



PWSSD
Elementary
School *Handbook*

Welcome to the Port Washington-Saukville School District! It is a pleasure to welcome all of our elementary families to the start of a new school year. We are confident this school year will bring many exciting opportunities to each of our students.

We have designed this handbook to provide important information about school activities, policies, and procedures. Please familiarize yourself with the contents of this handbook. Keep it handy to refer to as questions arise during the course of your child(ren)'s time in the district.

We hold ourselves to high expectations in meeting the instructional needs of each student. The curriculum is designed to offer instructional content required in our ever-changing and increasingly technological society. On behalf of the Port Washington-Saukville elementary staff, we invite parents and guardians to actively engage in your child(ren)'s education. Feel free to visit your school and become familiar with the instructional program available.

We look forward to working with each of you during the school year. Thank You!

Respectfully yours,

*Elyse Voskuil, DES Principal
Jane Gennerman, LES Principal
Jae Henderson, SES Principal*

School Information

Dunwiddie Elementary School

*1243 West Lincoln Avenue
Port Washington, WI 53074*

Administrative Assistant: (262) 268-5705

Fax: (262) 268-5720

Attendance Line: (262) 268-5701

<https://www.pwssd.org/schools/des/>

Lincoln Elementary School

*1325 Theis Lane
Port Washington, WI 53074*

Administrative Assistant: (262) 268-5805

Fax: (262) 268-5820

Attendance Line: (262) 268-5801

<https://www.pwssd.org/schools/les/>

Sauville Elementary School

*333 North Mill Street
Sauville, WI 53080*

Administrative Assistant: (262) 268-5905

Fax: (262) 268-5920

Attendance Line: (262) 268-5901

<https://www.pwssd.org/schools/ses/>

District Office Contact Information		
Name/Title	Phone	Email
Dr. Michael McMahon Superintendent	(262) 268-6000	michael.mcmahon@pwssd.k12.wi.us
Heidi Belohlav Executive Assistant to the Superintendent & School Board	(262) 268-6005	heidi.belohav@pwssd.k12.wi.us
Morgan Carder Food Service Manager	(262) 268-5541	morgan.carder@pwssd.k12.wi.us
Sara Kreibich Director of Curriculum & Instruction	(262) 268-6061	sara.kreibich@pwssd.k12.wi.us
Abby Monroe District Nurse	(262) 268-6075	abby.monroe@pwssd.k12.wi.us
Mel Nettesheim Director of Finance & Human Resources	(262) 268-6081	mel.nettesheim@pwssd.k12.wi.us
Brian Sutton Director of Student Services	(262) 268-6071	brian.sutton@pwssd.k12.wi.us
Dunwiddie Elementary School Contact Information		
Elyse Voskuil Principal	(262) 268-5700	elyse.voskuil@pwssd.k12.wi.us
Alicia Bornhofer Administrative Assistant	(262) 268-5705	alicia.bornhofer@pwssd.k12.wi.us
Caitlin Zozakiewicz School Psychologist	(262) 268-5789	caitlin.zozakiewicz@pwssd.k12.wi.us
Lincoln Elementary School Contact Information		
Jane Gennerman Principal	(262) 268-5800	jane.gennerman@pwssd.k12.wi.us
Laura Scharnweber Administrative Assistant	(262) 268-5805	laura.scharnweber@pwssd.k12.wi.us
Danielle Granrath School Psychologist	(262) 268-5825	danielle.granrath@pwssd.k12.wi.us
Saukville Elementary School Contact Information		
Jae Henderson Principal	(262) 268-5900	jae.henderson@pwssd.k12.wi.us
Judy Heinzen Administrative Assistant	(262) 268-5905	judy.heinzen@pwssd.k12.wi.us
Molly Majerle School Psychologist	(262) 268-5925	molly.majerle@pwssd.k12.wi.us

