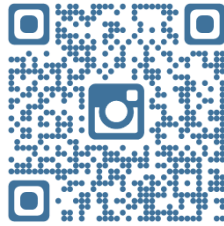


# 2023-2024 CUMBERLAND ELEMENTARY SCHOOL STUDENT HANDBOOK



Connect with CES and Cumberland School District on Social Media by using these QR Codes!



**Cumberland Elementary School**  
1530 2nd Avenue  
Cumberland, WI 54829  
Telephone: 715-822-5123  
Fax: 715-822-5135  
Website: [www.cumberland.k12.wi.us](http://www.cumberland.k12.wi.us)

## **Cumberland School District Phone Numbers**

Cumberland High School	715-822-5121
Cumberland Middle School	715-822-5122
Cumberland Elementary School	715-822-5123
Cumberland District Administration Office	715-822-5124

***This handbook is not inclusive of all district policies. For more information on the district and access to all school district policies visit the Cumberland School District Webpage at <http://www.cumberland.k12.wi.us/>.***

The Cumberland School District does not discriminate against any person on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

### **PREFACE**

The Cumberland Elementary School Handbook is designed to help students and parents understand the school and the student's role within the school. By understanding the school policies and procedures in advance, students and parents can understand the framework in which the learning experience is to be undertaken. If there are any questions regarding any rule, regulation, or procedure, please contact a teacher or the office. This handbook is not inclusive of all district policies. For more information on the district and access to all school district policies visit the Cumberland School District Webpage or contact the district office.

### **CUMBERLAND SCHOOL DISTRICT BELIEF STATEMENT**

#### **We believe....**

- Education is an interactive partnership among family, schools, students, and a multicultural community.
- Students must be provided a learning environment that is safe, supportive, and diverse.
- Students are expected to learn and to demonstrate attributes of good citizenship.
- Education must provide students with skills for lifelong learning.
- Students will be encouraged to reach their highest potential through a variety of experiences. Higher expectations will yield higher results.
- Problem solving and creativity are important attributes in the educational process.

### **CUMBERLAND SCHOOL DISTRICT MISSION STATEMENT**

The mission of the Cumberland School District is to develop citizenship and skills for lifelong learning through a well-rounded education, which incorporates the highest standards.

#### **The 3 R's – CES CODE OF CONDUCT**

- **Be RESPONSIBLE**
- **Be RESPECTFUL**
- **Be SAFE**

**"IT STARTS WITH YOU!"**

### **BEAVER BUCK PROGRAM**

Teachers recognize students through our Beaver Buck program. Teachers are encouraged to recognize when students demonstrate behaviors that contribute positively to the school climate. Examples of this include, but are not limited to students demonstrating courtesy and respect for everyone, showing concern for the safety of others, respect for property, and respect for the right to learn and teach without disruption.

## STAFF

	Phone	Email Address
<b>Elementary School Principal</b> .....		
• Mr. Abraham Ferguson	715-822-5123	<a href="mailto:aferg@csdmail.com">aferg@csdmail.com</a>
<b>NURSE (K-12)</b> .....		
• Mrs. Kristin Olson	104/210	<a href="mailto:kolso@csdmail.com">kolso@csdmail.com</a>
<b>SPECIALISTS</b> .....		
• Mrs. Elsa Severson, Speech Therapist	244	<a href="mailto:eseve@csdmail.com">eseve@csdmail.com</a>
• Mrs. Tami Bowman, Director of Spec. Ed	130	<a href="mailto:tbowm@csdmail.com">tbowm@csdmail.com</a>
• Mrs. Nicole Wohlk, Library Media Center	107	<a href="mailto:nwohl@csdmail.com">nwohl@csdmail.com</a>
• Mr. Trevor Neukirchen, Guidance Counselor	126	<a href="mailto:tneuk@csdmail.com">tneuk@csdmail.com</a>
• Mrs. Jamie Shaffer, Director of Learning	106	<a href="mailto:jshaf@csdmail.com">jshaf@csdmail.com</a>
• Mrs. Mary Claire Olufs , Resource teacher/Title I	111	<a href="mailto:moluf@csdmail.com">moluf@csdmail.com</a>
• Mrs. Kathy Xiong, ESL teacher	135	<a href="mailto:kxion@csdmail.com">kxion@csdmail.com</a>
• Ms. Tia Olsen, School Psychologist	134	<a href="mailto:tolse@csdmail.com">tolse@csdmail.com</a>
<b>4-YEAR OLD KINDERGARTEN</b> .....		
• Mrs. Emalee Stowell, Educator	138	<a href="mailto:estow@csdmail.com">estow@csdmail.com</a>
• Mrs. Alison Anderson, Educator	137	<a href="mailto:aande@csdmail.com">aande@csdmail.com</a>
• Ms. Ciara LeBow, Educator	148	<a href="mailto:clebo@csdmail.com">clebo@csdmail.com</a>
• Ms. Nevada LeBow, Paraprofessional	138	<a href="mailto:aande@csdmail.com">aande@csdmail.com</a>
• Ms. Roslyn Bickle, Paraprofessional	137	<a href="mailto:rbick@csdmail.com">rbick@csdmail.com</a>
• Mrs. Gina Tahtinen, Paraprofessional	154	<a href="mailto:qtaht@csdmail.com">qtaht@csdmail.com</a>
<b>SECRETARIES</b> .....		
• Ms. Krista Borrman	102	<a href="mailto:kborr@csdmail.com">kborr@csdmail.com</a>
• Mrs. Bridgid Ricci	101	<a href="mailto:bricc@csdmail.com">bricc@csdmail.com</a>
<b>CUSTODIANS</b> .....		
• Mr. Pat Schmitz	112	<a href="mailto:pschm@csdmail.com">pschm@csdmail.com</a>
• Mrs. Janelle Hecht	112	<a href="mailto:jstoe@csdmail.com">jstoe@csdmail.com</a>
• Ms. Amber Burns	112	<a href="mailto:aburn@csdmail.com">aburn@csdmail.com</a>
<b>KITCHEN</b> .....		
• Ms. Kelly Borrman	167	<a href="mailto:kaborr@csdmail.com">kaborr@csdmail.com</a>
• Ms. Mariah Friberg	167	<a href="mailto:mfrib@csdmail.com">mfrib@csdmail.com</a>
• Mrs. Shannon White	167	<a href="mailto:swhit@csdmail.com">swhit@csdmail.com</a>
<b>PARAPROFESSIONALS</b> .....		
• Ms. Lori Hopkins		<a href="mailto:lhopk@csdmail.com">lhopk@csdmail.com</a>
• Mrs. Sarah Bucher		<a href="mailto:sbuch@csdmail.com">sbuch@csdmail.com</a>
• Mrs. Hannah Forrestal		<a href="mailto:hforr@csdmail.com">hforr@csdmail.com</a>
• Mrs. Carissa Hackel		<a href="mailto:chack@csdmail.com">chack@csdmail.com</a>
• Ms. Megan Rassbach		<a href="mailto:mrass@csdmail.com">mrass@csdmail.com</a>
• Mrs. Jennifer Tempel		<a href="mailto:jtemp@csdmail.com">jtemp@csdmail.com</a>
• Ms. Tricia Rouzer		<a href="mailto:trouz@csdmail.com">trouz@csdmail.com</a>
• Ms. Darcy Hyland		<a href="mailto:dhyla@csdmail.com">dhyla@csdmail.com</a>
• Ms. Montana Weaver		<a href="mailto:mrweav@csdmail.com">mrweav@csdmail.com</a>
• Ms. Madeline Lloyd		<a href="mailto:mlloy@csdmail.com">mlloy@csdmail.com</a>

