



SCHOOL DISTRICT OF NEW LONDON

Student/Parent Handbook 2023-24



The policies/procedures referenced in the handbook are found on the district website (<http://www.newlondon.k12.wi.us/policies.cfm>). Copies of any policy/procedure can be obtained by contacting the District Office.

It is the policy of the School District of New London that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

School District of New London

■ ADMINISTRATION/ BOARD OF EDUCATION

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■ PUPIL SERVICES

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■ TRANSPORTATION DEPARTMENT

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■ FOOD SERVICE

New London High School
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■ NEW LONDON HIGH SCHOOL

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Philip Sloma, Activities Director/Dean of Students

■ NEW LONDON INTERMEDIATE/ MIDDLE SCHOOL

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Pete Mroczynski, Dean of Students

■ LINCOLN ELEMENTARY

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Kirk Delwiche, Principal

■ SUGAR BUSH ELEMENTARY

W10736 Cty. Rd. WW
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Kristin Grable, Principal

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■ READFIELD ELEMENTARY

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■ CATALYST ACADEMY (CHARTER SCHOOL)

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School District of New London

STUDENT/PARENT HANDBOOK

Table of Contents

SECTION ONE:

District Vision - Mission - Strategic Direction - Values

Board of Education

■ Vision	1
■ Mission.....	1
■ Strategic Direction	1
■ Core Values.....	1
■ Board of Education Meetings/Members.....	1

SECTION TWO:

School Hours - Attendance - Safety - School Closings

■ School Hours	2
■ Attendance.....	2
■ Tardiness.....	2
■ Truancy	3
■ School-to-Work Program (HS).....	3
■ Leaving School Grounds.....	3
■ Age of Majority (HS).....	3
■ Picking Up and Dropping Off Students	3
■ Safety.....	3
■ School Closing/Cancellation.....	4
■ Withdrawal and Transfer	4

SECTION THREE:

Student Behavior - Conduct

■ Bulldogs of Character.....	5
■ Student Behavior	5
■ Bullying	7
■ Due Process.....	7
■ Student Dress	7
■ Student Backpacks/Book Bags/Handbags/Purses (IS/MS/HS).....	8
■ Student Relationships (IS/MS/HS).....	8
■ Social Events (IS/MS).....	8
■ Social Events (HS).....	8
■ Student Cell Phones (IS/MS/HS)	8

SECTION FOUR:

Academics

■ Class Assignments (ES/IS/MS).....	9
■ Co-Curricular/Academic Conflicts (IS/MS/HS)	9
■ Conferences.....	9
■ Communication Home/School.....	9
■ Graduation Requirements.....	9
■ Modifications in Instructional Delivery or Academic Day.....	9

SECTION FIVE:

Bus Transportation

■ Purpose.....	10
■ Who Is to Be Transported	10
■ Bus Routes and Schedules.....	10
■ Private Driveways	11
■ General Bus Rules	11
■ Discipline Procedure.....	11
■ Video Monitoring System.....	11
■ Concerns Regarding the Transportation Program	11
■ Suspension of Operations and/or Route Alterations ...	11

SECTION SIX:

Food Service

■ Food Service Fees	12
■ Free and Reduced Meal Applications.....	12
■ Breakfast.....	12
■ Lunch	12
■ Milk Break (ES).....	12

School District of New London

STUDENT/PARENT HANDBOOK

Table of Contents *continued*

SECTION SEVEN:

School Nursing - Special Education - Other Services

■ Emergency Field Trip Form.....	13
■ Release of Information.....	13
■ Screenings.....	13
■ Immunization Requirements.....	13
■ Medication.....	13
■ Student Illness/Injury/Accidents.....	14
■ Student Welfare.....	14
■ Special Education Programs and Services.....	14
■ School Nursing Services.....	14
■ School Psychologists.....	14
■ School Counselors.....	14

SECTION EIGHT:

Miscellaneous

■ Agendas (ES).....	15
■ After-School Program (ES).....	15
■ Animals in School Buildings.....	15
■ Bicycles, Scooters, Skateboards, Rollerblades.....	15
■ Birthday Parties, Treats, Snacks (ES).....	15
■ Change of Personal Information.....	15
■ Fees.....	15
■ Field Trips.....	15
■ Locker Room Privacy (IS/MS/HS).....	15
■ Lockers (IS/MS/HS).....	16
■ Lost and Found.....	16
■ Money (ES/IS/MS).....	16
■ Outdoor Play (ES/IS/MS).....	16
■ Parent Involvement.....	16

■ Parent Teacher Organization (ES).....	16
■ Parking Regulations (HS).....	17
■ Personal Belongings.....	17
■ Police/School Liaison Program.....	17
■ Posters.....	17
■ Student Activities and Organizations.....	17
■ Student Pictures.....	17
■ Technology.....	17
■ Technology Devices.....	18
■ Telephone Use (ES).....	18
■ Visitors.....	18
■ Volunteers.....	18

SECTION NINE:

Legal Notices

■ Equal Educational Opportunities/Nondiscrimination.....	19
■ Complaint Procedures.....	19
■ Directory Information.....	20
■ Pupil Records.....	20
■ Parent/Legal Custodian Rights and Responsibilities.....	20
■ Place of Residence.....	21
■ Policies.....	21
■ Parent Right to Know.....	21

SECTION ONE

District Vision - Mission - Strategic Direction - Values Board of Education

Vision

The School District of New London will partner with families and community to develop students by providing high quality instruction, personalized learning options, and a caring environment in which students are able to reach their fullest potential. This collaborative partnership will encourage opportunity for students to become:

- Effective Communicators
- Problem Solvers and Critical Thinkers
- Self-Directed and Life-Long Learners
- Responsible, Contributing Citizens

Mission

SUCCESS FOR ALL STUDENTS

Guiding Principles

We will be accountable and work together to...

- Provide a safe, secure, nurturing environment
- Establish and maintain school, family, community partnerships
- Foster students' developmental assets
- Ensure that students master the essential curriculum
- Recruit, develop, and retain a highly qualified staff
- Model what is expected
- Value diversity
- Meet the needs of the future

Strategic Direction

LEARNING & ACHIEVEMENT

We will promote the highest levels of academic achievement through effective teaching strategies, intellectual engagement and differentiation to meet the needs of all students. With an emphasis on actionable outcomes developed through Professional Learning Communities, we will support student exploration, critical thinking, collaboration and creativity to ensure all students are college- and career-ready and life-long learners.

FINANCIAL & OPERATIONAL STABILITY

We will work within a fiscally responsible framework that supports an educational system with consistent approaches to maximize local, state and federal funding. Focused on respecting and seeking support from community stakeholders, we will develop financial resources with a sustainability principle to achieve preferred district results that best serve students, staff, district facilities and the school community.

SAFE, ORDERLY & HEALTHY

We will create and promote safe learning environments that support the physical, social and emotional well-being of students, staff and the school community. To enable responsiveness to emergencies, the district will provide preventive training and resources and support the review and practice of safety strategies.

ENGAGED & CONNECTED

We will build relationships and develop engaged and connected school communities by providing transparent communication and collaboration with all of our stakeholders. Responding to continuous feedback, we will make sure our school community is welcoming to and representing all students, families and staff.

Core Values

We put students first in all we do. No matter where in our organization we serve, we remember always that caring for the needs of the individual student is at the heart of our mission. We embrace the following core values which serve foundational in our efforts to ensure Success for All Students.

PASSION: Our passion provides us the determination, perseverance and sense of resolve to act on behalf of children. We believe in having a positive and optimistic attitude about everything we do because we realize that this inspires others to have the same attitude.

RESPECT: We value the strengths, experiences and perspectives of others. We accept individual differences and embrace diversity with compassion and empathy.

INTEGRITY: We seek to be honest and have the ethical and moral courage to do the right thing in all settings and situations as stewards of the resources entrusted to us.

DEDICATION: We are driven to ensure success for all students, dedicated in our advocacy, principled in our approach and responsible in our actions.