Table of Contents

Family Contact Information	5
School Hours	5
Attendance Guidelines	5
Pre-Excused Absences	6
Requests to Leave School Early	6
Illness or Emergency at School	6
School Closing Information	6
School Visitation/Visitor Pass	6
Emergency Drills	7
School Security	7
Progress Reports/Parent Teacher Conferences	7
Teacher/Family Communication	7
Homework Belief Statement	7
Dispensing Medication	8
Student Immunizations	8
Student Dress	8
Toys/Electronics at School	8
Cell Phones, Electronic Games and Devices	8
Care of School Resources/Materials/Property	9
Field Trip Information	9
Food Policy	9
Food Allergies	9
Lunch Program	9
Recess	10
Bicycle Safety	10
School Bus Safety	10
Birthday Party Invitations	10
Code of Classroom Conduct	11
STUDENT REMOVAL FROM CLASS	11
PLACEMENT PROCEDURES	12
PARENT/GUARDIAN NOTIFICATION OF STUDENT'S REMOVAL	13
Port Washington-Saukville School District	14
IMPORTANT POLICIES	14
Student Attendance	14
Title I Statement	14
BULLYING AND HARASSMENT	14
Reporting Bullying/Harassment Procedures	16
Elementary School Behavior Matrix	18
Minor/Major Behavior Violations	19
Behavior Response Supports and Consequences	21

Family Contact Information

During the school year, if there are any changes in your home, work, or emergency information, please inform office personnel about such changes ASAP. Also, notify school personnel when there are changes in caregivers for your child(ren), even for short periods of time, or if there is a change to the regular after-school pick-up routine.

School Hours

School begins at 8:30 A.M. and ends at 3:30 P.M. In the morning, students should not be on the school grounds prior to 8:20 A.M., as there is no adult supervision until that time. All students are expected to be in their classrooms by 8:40 A.M., and will be marked tardy if they are late. Students and/or parents should only be in the building prior to these times if arrangements have been made with the teacher. Please check in at the office if entering the building early. School lets out at 3:30 P.M., and all students should be picked up promptly at this time.

Attendance Guidelines

Daily attendance is a responsibility that is shared by families, parents/guardians, students, and the school. Regular and punctual attendance is important and necessary for your child(ren) to secure the fullest benefits from the curriculum and instruction offered. Inconsistent attendance and tardiness interrupts the continuity of a planned program and calls negative attention to the student.

When an absence is necessary, the student's parent/guardian must notify the school's attendance line by 9:00 A.M. on or before the day of absence. Please indicate the reason for the absence when you call the school. Parents/guardians should contact the school each day their son/daughter is absent. The student returning from an excused or unexcused absence is responsible for completing missed work as assigned by teachers.

Per Wis. Stat. sec 118.15, a student may be excused from school by a parent for up to 10 days in a school year. Absences beyond 10 days are considered unexcused unless the student has an excuse from a medical provider or the principal determines the day(s) can be excused. After 5 unexcused absences a student is considered habitually truant. The school administration may require a medical excuse if the number of parent/guardian excused absences exceeds 10 days per school year. Studies show there is a direct correlation to student attendance and academic success. Please try to arrange doctor and dental appointments so as not to interfere with the school day.

Pre-Excused Absences

If a family vacation has been planned during the school year, please fill out a *Pre-Excused Absence Form* in the office and submit it to the school office for approval by the principal. The form will then go to the teacher to fill out all homework assignments to be completed while away or prior to leaving. The completed *Pre-Excused Absence Form* will then be sent home with the student.

Requests to Leave School Early

Both the office and teacher should be notified of any appointments that have been arranged during the day. The time and reason for leaving should be included. Parents must report to the office to pick up his/her child(ren) and the student must be signed out. Please try to arrange doctor and dental appointments so as not to interfere with the school day.

Illness or Emergency at School

If your child becomes ill or injured, the office staff will contact you. Therefore, it is very important that you provide the school with complete and accurate emergency information in Infinite Campus, our online registration program. If your child has had a fever, diarrhea, or has been vomiting, he/she may not attend school for 24 hours following the conclusion of symptoms without medication.

School Closing Information

Information about weather-related school closings or delays is available on the school closing hotline, 262-268-6066, on the school district website, www.pwssd.org, and on local radio and television stations. Parents with updated contact information in Infinite Campus may receive notification via email, phone call, and/or text.

School Visitation/Visitor Pass

Parents and guardians are welcome to visit our school at any time. Visitors to the school are required to check in at the office and wear a "Visitor Pass" badge at all times while in the school building. Please bring your driver's license with you to check in.

Parents and guardians requesting the opportunity to observe a classroom should contact the school principal to make arrangements for such a visit. There is always the potential for distraction when visitors enter a classroom. Therefore, the principal reserves the right to permit or deny access to a classroom.