**STAFF CONTINUED**

KINDERGARTEN.....			
• Ms. Renee Degerman	121		<a href="mailto:rdege@csdmail.com">rdege@csdmail.com</a>
• Mrs. Karley DePatto	145		<a href="mailto:kdepa@csdmail.com">kdepa@csdmail.com</a>
• Mrs. Gina Grewe	144		<a href="mailto:ggrew@csdmail.com">ggrew@csdmail.com</a>
• Mrs. Lori Mewes	120		<a href="mailto:lmewe@csdmail.com">lmewe@csdmail.com</a>
GRADE 1.....			
• Mrs. Ashley Lord	122		<a href="mailto:alord@csdmail.com">alord@csdmail.com</a>
• Mrs. Bailey Picknell	110		<a href="mailto:bpick@csdmail.com">bpick@csdmail.com</a>
• Ms. Kirsten Sandman	133		<a href="mailto:ksand@csdmail.com">ksand@csdmail.com</a>
• Mrs. Sara Strangstalien	116		<a href="mailto:sstra@csdmail.com">sstra@csdmail.com</a>
GRADE 2.....			
• Mrs. Cassandra Flottum	150		<a href="mailto:cflot@csdmail.com">cflot@csdmail.com</a>
• Mrs. Brittany Johnson	129		<a href="mailto:bjohn@csdmail.com">bjohn@csdmail.com</a>
• Ms. Erin Miller	113		<a href="mailto:emill@csdmail.com">emill@csdmail.com</a>
• Mrs. Holly Schramski	139		<a href="mailto:hschr@csdmail.com">hschr@csdmail.com</a>
GRADE 3.....			
• Ms. Elaina Bruno	125		<a href="mailto:ebrun@csdmail.com">ebrun@csdmail.com</a>
• Ms. Wendy Jennings	124		<a href="mailto:wjenn@csdmail.com">wjenn@csdmail.com</a>
• Mrs. Casey Morrison	115		<a href="mailto:cmorr@csdmail.com">cmorr@csdmail.com</a>
• Mrs. Kelli Torrison	117		<a href="mailto:ktorr@csdmail.com">ktorr@csdmail.com</a>
GRADE 4.....			
• Mrs. Mary Miller	119		<a href="mailto:mamill@csdmail.com">mamill@csdmail.com</a>
• Mrs. Sarah Molls	127		<a href="mailto:smoll@csdmail.com">smoll@csdmail.com</a>
• Mr. Evan Strangstalien	128		<a href="mailto:estra@csdmail.com">estra@csdmail.com</a>
MUSIC.....			
• Mrs. Julia Zappa	147		<a href="mailto:jzapp@csdmail.com">jzapp@csdmail.com</a>
ART.....			
• Mrs. Teri Schwartz	143		<a href="mailto:tschw@csdmail.com">tschw@csdmail.com</a>
PHYSICAL EDUCATION.....			
• Mr. JR Buckley	132		<a href="mailto:jbuck@csdmail.com">jbuck@csdmail.com</a>
SPECIAL EDUCATIONAL STAFF.....			
• Mrs. Karen Nelson	114		<a href="mailto:knels@csdmail.com">knels@csdmail.com</a>
• Mr. Waylon Buck	131		<a href="mailto:wbuck@csdmail.com">wbuck@csdmail.com</a>
• Mr. Joe Serbiak	118		<a href="mailto:jserb@csdmail.com">jserb@csdmail.com</a>
EARLY CHILDHOOD TEACHER (3 yr. olds).....			
• Ms. Emme Anderson	149		<a href="mailto:eande@csdmail.com">eande@csdmail.com</a>

# 2023-2024

## Cumberland School District Calendar

July 2023						
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 2023						
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 2023						
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
						10

October 2023						
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				
						22

November 2023						
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		
						17

December 2023						
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						18

2023	
Aug 21-22	Staff Development
Aug 23	District Open House
Aug 24	Staff Development
Aug 29-30	Professional Staff Work Day
Sept 4	Labor Day - Holiday
Sept 5	Students First Day
Oct 16	ES/MS/HS Parent/Teacher Conferences (4:00-7:00 p.m.)
Oct 23	ES/MS/HS Parent/Teacher Conferences (4:00-7:00 p.m.)
Nov 3	End of 1st Quarter
Nov 20-24	Thanksgiving - Vacation
Nov 23	Thanksgiving - Holiday
Dec 25-29	Christmas Break