EXCELLENCE: We hold ourselves accountable to continuously strive for excellence. We never stop learning in an effort to innovate and improve programs, skills and services.

Board of Education Meetings/Members

The district is governed by the Board of Education, which is comprised of seven members who are elected for three-year terms. Regular Board of Education meetings are held at 6:00 p.m. on the second Monday of each month at the Administration Building located at 901 West Washington Street, New London, Wisconsin 54961; unless otherwise posted. Agendas are posted on the school's website. During the school year, agendas are also posted at each building. Community input is encouraged.

Chris Martinson - President

John Heideman - Vice President

Katie Batten - Clerk

Mark Grossman - Treasurer

Terry Wegner - Director

Mandy Wilz - Director

Holly Schweitzer - Director

*Reference to: Policy 120 School District Legal Status
Policy 170 Board Meetings
Policy 187 Public Participation at Board Meetings*

SECTION TWO

School Hours - Attendance - Safety - School Closings

School Hours

SCHOOL	SCHOOL DAY	EARLIEST ARRIVAL/ BREAKFAST PROGRAM
Parkview	8:10 a.m.-3:10 p.m.	7:30-8:00 a.m.
Lincoln	8:10 a.m.-3:10 p.m.	7:30-8:00 a.m.
Readfield	8:10 a.m.-3:10 p.m.	7:45-8:00 a.m.
Sugar Bush	8:10 a.m.-3:10 p.m.	7:45-8:00 a.m.
Intermediate/ Middle School	8:05 a.m.-3:22 p.m.	7:30-8:00 a.m.
High School	7:55 a.m.-3:15 p.m.	

Student supervision is available at the 'earliest arrival' time indicated on the chart above. Students should not be in the building before or after school unless there is an appointment with school personnel previously determined by teachers/parents or a school activity under the supervision of a teacher, coach, or advisor. Please contact the school office in advance of the event or extenuating circumstances.

Attendance

There is strong evidence of a direct correlation between good attendance and student achievement. Wisconsin state law mandates all school age children must attend school unless they are ill or officially withdrawn from school.

It is very important that we have the full cooperation of parents/guardians to ensure we verify each child's safe arrival at school and that we accurately record each student's daily attendance. We ask that parents/guardians call the school office before the start of the school day that their child is absent from school. When calling the attendance line, please provide the following information:

- Name of caller and relationship to the child (adults only)
- Student's name and grade level
- Reason for absence

If a child is absent and we have not received a call, we will attempt to reach the parent/guardian by calling home or work. The responsibility for reporting absences remains with the parent/guardian.

Students are not penalized for participating in school-sponsored co-curricular activities. Field trips, vocational programs, special assemblies, and athletic trips are examples of excused absences. Specific guidelines for co-curricular participants are covered in the Co-Curricular Handbook.

All **excused planned absences** require that written verification be provided by parents/guardians in advance of the absence. Requests for Planned Absence forms are available in the office and online, and forms **MUST** be completed and returned to the office **at least one week in advance** of a planned absence. Parents will be asked to provide verification of medical or dental appointments. Class work and tests will be allowed to be made up, but the responsibility for make-up work rests with the student. In order to provide work in advance of a planned absence, notification of at least one week is required.

The school attendance officer or designee is authorized to approve a legal excuse for any student for the following reasons:

- (1) Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student upon three consecutive days of illness and/or all or part of 10 cumulative days of illness. Such excuse will be in writing and will state the period of time (not to exceed 30 days) for which it is valid.
- (2) An emergency in the family or other crisis which requires the absence of the student.
- (3) Observance of a religious holiday.
- (4) A quarantine imposed by a public health officer.
- (5) An in-school or out-of-school suspension from school.
- (6) Approved school activities during class time.
- (7) Special circumstances that show good cause.

Reference to: Policy 431 Attendance

Tardiness

Students are expected to be on time for all classes. In order for students to do their best work in class, it is necessary to be in class for a full period. Moreover, late arrivals in the classroom disrupt the educational environment for other students. A **tardy** is defined as the late arrival (10 minutes or less) of a student to a class without a pass from another staff member.