Emergency Drills

In accordance with state regulations, all staff and students are trained and prepared to respond to various emergency situations that may arise in or around

the school. These emergency procedures are practiced throughout the school year.

School Security

School security is a priority. Please be advised that all school entrances are locked. We adhere to all district guidelines and protocols as people enter and exit the school building. You will be required to use your driver's license to check in at the school office whenever you are visiting. We appreciate your cooperation in following all security guidelines in the school. Please note that there is a video security system in place at the main entrance to the school.

Progress Reports/Parent Teacher Conferences

Students' academic progress is reported to parents at the end of each semester. Teachers are always expected to make immediate contact with parents in the event school performance is a concern. Parents are encouraged to contact teachers whenever they have questions about their child(ren)'s progress at school.

Parent Teacher Conferences are held in the Fall and in the Spring. Please watch for invitations to sign up for a conference from PTC Wizard.

Teacher/Family Communication

We view families/parents/guardians as important partners on the educational team. Communication is key to making this partnership work smoothly and efficiently. Communication between home and school occurs in several different ways (e.g. in-person, various social media platforms, ClassDojo, email, phone calls, etc.).

Teachers and staff are expected to return parent/family inquiries between the hours of 7:00 AM and 4:00 PM and within 36 business hours.

Homework Belief Statement

PWSSD Elementary Schools view homework as a tool used in the learning process in partnership with families. The homework that is sent home provides practice toward achieving proficiency on learning targets; this may include projects to enhance curricular topics. Homework is not considered a way to measure and report student understanding; it is a step toward learning. The majority of the homework is reading/language based and could include unfinished classwork. We believe all students should read nightly to build strong reading skills and habits.

Dispensing Medication

Prescription medication requires that a *Medication Consent Form* (found on www.pwssd.org or in the school's office) be completed by the parents and the physician before school personnel will be permitted to dispense medication. Non-Prescription medication requires that a *Medication Consent Form* be completed by the parent only. All medications must be in the original containers with the appropriate label and must be kept in the school office. Children cannot transport medication. Please make arrangements for an adult to deliver and pick up any medication.

Student Immunizations

All PWSSD students must meet the Wisconsin State immunization requirements. We also require that the appropriate immunization documentation be submitted to the school office. Specific immunization documentation requirements are available from our District Nurse.

Student Dress

Clothes students wear to school should not distract from the learning environment. Clothing displaying inappropriate language/pictures and promotions of alcohol or tobacco use are prohibited as well. Students attending school with inappropriate dress may be required to call home and have appropriate clothing brought to school.

Toys/Electronics at School

We ask that students not bring toys (e.g. sports equipment, sports cards, Pokémon cards, etc.), or any item that may distract from the educational process. Additional items brought to school should be kept in backpacks, and because we do not have a secured area for coats/backpacks, their safety is not guaranteed during the school day. If taken out at school, such items will be removed and returned at the discretion of staff.

Cell Phones, Electronic Games and Devices

Cell Phones, Electronic Games and Devices are not allowed. Cell Phones should not be brought to school. If your child(ren) must have a cell phone with them at school, this needs to be pre-approved by the building principal. It will be required they keep it out of sight and in their backpack the entire day, including before school, lunch and recess. The school will not be responsible for lost or stolen cell phones.

Care of School Resources/Materials/Property

Some school property, materials and resources are critical to the instructional process and are provided at no cost to the student. The student and his/her family is responsible for books, materials, and technology utilized by the student.

Damage to these materials and school property may result in a fee to replace or repair the item(s).

Field Trip Information

Field trips are considered an extension of our regular classroom program. All students are expected to participate in these activities unless a waiver has been arranged with the school principal.

- Field Trip Fees – It is our intent that no student will be left behind because of an inability to pay. Please contact the office or your child(ren)’s teacher if finances are a concern.
- Permission Slips – A permission slip will be sent home for any field trip, which requires bus transportation. Walking field trips are covered under the *Walking Field Trip Permission Slip*, which parents sign and turn in at registration time.
- Parent Chaperones – Parents are often needed to help chaperone class trips. Chaperones may be asked to contribute towards the cost of admission and bus transportation cost. Please contact your child(ren)'s teacher if you are willing to volunteer as a chaperone. Background checks and a completed *Chaperone Guideline* are required for all volunteers in our school district.