2024	
Jan 1	New Year - Holiday
Jan 2	School Resumes
Jan 18	End 2nd Quarter/1st Semester
Jan 19	Staff Development
Mar 4	ES/MS/HS Parent/Teacher Conferences (4:00-7:00 p.m.)
Mar 11	Professional Staff Work Day
Mar 11-15	Spring Break
Mar 29	Easter - Vacation
Apr 1	End 3rd Quarter
May 25	Graduation
May 27	Memorial Day - Holiday
Jun 4	End 4th Quarter/2nd Semester
Jun 4	Last Day of School
Jun 5	Professional Staff Work Day

First/Last Day of School
Staff Development (no students)
Professional Staff Work Day (no students)
Parent/Teacher Conferences
No School
Last Day of Quarter/Semester



CUMBERLAND SCHOOL DISTRICT

**OUR SCHOOLS**  
**OUR COMMUNITY**  
**OUR FUTURE**

January 2024						
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			
						21

February 2024						
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		
						21

March 2024						
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						15

April 2024						
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				
						22

May 2024						
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	
						22

June 2024						
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						2

# CSD Meal Prices

	CES	CMS/CHS		All Schools
<b>BREAKFAST</b>			<b>REDUCED BREAKFAST</b>	
Daily	\$1.05	\$1.25	Daily	\$0.30
Weekly	\$5.25	\$6.25	Weekly	\$1.50
Bi-Weekly	\$10.50	\$12.50	Bi-Weekly	\$3.00
Monthly	\$31.50	\$37.50	Monthly	\$6.00
Bi-Monthly	\$63.00	\$75.00	Bi-Monthly	\$12.00
Quarterly	\$47.25	\$56.25	Quarterly	\$13.50
3xYear	\$63.00	\$75.00	3xYear	\$18.00
Semester	\$94.50	\$112.50	Semester	\$27.00
Yearly	\$189.00	\$225.00	Yearly	\$54.00
<b>MILK</b>			<b>REDUCED MILK</b>	
Daily	\$0.30	\$0.30	Daily	\$0.00
Weekly	\$1.50	\$1.50	Weekly	\$0.00
Bi-Weekly	\$3.00	\$3.00	Bi-Weekly	\$0.00
Monthly	\$6.00	\$6.00	Monthly	\$0.00
Bi-Monthly	\$12.00	\$12.00	Bi-Monthly	\$0.00
Quarterly	\$13.50	\$13.50	Quarterly	\$0.00
3xYear	\$18.00	\$18.00	3xYear	\$0.00
Semester	\$27.00	\$27.00	Semester	\$0.00
Yearly	\$54.00	\$54.00	Yearly	\$0.00
<b>LUNCH</b>			<b>REDUCED LUNCH</b>	
Daily	\$2.70	\$2.85	Daily	\$0.40
Weekly	\$13.50	\$14.25	Weekly	\$2.00
Bi-Weekly	\$27.00	\$28.50	Bi-Weekly	\$4.00
Monthly	\$81.00	\$85.50	Monthly	\$8.00
Bi-Monthly	\$162.00	\$171.00	Bi-Monthly	\$16.00
Quarterly	\$121.50	\$128.25	Quarterly	\$18.00
3xYear	\$162.00	\$171.00	3xYear	\$24.00
Semester	\$243.00	\$256.50	Semester	\$36.00
Yearly	\$486.00	\$513.00	Yearly	\$72.00
<b>ADULT BREAKFAST</b>			<b>ADULT LUNCH</b>	
Daily	\$2.60		Daily	\$4.65
Weekly	\$13.00		Weekly	\$23.25
Bi-Weekly	\$26.00		Bi-Weekly	\$46.50
Monthly	\$52.00		Monthly	\$93.00
Bi-Monthly	\$104.00		Bi-Monthly	\$186.00
Quarterly	\$117.00		Quarterly	\$209.25
3xYear	\$156.00		3xYear	\$279.00
Semester	\$234.00		Semester	\$418.50
Yearly	\$468.00		Yearly	\$837.00

# CSD Meal Prices

	CES	CMS/CHS		All Schools
<b>BREAKFAST &amp; LUNCH</b>			<b>REDUCED BREAKFAST &amp; LUNCH</b>	
Daily	\$3.75	\$4.10	Daily	\$0.70
Weekly	\$18.75	\$20.50	Weekly	\$3.50
Bi-Weekly	\$37.50	\$41.00	Bi-Weekly	\$7.00
Monthly	\$112.50	\$123.00	Monthly	\$14.00
Bi-Monthly	\$225.00	\$246.00	Bi-Monthly	\$28.00
Quarterly	\$168.75	\$184.50	Quarterly	\$31.50
3xYear	\$225.00	\$246.00	3xYear	\$42.00
Semester	\$337.50	\$369.00	Semester	\$63.00
Yearly	\$675.00	\$738.00	Yearly	\$126.00
 <b>MILK &amp; LUNCH</b>			 <b>REDUCED MILK &amp; LUNCH</b>	
Daily	\$3.00	\$3.15	Daily	\$0.40
Weekly	\$15.00	\$15.75	Weekly	\$2.00
Bi-Weekly	\$30.00	\$31.50	Bi-Weekly	\$4.00
Monthly	\$87.00	\$91.50	Monthly	\$8.00
Bi-Monthly	\$174.00	\$183.00	Bi-Monthly	\$16.00
Quarterly	\$135.00	\$141.75	Quarterly	\$18.00
3xYear	\$180.00	\$189.00	3xYear	\$24.00
Semester	\$270.00	\$283.50	Semester	\$36.00
Yearly	\$540.00	\$567.00	Yearly	\$72.00
 <b>BREAKFAST, MILK &amp; LUNCH</b>			 <b>REDUCED BREAKFAST, MILK &amp; LUNCH</b>	
Daily	\$4.05	\$4.40	Daily	\$0.70
Weekly	\$20.25	\$22.00	Weekly	\$3.50
Bi-Weekly	\$40.50	\$44.00	Bi-Weekly	\$7.00
Monthly	\$118.50	\$129.00	Monthly	\$14.00
Bi-Monthly	\$237.00	\$258.00	Bi-Monthly	\$28.00
Quarterly	\$182.25	\$198.00	Quarterly	\$31.50
3xYear	\$243.00	\$264.00	3xYear	\$42.00
Semester	\$364.50	\$396.00	Semester	\$63.00
Yearly	\$729.00	\$792.00	Yearly	\$126.00

