- Shall NOT purchase any products or services sold through the internet;
- Shall NOT cause damage to computer equipment.

The school will not be responsible for any user damages suffered. This includes loss of data resulting from delivery errors and equipment malfunction. Use of any information obtained via the Internet is at the discretion of the student and the school denies any responsibility for the accuracy or quality of information obtained from the Internet. Personal lap top computers may not be used during the school day.

### **FOOD & SOFT DRINKS**

Food and beverages are to be consumed in the **cafeteria only** and **not carried out of the cafeteria**. School vending machines are not available for student use during the school day. Soft drinks and water are not to be carried during the school day. When consuming soft drinks or food during non-school hours, students are asked to use available waste containers for food wrappers and soft drink containers. All food is to be consumed in the cafeteria.

### **LUNCH PROCEDURES**

The lunch purchase is a computerized process. All students have an account and should keep a sufficient amount of money in their account for lunch purposes. The minimum amount allowed is the value of one week worth of lunches. However, students are encouraged to have more than one week in their account. Students with a negative balance in their lunch account may be denied hot lunch services.

### **TEXTBOOKS**

Textbooks are provided by the school district on loan and are your responsibility. Write your name on the bookplate at the front of the book so that it may be returned to you if misplaced. No other writing should appear anywhere in the book. Textbooks should be covered to help protect the life of the book. Fines will be charged at the end of the year for lost or damaged textbooks and workbooks.

# School District of Westfield

## Bylaws & Policies

In order to provide the most accurate and up to date district policies and bylaws, and to reduce the amount of paper used on printing student handbooks, we ask you to refer to the district website and/or use the following URL <http://www.neola.com/westfield-wi/> . It is the responsibility of both students and parents/guardians to review and understand the policies as they are written. Below is a list of policies that students and parents are required to review and understand. It is also recommended that parents and students review and understand other policies not listed in this handbook. The listing of these policies within this handbook, along with providing the website information for district policies, constitutes publication of each policy.

### 5000 - STUDENTS

- po5111** ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
- po5111.01** HOMELESS STUDENTS
- po5111.02** EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN
- po5111.03** CHILDREN AND YOUTH IN FOSTER CARE
- po5112** ENTRANCE AGE
- po5113** OPEN ENROLLMENT PROGRAM (Inter-District)
- po5113.01** PART-TIME OPEN ENROLLMENT
- po5120** ASSIGNMENT WITHIN DISTRICT
- po5136** WIRELESS COMMUNICATION DEVICES
- po5200** ATTENDANCE
- po5200.01** FULL-TIME STUDENT
- po5223** ABSENCES FOR RELIGIOUS INSTRUCTION
- po5230** RELEASE OF STUDENTS TO AUTHORIZED PERSONS
- po5310** HEALTH SERVICES
- po5310.01** EMERGENCY NURSING SERVICES
- po5320** IMMUNIZATION
- po5330** ADMINISTRATION OF MEDICATION/EMERGENCY CARE
- po5335** CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
- po5340** STUDENT ACCIDENTS/ILLNESS/CONCUSSION
- po5341** EMERGENCY MEDICAL AUTHORIZATION
- po5350** STUDENT SUICIDE
- po5410** PROMOTION, PLACEMENT, AND RETENTION
- po5420** REPORTING STUDENT PROGRESS
- po5421** GRADING
- po5430** CLASS RANK
- po5430.01** SPECIAL EDUCATION GRADING
- po5451.01** WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP
- po5451.02** TECHNICAL EXCELLENCE HIGHER EDUCATION SCHOLARSHIPS
- po5460** GRADUATION REQUIREMENTS
- po5460.02** Copy of PHYSICAL EDUCATION SUBSTITUTE CREDIT
- po5463** CREDITS FROM NONPUBLIC SCHOOLS
- po5464** EARLY GRADUATION
- po5500** STUDENT CODE OF CLASSROOM CONDUCT
- po5511** DRESS AND GROOMING
- po5512** USE OF TOBACCO BY STUDENTS
- po5513** CARE OF DISTRICT PROPERTY
- po5515** STUDENT USE OF MOTOR VEHICLES
- po5516** STUDENT HAZING

**po5517** STUDENT ANTI-HARASSMENT  
**po5517.01** BULLYING  
**po5520** DISORDERLY CONDUCT  
**po5530** DRUG PREVENTION  
**po5540** THE SCHOOLS AND GOVERNMENTAL AGENCIES  
**po5540.01** INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE  
**po5600** STUDENT DISCIPLINE  
**po5605** SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES  
**po5610** SUSPENSION AND EXPULSION  
**po5610.02** IN-SCHOOL DISCIPLINE  
**po5630** CORPORAL PUNISHMENT  
**po5630.01** USE OF RESTRAINT AND SECLUSION WITH STUDENTS  
**po5722** SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS  
**po5751** SCHOOL AGE PARENTS AND MARRIED STATUS OF STUDENTS  
**po5771** SEARCH AND SEIZURE  
**po5772** WEAPONS  
**po5870** STUDENT PRODUCTION OF GOODS AND SERVICES