Food Policy

Food is to be consumed in the lunchroom. Students may not have gum, candy, or soda in the hallway or classroom unless approved by a staff member.

Food Allergies

You may be notified by your child(ren)’s classroom teacher if there are students with food allergies in the classroom. In the event that a student does have an allergy, snacks or treats may be limited for safety reasons.

Lunch Program

Payments for students’ lunch accounts can be made at each school prior to the start of the regular school day. Checks should be made payable to: PWSSD—Food Service. You can also put money into students’ accounts through Infinite Campus. Lunch Information including school menus, costs, and applications for free and reduced lunch can be found on the district website, www.pwssd.org, under “Family Resources.”

Recess

All students will be expected to go outside for recess unless it is raining or the wind chill or temperature is below zero degrees. If all students are kept inside,

they will remain in classrooms and participate in alternate activities. Students with a doctor's excuse will be provided alternate recess options as needed.

Bicycle Safety

Student safety is a primary concern. We ask students who ride bikes to school to adhere to the following safety rules:

1. Riders are expected to follow all rules of the road as provided in the Port Washington/Saukville communities.
2. Bicycles should always be locked in the school bike rack.
3. Bicycles are not to be ridden on school property when large numbers of students are present (e.g., at the start and end of the school day).

School Bus Safety

Students who rely upon bus transportation are expected to conduct themselves in a safe and courteous manner while waiting for and riding the school bus. The Johnson Bus Company has established the following rules for bus safety:

- No standing while the bus is in motion.
- Arms and legs must stay inside the bus at all times.
- No eating or drinking on the bus.
- No yelling, cursing, or fighting.
- No throwing of objects on or at the bus, smoking, or other dangerous behaviors.
- Parents must contact the school for their child(ren) to ride the school bus to a friend's house or be dropped off at any location other than their normal bus stop.
- Refusal to comply with bus transportation rules may result in a behavior/incident referral from the bus company and could lead to potential disciplinary action taken by Johnson Bus Company and/or the school administration.

Birthday Party Invitations

Young children do not understand why they are not invited to a party when other classmates receive an invitation. To help prevent hurt feelings, do not send party invitations to school. Please take care of such matters outside of the school day. Your understanding and help with this issue is greatly appreciated.

Code of Classroom Conduct

Student behavior that is dangerous or disruptive and that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement in an alternative setting as outlined in this code. In addition, the student may be

subject to disciplinary action in accordance with established Board policies, school rules, state and federal laws and municipal ordinances.

STUDENT REMOVAL FROM CLASS

A teacher may remove a student from class for the following reasons.

Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:

- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
- Being under the influence of alcohol or other controlled substances or controlled substance analogs or otherwise in violation of District student alcohol and other drug policies.
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment.
- Fighting.
- Taunting. Baiting, inciting, and/or encouraging a fight or disruption.
- Disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
- Pushing or striking a student or staff member.
- Obstruction of classroom activities or other intentional action to attempt to prevent the teacher from exercising his/her assigned duties.
- Interfering with the orderly operation of the classroom by threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions.
- Throwing dangerous objects in the classroom.
- Repeated disruption or violation of classroom rules.
- Excessive disruptive talking.
- Behavior that causes the teacher or other students fear of physical or psychological harm.
- Physical confrontations or verbal/physical threats.
- Other behavior as outlined below. Examples of such behavior may include, but not necessarily be limited to, the following:
- Willful damage of school property.

- Defiance of authority (willful refusal to follow directions or orders given by the teacher).
- Repeatedly reporting to class without bringing the necessary materials to participate in class activities.
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- Repeated use of profanity.
- Any other infractions as identified in the individual buildings' discipline plan.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform him/her of the reason for the student's removal. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class.

The principal or designee shall inform the student of the reasons for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal or designee shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

PLACEMENT PROCEDURES

The building principal or designee shall place a student who has been removed from a class in one of the following alternative educational settings:

- An alternative education program approved by the School Board.
- Another class in the school or another appropriate place in the school.
- Another instructional setting.
- The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class, and the teacher, the principal, or the designee determines that re-admission to the class is the best or only alternative.

When making placement decisions, the building principal or designee shall consider the following factors:

- The reason that the student was removed from class.
- The severity of the offense.
- The type of placement options available for students in that particular school and any limitations, such as costs, space availability, and location, on such placements. The estimated length of time of placement. The student's individual needs and interests.
- Whether the student has been removed from a teacher's class before.
- The relationship of the placement to any disciplinary action.