## **CES SCHOOL HOURS, BREAKFAST, LUNCH, AND RECESS PROCEDURES**

All elementary teachers are on duty by 7:45 a.m. We urge all parents to keep children home in the mornings until teachers have reported for duty. Children arriving at school before 7:45 a.m. are unsupervised and the school district cannot assume responsibility for anything which may happen to them. Students will start being dismissed at 3:18.

### **Morning Schedule**

- 7:45-8:20 a.m. - Breakfast served in commons
- 8:20 a.m. - Report to classrooms, tardy if not in class by 8:28
- 10:15-10:33 a.m. - Kindergarten and Grade 1 Recess

### **Lunch Schedule**

- Grade 3 & 4 Lunch 11:20-11:45 - Recess 11:45-12:10
- Grade 1 & 2 lunch 11:50-12:15 - Recess 12:15-12:40
- 4K & Kindergarten lunch 12:20-12:45 - Recess 12:45-1:10

### **Afternoon Recess**

- 1:42-2:00 pm Grade 4
- 2:05-2:23 pm Grades 2 & 3

### **Dismissal Time**

- 3:15 p.m. - (Grades 4K-K)
- 3:18 p.m. - (Grades 1-4)

### **PLAYGROUND/ NOON HOUR AND RECESS**

The school playground areas are the areas north of our school. The area behind the school is NOT a playground. No playing is allowed outside of the fenced area. There will be supervision on the playground during noon hour and recess periods. If you need assistance of any kind during these times, please contact the teacher or aide on duty. It is important to remember that during recess and noon hours, the playground is crowded. You must show respect for your fellow classmates. If some problem should arise on the playground, there will always be one or more teachers or aides there to help you.

### **RECESS POLICY**

Fresh air, exercise and socialization are a vital part of your child's day here at school. We expect the children to play outside for recess unless we have inclement weather (raining, snowing heavily, temperature below 0 or temperature above 0 but wind chill below -10. However, there may be special circumstances when you feel it is in your child's best interest to stay inside. In these situations, a note from the child's parent/guardian must be sent to the school explaining why the student needs to stay inside that day. If a child needs to be inside for more than two days, please send a doctor's excuse. In the instance that your child needs to be indoors during recess, please remind them that there is only minimal supervision in classrooms during recess and lunch hours. We will do our best to make appropriate arrangements, but please explain to your child that he or she should quietly play or work in the classroom while the other children are out at recess.



## **MISCELLANEOUS INFORMATION**

### **BUS LOADING AND UNLOADING**

All buses will load and unload students behind the school in the a.m. and p.m. Your child should know his/her bus number and the driver's name.

### **PARKING**

Please park in front of the school, and use the main entrance to enter the school. It is illegal to stop in the yellow zone for any reason. It is hazardous for our children attempting to cross the street in our crosswalk if you have stopped in the yellow zone. It is possible for the police to ticket anyone in violation of this traffic law.

### **DROP OFF**

Please drop children off in front of the school at the curb before the yellow zone or after the yellow zone. Instruct your children to be careful around cars, and tell them to obey the signals of the crossing guards and safety patrol personnel.

### **PICK UP**

When picking up your child from school you will need to use the front entrance. A parent/guardian or approved contact will need to come into the school and sign them out. If you are unable to come into the school you can call the office and a staff member will walk them out.

### **BICYCLE RIDERS**

Bicycle riders are required to observe the same traffic laws as cars. They must ride on the right side of the road and keep off pedestrian sidewalks. All bicycles must be parked in the racks provided during school hours. Encourage your child to use a bicycle lock to prevent theft. Please encourage your child to wear a bicycle helmet and walk his/her bicycle across the street with the crossing guard. If bicycles are to be brought to school, it will be up to the owners to park them in the bike racks and lock them. Please be respectful of other people's bikes.

### **SKATEBOARDS, SCOOTERS, ROLLER SHOES**

No skateboards, scooters, or roller shoes are allowed at school.

### **SCHOOL SAFETY PATROL**

The School safety patrol is maintained at the Cumberland Elementary School. The patrol assists in escorting pupil across intersections near the school at the following locations:

- Bank Corner - Second Ave and Water Street
- Bakery Corner - Second Avenue and Water Street
- Barracks - Second Avenue and Veterans

**Note: Safety Patrol students may not be at these locations due to inclement weather such as lightning and severe cold.**

The patrols are in operation before school at 7:55 a.m.-8:20 a.m. and at dismissal time 3:10 p.m.-3:30 p.m. or until all buses leave the area. A city employed crossing guard is also on duty in front of the school before and after school. All questions regarding the school patrol should be directed to the safety patrol supervisor.

### **ACCIDENTS**

It is the goal of all Cumberland Elementary School staff to provide a school environment that is safe and healthy. If an accident does occur, it must be reported to the person in charge and/or to the school office. This includes any accident in the school building, on the school grounds, during practice sessions, or any athletic event sponsored by the school. The staff person will assist with the reporting of any accident by filling out an accident report form.

## **MISCELLANEOUS INFORMATION CONTINUED**

### **ACCIDENT INSURANCE**

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. This year the school is making available accident insurance through First Agency. This plan will provide benefits for medical expenses incurred because of an accident.

### **CONTROLLED SUBSTANCES**

The use, possession, or sale of alcohol, non-prescribed drugs, chemicals, or other controlled substances on school premises or at school functions is prohibited.