Reference to: Policy 431 Attendance

SECTION TWO: School Hours - Attendance - Safety - School Closings

Truancy

Truancy means any absence of part or all of one or more days from school during which the school has not been notified of the legal cause. Truancy will also be applied for intermittent attendance carried on for the purpose of defeating the intent of the law. Students who are absent without an acceptable excuse for **part** or **all** of five (5) or more days in one semester are considered to be **habitually truant**. School personnel will contact the parent/guardian if an absenteeism problem is developing and a meeting will be arranged to discuss and remedy the matter.

A student who is truant for all or part of a school day may be assigned consequences to include municipal citation and referral to the court system.

Reference to: Policy 431 Attendance

School-to-Work Program (High School)

Students in the School-to-Work Program will keep regular attendance both in school and at the worksite. A student will not report to the worksite on any day he/she is absent from school and misses classes due to illness or truancy. An unexcused absence (1) and/or excessive excused absences (10) from school may result in suspension and/or removal from the School-to-Work Program. Unexcused absences (1), excessive absences (10), tardies, failing grades in other classes, or behavior issues may result in suspension and/or removal from the School-to-Work Program.

Leaving School Grounds

No student is allowed to leave school grounds during school hours without direct communication from a parent or guardian.

*Reference to: Policy 434 Released Time for Students
Policy 436 Dismissal During School Hours - Student*

Age of Majority (High School)

Students who have reached 18 years of age (or emancipated) are not exempt from complying with rules and policies enacted by the Board of Education, administration, and faculty. School rules made under state statutes are binding on all pupils, regardless of age. Eighteen-year-old students may petition to have their school records withheld from parents, may establish their own residence, write their own excuses, etc. If 18-year-old students develop a poor attendance, tardiness, or truancy record because of illness, they will be required to submit doctor's excuses. Before receiving this privilege, a parent contact may be required with the Building Principal to fully explain this process.

Picking Up and Dropping Off Students

When students arrive at school in the morning, they should be dropped off at the designated student drop off area.

Elementary School—If a child is to be picked up early from school, the parent/guardian is asked to send a note to the teacher or phone the school office. In that event, an approved adult must come to the office and sign the student out. The student will then be called from his/her classroom to leave from the office. Office should be called by 2:30 p.m. if there is a change in pick up. When picking up students at the end of the day, parents/guardians are asked to wait in the designated area.

Intermediate/Middle/High Schools—If a child is to be picked up early from school, the parent/guardian is asked to phone, send a note, or e-mail the attendance office. Students are required to sign out before leaving. Parent/Guardians are asked to wait outside at the front of the school. At the High School, parents are asked not to use the front circle during pick-up and drop-off times as that is reserved for bus use.

Safety

Your child's safety at school is our top priority. School administrators and staff are continually practicing, updating, and evaluating school safety policies and procedures.

Emergency and Crisis Planning - The School District of New London and each of its school buildings have emergency and crisis plans.

Secure Entrances - Every building in the district has a secure entrance. All guests must request entry and register before being allowed to enter. All doors are locked throughout the school day to prevent any unwelcome guests.

Video Surveillance - All district buildings have video surveillance to assist in providing a safe school environment.

Emergency Communication - The School District will provide emergency information through Skyalert (phone/email) messaging system.

Emergency Drills - Emergency response drills are practiced with students and staff on a regular basis. Emergency action steps that are practiced include:

- Evacuation
- Shelter in place
- Lockout
- Soft Lockdown
- Hard Lockdown
- Run-Hide-Fight

SECTION TWO: School Hours - Attendance - Safety - School Closings

School Closing/Cancellation

If the School District of New London has any variation to the regular school day, an announcement is shared on the district's emergency notification system, district website, and/or local television stations.

Reference to: Policy 723.3 Emergency School Closings

Withdrawal and Transfer

Students are required to attend school regularly during the full period and hours that school is in session. Appropriate documentation must be completed in the event of withdrawal or transfer. School property must be returned and fees paid.