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.

All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

The parent/guardian of a student shall be notified of a student's placement in an alternative educational setting as outlined below.

PARENT/GUARDIAN NOTIFICATION OF STUDENT'S REMOVAL FROM CLASS AND ALTERNATIVE PLACEMENT

When a minor student has been removed from class, the teacher, building principal or other designee shall notify the parent/guardian of a student in writing. This notification shall include the reasons for the student's removal from class and the placement determination.

If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.

If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

**Port Washington-Saukville School District
IMPORTANT POLICIES**

Student Attendance

School districts are required by Section 118.16(4)(d) of the Wisconsin State Statutes to provide each student enrolled in district schools with a copy of established school attendance policies. In addition, school districts are required by S.118.15(l)(0) of the state statutes to notify students and their parents or guardians of the following at the beginning of each school term:

- (1) their right to request the school board to provide the student with program or curriculum modifications as outlined in S.118.15 (1) (d) of the state statutes, and
- (2) the decision-making process to be used in responding to such requests under S.118.15(l)(dm) and (e) of the state statutes.

Habitual Truant – A student who is absent from school without an acceptable excuse [S.118.16(4) and S.118.15 Wis. Stats.] for part or all of five or more days on which school is held during a semester. This definition is found in 18.16(1)(a), Wis. Stats.

Title I Statement

As a school district that receives federal Title I money to assist student learning, we are required to inform parents that they have the right to request the following information on the professional qualifications of their child(ren)'s teachers: whether the teacher has met state qualifications and has a license for the grade level and the subject area he or she teaches; whether the teacher has an emergency or provisional license; what degrees the teacher holds and the field of discipline of his or her certification or degree; and whether their child(ren) is being provided services by paraprofessionals and if so, their qualifications. If you have questions regarding this information please contact your child(ren)'s building principal.

BULLYING AND HARASSMENT

DEFINING BULLYING:

1. "Bullying" is unwanted, aggressive behavior among school-age children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- a. An Imbalance of Power: Kids who bully use their power - such as physical strength, access to embarrassing information, or popularity - to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people; and
 - b. Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
2. “Cyber-bullying” is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social media. Cyber-bullying is prohibited and treated the same as all other types of bullying.

Students might better understand the meaning of “bullying” when the term is defined to include conduct that one person uses on purpose and usually more than just one time to hurt, put down, embarrass, or scare another person, where the person who is being bullied would have difficulty protecting or defending him/herself.

DEFINING HARASSMENT:

As used in this policy, the term “harassment” means behavior directed towards another person:

1. which either: (a) is based, in whole or in part, on any legally-protected characteristic or classification, including (with respect to a student victim/target) a student’s race, color, national origin, ancestry, sex, sexual orientation, religion, creed, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability; (b) is based on some other actual or perceived, but irrelevant, distinguishing characteristic, such as (with respect to a student victim/target) a student’s physical appearance, economic status, or social status; or (c) does not serve a legitimate purpose;

AND

2. which either: (a) substantially interferes with a student's school performance, an employee’s ability to do his/her work, or any person’s ability to perform or participate in a District-related function; (b) substantially interferes with a student’s ability to participate in or benefit from any school activity or program; (c) creates an intimidating, hostile or offensive environment within any District school, activity, or program; (d) substantially interferes with or endangers the education, health, safety, or

property of the victim/target; (e) causes a substantial disruption to any school-related activity or program; or (f) compromises the District's ability to operate efficiently and effectively.

Reporting Bullying/Harassment Procedures for Students, Parents, and other Non-Employees:

Any student who (1) is the target of any bullying or harassment; (2) who observes/witnesses any incident involving bullying or harassment; or (3) obtains knowledge of possible bullying or harassment that the student finds credible or upsetting, is strongly encouraged to report the incident(s) to District staff using any of the procedures identified in this administrative guideline. Parents and guardians and others with relevant knowledge/information/concerns related to incidents involving students are similarly encouraged to report such concerns/incidents to the District.