No student may appear at any school or school-sponsored function under the influence or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances.

### **STUDENT USE OF TOBACCO PRODUCTS**

Smoking and conspicuous possession of tobacco products by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited. A one (1) day suspension will occur on the first offense and referral to the local police as a violation of state statute. A second offense will result in a two day suspension from school. Continued offenses during a school term or multiple school terms shall be cause for the student to appear before the Board of Education for possible expulsion from school.

### **POSSESSION OR USE OF WEAPONS**

Students of the Cumberland School District must be aware that the possession or use of a dangerous weapon or look-alike weapon will not be tolerated.

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities, except as otherwise specifically provided. A dangerous weapon is defined in state law and includes a gun, knife, razor, martial arts equipment, metal knuckle, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

Law enforcement officers and the District Administrator or designee shall be contacted as soon as possible if there is time in a given weapons situation and if there is not an immediate threat to safety. If there is not time, or the situation warrants immediate action, the school staff should attempt to confiscate the weapon. The building principal will also report confiscation of weapons to the police.

### **STUDENT SEARCHES**

A search of a student is "reasonable" under the 4<sup>th</sup> Amendment if it meets two tests:

- There must be reasonable grounds to suspect the search will reveal evidence of a violation of either the law or school rules, or
- The way in which the search is conducted must be reasonably related to the objectives of the search and must not be overly obtrusive in light of the age and sex of the student and the nature of the infraction. School administrators and/or designees will conduct searches.

Students can be asked, but not required, to empty their pockets, purses, etc. by school administrators/designees for search. The police may be contacted to assist in searches. The police will conduct automobile searches on school grounds. Strip searches are prohibited.

## **STUDENT HEALTH SERVICES**

If you become ill at school, we have limited assistance for you but will come to your aid immediately. Report to the office with a pass from your teacher. We have a sick room available for first aid. Your parent(s) will be contacted to assist you in going home if it becomes necessary.

You will be released only upon the permission of your parent or guardian. Therefore, it is absolutely essential that we have correct home and work phone numbers. We need to know who you can be released to in the event your parent(s) work out of town and are unable to pick you up and take you home.

### **Medications:**

**Non-prescription** medications must be provided by the parent in its original container. Tylenol, ibuprofen, Benadryl, etc. will NOT be provided by the school. All medication must be checked in and kept in the school office. Dosage requests from parents that are greater than package recommendations will not be administered without a doctor's order (see prescription medications). Medications will not be administered if they are not in their original container and written parent permission is not received. Complete the bottom portion of the medication form for non-prescription medicine.

**Prescription** medications must have a signed order from the health care provider and the parent's written permission before they can be administered. Medication must be in its original container from the pharmacy.

At no time is a student to carry or administer their own medications without the proper paperwork and permission forms completed. Parents need to complete the bottom portion of the medical consent form. This form can be picked up at any office. A healthcare provider completes and signs the top portion. Many health systems have computer generated medication at school forms with an electronic signature from the provider. This is an acceptable alternative to the top portion of the school form. Forms may also be faxed to your child's school if that is more convenient.

### **ADMINISTERING MEDICINE TO STUDENTS**

**Over-the-counter drugs can not be dispensed by school personnel unless parental permission is obtained. If it is necessary for the school to administer medication to your child during the day, please secure a Medication Consent Form and a Physician's Order for Medication Administration Form from the office.**

Complete these forms and return them to the school nurse. At no time should any student be carrying any prescription or nonprescription drug unless permission has been granted by the principal.

## **SPECIAL SCHOOL PROGRAMS**

### **ART**

All elementary school children in grades K-4 have one scheduled art period per week. A multimedia approach is used with the children. Creativity is encouraged as the children work with various art materials.

### **MUSIC**

The vocal music program is taught by the music specialist who has a regularly scheduled time for each class. The emphasis is on the teaching of general music through vocal participation. Activities included are singing, listening, playing rhythm, melody, and harmony instruments, moving to music, creative activities, the study of music theory, music reading readiness, music reading and the study of music history through the music and lives of famous composers and through the use of folk music.

### **PHYSICAL EDUCATION**

Schools are required to include physical education in the curriculum. Only those students who present a written excuse from a parent, guardian, or physician will be excused from physical education. Students who request to be excused for three (3) or more days will need a doctor's excuse. Excuses for a particular day must be discussed with the physical education instructor.

#### **Classroom Requirements:**

1. Students will have gym class two days each week and will be required to wear tennis shoes to each session.
2. No watches, rings, or earrings (especially pierced earrings) are allowed in gym class at any time.

### **SCHOOL COUNSELING PROGRAM**

The goal of the Cumberland Elementary School Counseling Program is to help all students achieve personal growth, develop positive social skills and values, and realize their full academic potential. The American School Counselor Association has developed a framework that states that school counseling programs are to be centered around three areas: Academic Development, College and Career Readiness, and Social and Emotional Development. The implementation of these areas can be adjusted based on the present needs of our students at Cumberland Elementary School.

### **SCHOOL WIDE TITLE I**

The Elementary building is designated as a school wide program. This means that all students are Title I students and all teachers are considered Title I teachers. In addition, there is one resource teacher who will be working with students based on needs. These groups of students may change every trimester or as needs change. All parents are invited to make suggestions and to participate in all parent activities at the Title I annual meeting held every spring.

## GRADING SYSTEM GRADES K-6

The standards define the knowledge and skills students should have within their education at each grade level. The grade marks below will be used to indicate a student's performance on each standard.

M=Meets the Grade Level Standard

P=Progressing toward the Grade Level Standard

N=Not progressing toward the Grade Level  
Standard

Blank Box= Standard(s) not assessed this Quarter

\*E Effort made

\*S Satisfactory work

Inc.Incomplete

\*Used for special circumstances

**Quarterly Report Cards**-Report cards will be mailed home for all students at the end of every nine-week grading period.

## **ATTENDANCE REGULATIONS AND PROCEDURES**

State Law Articles 118.15, sub-sections 1-5 states: "Any person, having under their control a child who is between the ages of 6 and 18 years shall cause such a child to attend school regularly during the full period of hours."