Reference to: Policy 435 Withdrawal from School

SECTION THREE

Student Behavior - Conduct

Bulldogs of Character

The School District of New London has endorsed the *Bulldogs of Character* program which is embedded throughout the day-to-day activities of all schools. Each month students focus on specific pillars and learn how they can implement these traits in everyday life.

PILLARS OF THE MONTH

September	<i>Self-Discipline</i>
October	<i>Caring</i>
November	<i>Cooperation</i>
December	<i>Respect</i>
January	<i>Responsibility</i>
February	<i>Diversity</i>
March	<i>Fairness</i>
April	<i>Trustworthiness</i>
May	<i>Citizenship</i>

Student Behavior

School District of New London staff and students value the dignity of all members of the school community at all times. A positive, consistent approach to discipline focuses on safety, respect, communication, self-discipline, problem solving, and prevention of discipline problems.

Repeated and/or serious rule violations and misbehaviors will result in an office referral to building administration. Parents/guardians will be contacted and will meet with the building administrator in the event of serious or repeated behavior referrals.

Inappropriate and/or unsafe behavior may result in restrictions from play areas and/or participation in classroom activities. A student whose disruptive behavior forces his/her temporary removal from the regular classroom may be assigned to a suspension by an administrator. A parent/guardian of a student who is assigned an in-school or out-of-school suspension, will be given verbal and written notice of the suspension. A meeting between the parent/guardian, student, and school personnel will be arranged if deemed necessary by the school and/or parent/guardian.

The Board of Education may expel a student from school whenever it finds him/her guilty of repeated refusal or neglect to obey the rules, or finds that he/she engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others, and is satisfied that the interest of the school demands his/her expulsion. The district expressly prohibits use, possession, or exchange of alcohol, tobacco, drugs, or possession of related drug paraphernalia in the school building, on school property or school buses, or at school-related activities. The district

expressly prohibits possession, use, or storage of any weapon or look alike on school premises, school buses, or at any school-related activity.

Disciplinary Action may be taken as a result of any behavior, which is disruptive or which violates the rights of others. The following acts are unacceptable and subject to disciplinary action in school, on school buses, or at any school-sponsored activity. Minimum and maximum actions do not imply or require that a “step-by-step” progression of increasing severity be employed by an administrator in dealing with a violation. However, there will be a logical relationship between the severity of the offense and administrative action.

It should be understood by parents/guardians, students, and staff that all violations of school rules and regulations of state and federal laws will be vigorously enforced by school officials. Student’s rights and responsibilities outlined by the School District of New London will be adhered to as the standard administrative practice regarding student discipline and student rights.

Corrective measures include, but are not limited to, a student conference, student dismissal from class, student detention, student suspension, counseling, expulsion, and/or change of placement.

Types of suspensions include, but are not limited to, the following:

- **In-School Suspension** - Student is assigned to a designated area during the regular school day under direct supervision. The student may not participate in co-curricular activities or any other district activities. The student is not allowed to leave school during the day for any reason. School work is assigned and credit is given for work successfully completed.
- **Out-of-School Suspension** - Students are placed under supervision of a parent/guardian during the period of suspension. A suspended student may not loiter, appear on school property or be present at school-sponsored activities during the period of suspension. It is intended that this leave from school will afford the student and parents/guardians the opportunity to reflect, focus, discuss and evaluate positive alternatives to the problem being addressed. Once a proposed plan of action has been determined, a conference with the concerned individuals will be arranged to rectify the condition for which the suspension was assigned. A student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by parents and administration.

SECTION THREE: Student Behavior - Conduct

Suspensions and Disciplinary Leaves are meant to positively modify student behavior. If a student continues to exhibit inappropriate behaviors which warrant further suspension, additional strategies may be implemented in an attempt to improve student behaviors. Parent conferences, counseling, behavior contracts, assessments and referrals to outside agencies are examples of such strategies. Continued violation of rules could eventually lead to expulsion.