There are several different ways that students, parents and guardians, and others can report concerns related to bullying and/or harassment:

1. At the Building/School Level:

Making an informal verbal or written report (e.g., a parent email, face-to-face conversation, phone call, etc.) with a teacher, activity supervisor, coach, bus driver, student services staff member, building administrator or designee who will document the following information:

- Name of person reporting incident(s)
- Date and time of the report
- Name of students involved in the incident(s)
- Student Bystanders
- When the incident(s) happened
- Where the incident(s) happened
- Description of the incident(s)

2. At the District Level:

Pursuing a District-level complaint using the District's student discrimination complaint procedures. When using these procedures, the complaint may be initially filed with the District's designated Equal Educational Opportunities Compliance Officer.

A student or parent or guardian can choose the specific reporting method with which they are most comfortable. That is, any report/concern/incident(s) can be brought forward at the building level and/or at the District level. The specificity and clarity of the information (e.g., expressly identifying in connection with a

verbal report that the issue concerns “bullying” and/or “harassment”) is likely to be more important than the particular method that is used to make the initial point of contact. To help avoid misunderstandings, the District strongly encourages students and parents and guardians to submit a concern in writing.

Regardless of the reporting method that is used, the District’s primary concern in any situation that involves the bullying or harassment of a student is for the safety and well-being of the victim/target, and it is the District’s goal to provide an adequate and appropriate response. Employees are directed to use their professional judgment to appropriately scale the nature of the District’s response to the nature of the specific incident(s)/concern(s).

Elementary School Behavior Matrix

Expectation	All Settings	Classroom	Hallway	Bathroom	Lunchroom	Playground	Bus
Be Respectful	Use appropriate voice level Follow the Golden Rule Follow directions the first time	Be a good listener Follow classroom rules and routines Use appropriate words for school	Show a calm body Walk quietly so others classes can learn	Leave things in classroom Use time wisely Keep floors, walls, and stalls clean Give others privacy	Use good manners Be a good listener	Follow game rules Allow all students to participate Pick teams fairly	Follow all bus driver directions Keep bus in good condition
Be Responsible	Stop and think before acting Care for school and others' property	Have materials ready and use them correctly Use technology appropriately Give my best effort Complete work on time	Be where I'm supposed to be Keep hallways and my hook area clean Take the shortest route	Flush the toilet Use 1 squirt of soap and just enough paper towel Put all trash in the garbage	Keep table and floor clean Put all trash in the garbage Eat my food, do not be wasteful	Dress appropriately for the weather Use and return equipment properly Help others	Stay in assigned seat Take all of my belongings with me Put all trash in the garbage
Be Safe	Practice personal space Ask for help if needed	Ask permission to leave Use walking feet Keep my work area clean	Walk in the hallways Face forward	Keep water in sink and toilet Wash hands with soap and water Use walking feet	Eat only my food Use walking feet	Keep wood chips, rocks, and snow on the ground Follow playground and equipment rules Stay inside play area	Keep hands, feet, and objects in bus at all times Sit on my bottom until bus is stopped Keep aisle clear

* The language used at each building may be slightly different but the intention behind the behavior matrix is to clearly define consistent student expectations in and around our PWSSD elementary schools.

Minor/Major Behavior Violations

<u>Minors:</u> Classroom managed, low intensity behaviors, does not respond to universal reteaching		<u>Majors:</u> Office managed, high intensity, does not respond to reteaching/redirection or intervention	
Academic Dishonesty	Copying answers from someone or resource	Academic Dishonesty	Intentionally using another person's work as their own, or engaging in unauthorized use of material, information, notes, study aids, devices or communication during an academic exercise. (e.g., cheating on a test, plagiarism)
Inappropriate Language	Intentional use of language that is not suited for school and is not directed toward another person (e.g., swearing, inappropriate "Your Mom" jokes).	Aggressive Language or Verbal Attack	Intentional use of verbal statements, obscene gestures or written messages that includes swearing, name calling, or use of words directed towards a teacher/student in a threatening manner with intent to cause harm (e.g. making a gun with your hand and shooting motions, saying "I'm going to punch you!", swearing directed at a person)
Disrespectful Towards Others	Inappropriate interactions or messages towards adults or peers (e.g., name calling, eye rolling)	Disrespectful Towards Others	Repeated and/or intentional use of rude behaviors, unacceptable behaviors (e.g. insults directed at others)
Disruption to Learning Environment	Intentional outbursts that cause interruption of class/school activities	Disruption to Learning Environment	Sustained or significant disruption causing an interruption in a class or school activity
Property Damage	Engaging in behavior, toward property, that may lead to damage	Property Damage	Intentional and malicious destruction or disfigurement of another's property (e.g. graffiti, driving on the football field)
Electronic Devices/Minor Technology Violation	Inappropriate use of any technology and/or electronic devices (e.g., cell phone is on desk, playing unapproved games)	Electronic Devices/Major Technology Violation	Repeated instances of minor technology misuse or inappropriate use of electronic devices (e.g., texting in class, playing non-school games during a lesson)
Refusal to Follow Directions	Intentional ignoring or rejecting of directions or expectations, despite use of individual reminders and prompting (e.g., work refusal, not transitioning to next class/activity, dress code violations)	Refusal to Follow Directions	Overt defiance and refusal to follow directions (e.g. continued refusal to follow instruction after repeated attempts, shouting NO, leaving or refusing to leave a space)