Parents are authorized to excuse their child from school attendance for any reason up to a maximum of 10 days in a school year. As stated in Wisconsin Statute 118.15 (1) (a) absences beyond 10 days may be restricted to either medical or legal excuses.

Absences beyond 10 days may be considered unexcused unless they meet the following school policies:

1. The absence is documented by a written medical excuse provided by a licensed medical practitioner. A medical excuse on file with the school may cover chronic and recurring illnesses.
2. A written legal excuse provided by an attorney or other legal practitioner who requires the student's presence for legal purposes. The absence will only excuse the time required for travel and appearance.
3. The absence is related to a death in the immediate family or funeral of a close relative.

### **Excused Absences**

- Personal illness or family emergency; death in the immediate family; medical, dental, or other clinic appointments; school-sponsored trips, or special circumstances approved in advance.
- The parent must verify the absence by calling the school on the date of absence or by sending a note stating the reason for the absence when the child returns to school. It is the responsibility of the student to get their own makeup work completed.

### **Unexcused Absences**

- No verbal or written contact received from the parent/guardian within two working days of the absence.
- The student leaves school without following the sign-out and sign-in procedures.

### **Tardy**

- A student is tardy if they are not in the classroom when the bell rings.

## **VISITORS**

It is expected that during regular school hours only students and staff need to be present in the school building. It is also acknowledged that there will be times during the instructional day that members of the public, including parents, guests, or other individuals may be visiting for appropriate and legitimate reasons. In this case they will be required to notify the school prior to entry. Access to any classroom/instructional area requires coordination with and approval of the building-level administrator.

## Absence Reporting

1. On the day of an absence, parents are required to call the school office to report the absence. To report an absence please call 715-822-5123 ext. 101 to leave a voice message with the attendance secretary, send an email to [bricc@csdmail.com](mailto:bricc@csdmail.com) or message your classroom teacher on the Remind app. Attendance reporting must be done through official school channels.
2. The message must contain the following:
  - A. Student's name and date of absence
  - B. Reason for absence
  - C. Your name and relationship to student
  - D. The number where you can be reached during school hours
    - If a parent or guardian has not called the Elementary school by 8:40 AM, the Cumberland School District's automated system will try to contact them by text, email, and phone asking the parent to contact the Elementary School Office giving the reason for the student's absence.
3. Upon return after an absence, a written note from a parent/guardian explaining the reason for the absence is required within two (2) school days of the absence. The note must contain the following:
  - A. Student's name
  - B. Reason for absence
  - C. Date of absence
  - D. Signature of parent/guardian

### Students Leaving School Early or for an Appointment:

1. All students must present a permission note from a parent/guardian **to the attendance secretary**. The permission note must contain the following:
  - A. Name of student
  - B. Name of facility student will be attending
  - C. Date and time of appointment
  - D. Signature of parent/guardian
  - E. Telephone number where parent/guardian can be reached during school hours

### Students Not Attending School Prior to Appointment:

1. Must return to school with the following documentation. This documentation must be received within two (2) school days of the absence.
  - A. Documentation stating the name of the facility student attended
  - B. Date of appointment
  - C. Time of appointment
  - D. Time student left the appointment
  - E. Legible signature by the receptionist, clerk of court, a nurse or attending physician

### Arriving at School after 8:28 AM

1. Students arriving at school anytime after 8:28 AM for any reason must:
  - A. Report to the office to sign in.

### If Bus Arrives Late

1. The student is to report to the office immediately upon arrival of the late bus. By signing in, and receiving a late slip, your name will be removed from the unexcused absence list.

## **APPROPRIATE IPAD USE AT CUMBERLAND ELEMENTARY SCHOOL**

### **1. Treat and use the iPad responsibly.**

- The school-issued iPad is only to be used for academic purposes during the school day (8:28 a.m.-3:18p.m.)
- Games are not to be played on the iPad during the school day (8:28 a.m. - 3:18 p.m.) Educational games that are assigned by a teacher may be played during that class, under that teacher's supervision.
- iPads are not to be used during breakfast and lunch in the commons.
- Students will handle the device with care.
- The iPad is always in its protective case and stored in the iPad Shelf when not in use. iPad shelves are located in the students' homeroom.
- Students will not download apps or any material other than appropriate music and pictures on the iPad.
- The Bluetooth is not to be turned off.
- Students will not use the iPad while consuming food and beverages.
- Students will not circumvent the security system on the iPad.

### **2. Use the iPad as directed by your teachers.**

- The iPad will not be opened in class until directed to do so by the instructor.
- Students will only use apps and websites that are permitted and relevant to the task at hand.

### **3. Do not use another student's iPad.**

- Students may only use another student's iPad with the teacher's permission.

### **4. Report inappropriate use of technology.**

- Tell an adult if you see someone not following the above procedures or using technology inappropriately.

#### **IPad Use During BASEtime**

- During BASEtime the iPad is to be used for academic purposes only. This pertains to all levels.

#### **Examples of Infractions**

1. Leaving the iPad unattended.
2. Visiting websites that are inappropriate/not approved.
3. Downloading apps to the iPad.
4. Using apps not related to the task at hand.
5. Use of the iPad for something not allowed at school.
6. Taking photos or videos of people without their permission.
7. Using another student's iPad without the teacher's permission.
8. Having your iPad open while eating or drinking.



## What if I Break My iPad?

If you break your iPad or you find it is not operating correctly follow these steps to get it repaired.

1. Notify your teacher if your iPad is broken or not working correctly.
2. If your iPad is broken, bring it to the office and a secretary will send it to the technology department who will ship it out for repair.
3. iPads will be sent out for service every Wednesday. It takes about a week for the iPads to get fixed and be returned.
4. If your iPad is not working correctly, notify your teacher and they will contact the office or the technology department for troubleshooting.
5. Loaner iPads will not be provided.
6. When the iPad is fixed and has returned to school, the office staff will return the iPad to the student.

## Important Reminders

- **A student may lose their privileges if their iPad is damaged due to carelessness/improper care and use. The length of time this privilege is lost will be determined by the principal and based on the nature of the incident and the student's iPad care and use history.**
- **The fee for a cracked screen is about \$80.00 (the cost could be higher if other components are damaged).**

## DAMAGE OR LOSS OF SCHOOL PROPERTY

Students/parents are responsible for the equipment and materials issued to them and the equipment and materials they use. If such items become lost, stolen, or damaged while under their care and/or control, they will be responsible for the cost of repair or for replacement.

## STUDENT DRESS CODE

Responsibility for the personal appearance of students enrolled in the District shall normally rest with the students themselves and their parents/guardians. Student dress or grooming should not, however:

- (1) affect the health or safety of students or others,
- (2) disrupt the learning process within the school, or
- (3) be destructive to school property.

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 headwear of any type is not to be worn with these exceptions: (1) In the building upon arrival in the morning until 8:20 a.m. (2) In the lunch line, and during lunch and lunch recess, (3) In the building during dismissal at the end of the school day.**
2. Students will dress in a way that does not disrupt the learning process and wear clothing covering their stomachs, chests, backs, buttocks, and undergarments. Tops are not to be worn that are (1) overly sheer so undergarments can be seen; or (2) low cut so that cleavage is exposed. Tops and bottoms are to touch or overlap. There should be no exposed midriff. The skirt or shorts should cover the entire buttocks and extend onto the thigh.
3. No student shall be permitted to wear any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs, and/or gangs. Clothing items that cause intimidation or disrupt the learning of others are prohibited. Students will not wear clothing that defames, insults, threatens, harasses, or injures any racial or cultural groups or individuals.
4. Appropriate footwear must be worn unless exceptions are granted.

It shall be left to the discretion of the principal/designee whether or not a student is in compliance with the dress code policy. Students who are not in compliance with dress policy will be asked to modify their apparel. A pattern of non-compliance by a student may lead to other disciplinary action as deemed appropriate and necessary by the administration. Those students that do not have proper clothing to change into will be required to call home to have appropriate clothing brought to school.

## **PERSONAL CELL PHONES, TABLETS/OTHER ELECTRONIC DEVICES**

If a student has a phone (or other personal electronic devices) in class, the teacher will confiscate the phone and the principal will keep the phone in the office. The phone will not be opened or looked through unless it contains evidence related to an incident. **If a student refuses to give up their phone. The principal will be called. Cellphone Personal Electronic Device Infractions will be tracked by the principal - separate from other minor and major infractions. Teachers do not need to fill out a minor infraction form.**

- During the school day 8:28 a.m. – 3:18 p.m. cell phones, personal tablets, or other personal devices must be silenced and stored in student backpacks.
- Failure to follow these guidelines will result in disciplinary actions. Refer to the consequences listed below.
- Parents can contact the office at any time if they need a message delivered to their child.

### **CES CONSEQUENCES FOR VIOLATIONS OF THE CELL PHONE RULES:**

**1<sup>st</sup> offense** – Reminder

**2<sup>nd</sup> offense** – Minor

**3<sup>rd</sup> offense** – Major

**4<sup>th</sup> offense** – The student will turn the device into the principal upon entering the building.

## **BUS RIDER DISCIPLINE PROCEDURES**

The following rules will be enforced by the bus driver to ensure safe transportation.

1. All students are expected to remain seated while the bus is in motion.
2. Students must follow directions issued by the bus driver.
3. Students should keep their hands, feet, and all other objects to themselves.
4. No student will participate in any action or activity that endangers the health, safety, or welfare of the bus driver or welfare of the bus driver or any riders on the bus.
5. No eating will be allowed on the bus. Students who misbehave on the school bus may be suspended from riding their school bus. It is, of course, possible that a student may have to be removed immediately for the safety of all involved. If and when this happens, the bus driver shall contact the bus company, who shall contact the Cumberland police or pick the student up and release him to the parent or legal guardian. The following procedures shall be adhered to by the bus company and school officials when appropriate. These procedures apply to all bus riders - private as well as public school students.

### **Steps in General Student Control on School Buses**

- A. The driver shall first attempt to talk with the student individually whenever possible to resolve the problem. A description of the problem may be written up at this time and forwarded to the parents/guardians and/or the school.
- B. If talking with the student proves ineffective, the student may be assigned to a specific seat by the driver for a period of time. The problem may be written up and forwarded to the parents/guardians and/or school.
- C. If actions (a) and (b) have been tried unsuccessfully and the problem continues, the parent/guardian and/or the school shall be contacted for further disciplinary action.
- D. For serious infractions, actions (a), (b), and (c) can be eliminated and the student's bus riding privileges may be revoked.

### **Steps and Actions in Suspending a Student's Riding Privileges**

- A. Parents/guardians shall be contacted whenever a bus riding suspension is involved by the respective school official. The following suspension guidelines shall be implemented for students who have their bus riding privileges suspended.  
Recommended Steps:
  - 1st Bus Report - Phone call and assigned seat
  - 2nd Bus Report - Phone call, and assigned seat
  - 3rd Bus Report - Three-day suspension from riding the bus
  - 4th Bus Report - Three-day suspension from riding the bus
  - 5th Bus Report - Three-day suspension and required parent meeting
  - 6th Bus Report - Recommendation made to school administration for student's permanent suspension from bus services. A meeting may be scheduled with family and principal.

Suspensions are recommended and may be adjusted by the administration of the school, depending on the circumstances of the offense.

- B. Some behaviors are severe enough to warrant automatic suspensions. In such cases, the steps listed above shall be bypassed. The following behaviors shall merit automatic suspensions from riding the school bus. Such suspensions shall be determined by the bus company manager and school administration.
  1. Possession or Use of Tobacco, Drugs and Alcohol
  2. Destruction of the bus
  3. Fighting
  4. Creating a dangerous environment
  5. Profane Language

## **STUDENT BEHAVIOR MANAGEMENT**

We have rules to maintain a safe and orderly school. Students have a right to feel safe at school. No one deserves to be verbally “put down” or physically assaulted. Property also needs to be respected. When students misbehave, we try to understand the motive for the misbehavior and develop a behavior plan to address the problem. We strive to teach students to resolve their conflicts by reflecting on how their actions affect others.