<u>Minors:</u> Classroom managed, low intensity behaviors, does not respond to universal reteaching		<u>Majors:</u> Office managed, high intensity, does not respond to reteaching/redirection or intervention	
Unsafe Behavior	Engaging in any other behavior (not already listed) that could lead to physical harm (e.g., Bro Check, hiding, running in the halls, horseplay, pushing, tripping, poking, kicking, being a Space Invader)	Unsafe Behavior	Engaging in any other behavior (not already listed) that could lead to significant and/or immediate physical harm (e.g., throwing furniture, running into traffic, engaging in self-harm)
		Drugs/Alcohol/Tobacco	Possession of drugs, alcohol, and/or tobacco on school grounds
		Physical Aggression	Intentional use of force against another (e.g., hitting, spitting, kicking, throwing object at a person)
		Stealing	Intentional taking of school's or another person's property without permission
		Leaving School Property	Leaving school grounds unsupervised and/or without prior permission (e.g., skipped detention).
		Weapons	Possession of a weapon or other objects readily capable of causing bodily harm on school grounds (e.g., bringing a toy gun to school pretending it's real, switchblade, etc.)
		Harassment	Intentional use of disrespectful messages and/or behaviors in any format based on gender, ethnicity, sexuality, race, religion, disability, physical characteristics, or other protected class (e.g., racial slurs, obscene gestures, showing private parts)
		Inappropriate Physical Contact (Sexual)	Engaging in physical contact that is sexual in nature

Behavior Response Supports and Consequences

The escalation of interventions and consequences serves as a *general guideline*. Please note that the sequence may be adjusted based on the specific circumstances of each incident.

Supports

1. Teacher conference with student to reteach expectations
2. ***Phone call*** home by teacher
3. Teacher conference with student and parent/guardian
4. Referral to school's behavior intervention team (e.g., PBIS, EMLSS) *
5. Student conference with teacher and administrator
6. Phone call home by administrator
7. Conference with student, parent/guardian, teacher, administrator (and possibly the school psychologist, social worker, School Resource Officer, District administration as needed)

** Additional interventions, such as Check In/Check Out (CICO), mentoring, counseling, etc., may be implemented through each school's PBIS team.*

Consequences

1. Time with teacher to reflect on student expectations
2. Removal of privileges
3. ***Temporary*** removal from class (time with administrator or designee)
4. In school suspension
5. Out of school suspension
6. Referral to the School Board for an expulsion hearing

Family Handbook Acknowledgment Form

Dear Parent/Guardian,

Please review the PWSSD Elementary Family Handbook, which provides important information about our school's policies, procedures, and expectations. Once you have read the handbook, please sign and return this form to acknowledge that you have received and reviewed the information.

Parent/Guardian Information

- **Parent/Guardian Name:** _____
 - **Child's Name:** _____ **Grade:** _____
 - **Child's Name:** _____ **Grade:** _____
 - **Child's Name:** _____ **Grade:** _____
 - **Child's Name:** _____ **Grade:** _____
-

Acknowledgment

I acknowledge that I have received and reviewed the PWSSD Elementary Family Handbook. I understand that it contains important information regarding school policies, procedures, and expectations, and I agree to support and adhere to these guidelines.

Parent/Guardian Signature: _____ **Date:** _____

Child's Signature: _____ **Date:** _____

If you have any questions or need further clarification regarding the handbook, please contact your child's building principal.

Please return this signed form by September 30, _____.