While each teacher sets the rules and discipline procedures for their classrooms, Cumberland Elementary School has a step system to address students who are not following the **CES Code of Conduct to be responsible, be respectful and be safe**. This system provides an opportunity for the correct behavior to be re-taught as needed and may include but is not limited to lunch detention, in-school detention, out-of-school detention, a suspension, and/or expulsion from school. The information on detentions and suspensions below provides additional guidelines on expectations.

### **Detentions**

1. Detentions will be supervised by staff members in the Elementary School Office during the lunch/recess period.
2. Students are required to serve the detention on the day specified by the office. If they do not show up when assigned they may receive an additional detention

### **Suspensions**

1. An in-school suspension is served in the principal’s office or in an area designated by the principal. Students are required to work on assignments unless other written work or duties are specified. Full credit is given for all work completed, and students are not denied the opportunity to take any tests.
2. An out-of-school suspension results in a student not being allowed to attend school for one to five days. *If a notice of an expulsion hearing has been sent, a student may be suspended for not more than a total of fifteen (15) consecutive school days.* Students have the opportunity to complete all assignments and take all tests.
3. Students are not permitted to participate in or attend any school-sponsored activities (dance, game, class picnic, promotion, etc.) on the day(s) they have served a suspension.

## **CES DISCIPLINE GUIDELINES**

### **Minor Infractions**

**Examples of minor infractions include but are not limited to the following:**

Defiance/Disrespect, Disruption, Dress Code Violation, Disrespectful Language, Minor Profanity, Physical Contact/Physical Aggression, Prolonged Physical Contact, Property Misuse, Tardy, Technology Violation.

***Controlled by Referring Staff Members:***

**Consequences: Offenses are cumulative and tracked by the office.**

**1st Offense:**

- Re-teach correct behavior
- A Minor Misconduct Referral Form is completed

**2nd Offense:**

- Re-teach correct behavior
- A Minor Misconduct Referral Form is completed

**Subsequent Offenses in the same quarter:**

- Controlled by principal
- Parent contact made by principal
- A Minor Misconduct Referral Form is completed
- Additional consequences as deemed necessary

**All minor infractions and minor infraction office referrals are erased at the end of each quarter.**

## **Major Infractions**

**Examples of major infractions include but are not limited to the following:** Abusive Language/Disrespectful Language/Profanity, Bullying, Defiance/Disrespect, Disruption, Physical Aggression, Forgery/Theft Prolonged Physical Contact of a Sexual Nature, Gang Affiliation Display, Property Damage/Vandalism, Truancy (skipping class), Lying/Cheating/Plagiarism, Prohibited Location/Out of Bounds Area, Technology Violation, Fighting, Bullying/Repeated Threats and Intimidation, Arson, Bomb Threats/False Alarms, Forgery/Theft, Leaving School Ground, Use/Possession of Alcohol/Drugs/Tobacco, Use/Possession of Combustibles, Use/Possession of Weapons, Technology Violation.

**Major Infractions are controlled by the principal.**

### **Steps:**

1. Offending student is escorted to the office by the teacher or other staff member.
2. Administrator investigates the incident.
3. Office Discipline Referral (ODR) form completed by the referring staff member.
4. Incident is documented.
5. Parents are contacted.
6. Consequence is administered.

### **Consequences (to include one or more of the following):**

- Lunch/recess detentions issued
- In-school suspension assigned
- Out-of-school suspension
- Referral to the law enforcement agency for legal action
- A conference between student, teacher, counselor, principal, and parent to establish a behavior plan
- Additional consequences as deemed necessary

Major ODRs are not erased until the end of the year. When deemed appropriate, the principal may determine a lesser consequence if a student has established a pattern of good behavior after being issued multiple ODRs.

Please note, this is not an all-inclusive list of behaviors. Student infractions of the code not covered in the matrix are still subject to consequences that fit the level of the determined offense.



# Hallway Expectations



**Be Responsible, Be Respectful, Be Safe**

Walk

Be Respectful to Adults and Others

Keep Hallway Clean

Keep Hands, Feet, and Objects to yourself

Volume Level 1 (Whisper Voice)





# Lunchroom Expectations



**Be Responsible, Be Respectful, Be Safe**

Walk

Keep Lunchroom Clean and Organized

Keep Hands and Feet to Self

Use Manners

Wait to be Dismissed by Lunch Supervisor

Voice Level 2 (Inside Voice)



# Recess Expectations



**Be Responsible, Be Respectful, Be Safe**

Play Safely

Be Kind and respectful to others

Be Respectful of Recess Equipment

Be Responsible



# Bathroom Expectations



**Be Responsible, Be Respectful, Be Safe**

Wash Hands with Soap

Keep Bathroom Clean (Place paper towels in garbage)

Give Others Privacy

Use Bathroom Appropriately

Voice Level 1 (Whisper Voice)

## STUDENT HARASSMENT/BULLYING POLICY

### [Board Policy 5517.01](#)

#### **BULLYING**

The Cumberland School District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

#### **Bullying is defined as including:**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

#### **Bullying behavior can be:**

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."
- E. The Board recognizes that cyberbullying can be particularly devastating to young people because:
  1. cyberbullies more easily hide behind the anonymity that the Internet provides;

2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their actions, as it is usually very difficult to identify cyber bullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. hacking into or otherwise gaining access to another’s electronic accounts (emails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

**Harassment is defined as including:**

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

**Complaint Procedures**

Any student that believes she/he has been or is the victim of bullying should immediately report the situation to their teacher or the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the School Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, she/he should report it and allow the administration to determine the appropriate course of action.

**Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

**Notification**

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

**Records and Reports**

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

**Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.