Expulsion is an action by the Board of Education that prohibits an enrolled pupil from further attendance as per Wisconsin State Statute. The Board of Education may expel a student whenever it finds her/him guilty of repeated refusal or neglect to obey the rules or finds that she/he engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others, and is satisfied that the interest of the school demands his/her expulsion.

Referral to Police or Juvenile Authorities - If a student's misbehavior is such that a legal violation is involved, police or juvenile authorities may be contacted by the principal or a designated representative. If the officer indicates that he/she is arresting the pupil, with or without a warrant, that officer will have complete jurisdiction and responsibility in the matter and the principal will not interfere with the pupil's removal from the building.

It is understood that the rules for student conduct are not all inclusive. The administration will take such action as necessary and not forbidden by law to maintain a positive educational climate. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the usefulness and well-being of the school regardless of existence of a rule covering the offense.

The following violations could result in a minimum penalty of a student conference/parent contact and/or a maximum penalty of suspension/expulsion. Some violations require involvement of law enforcement authorities. This listing is not all inclusive.

Violations against persons:

- Fighting, harassment, inappropriate language, abusive language, disorderly conduct, interference, obstruction, possession of a weapon, assault, bullying, cyberbullying, intimidation and discrimination

Violations against property:

- Unauthorized use of school property, damage/defacing of property, tampering with fire equipment, theft, extortion

Violations against school administrative procedures:

- Cheating, refusal to follow school rules, disruptive behavior, possession of fireworks, defiance of authority, distribution of inappropriate materials, inappropriate student dress, trespassing, throwing snowballs

Violations against technology regulations:

- Using the District Network or Internet for purposes with no clear educational value
- Storing, accessing, creating or displaying obscene, pornographic, profane, threatening, racially offensive or illegal material
- Attempting to gain access to the local drive of a machine or a network drive and/or attempting to modify, destroy, or abuse in any way system components including hardware and software
- Vandalizing, harassing, or providing insulting attacks on others
- Violating copyright laws
- Using another person's password
- Trespassing or attempting to trespass in another person's folders, work or files
- Downloading and/or installing of any file not for clear, educational purposes. Absolutely no program files (.exe) games of any sort, or shortcuts should be present in a user's assigned network space
- Posting any contact/personal information
- Personal accounts on school devices
- Vandalizing Chromebooks or other district devices
- Using or having cell phones out in class without prior teacher permission.

Violations involving drug and alcohol:

- The unlawful manufacture, distribution, dispensing, possession, or use of a mood-altering substance, look-alike substance, controlled substance, drug paraphernalia, and/or alcohol on school district property, including all district-owned vehicles is prohibited at all times. These same provisions shall be in effect at all school-sponsored events including extracurricular activities while off school premises. Failure to abide by this policy will result in disciplinary action up to and including suspension and/or expulsion, and police involvement.
- All doctor prescribed medication must be stored and distributed within the nurses office. Any prescription medication consumed or stored in the school building outside of the nurses office will be in violation of the drug and alcohol policy.

Violation involving smoking/tobacco:

- The School District of New London is a Tobacco Free Zone
- Tobacco prohibition applies to everyone on school premises inclusive of students, staff and the public. Tobacco includes all electronic smoking devices, vapes, vape products whether or not they contain nicotine, and smokeless tobacco.

Reference to: Policy 363 Technology and Acceptable Use | Policy 443 Code of Student Conduct | Policy 443.4 Student Alcohol and Other Drug Use | Policy 447 Student Behavior and Discipline | Policy 447.2 Student Detentions | Policy 447.3 Student Suspension | Policy 447.4 Student Expulsion | Policy 832 Weapons

SECTION THREE: Student Behavior - Conduct

Bullying

The School District of New London strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is repeated behavior and involves an imbalance of power. The behavior is 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.

Bullying behavior can be:

- Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g., threatening or intimidating language, teasing, or name-calling, racist remarks)
- Indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion, sending insulting messages or pictures electronically).

The School District of New London will not tolerate any known act of harassment or bullying occurring on district property or at school-sponsored activities scheduled on or off school grounds.

Reference to: Policy 443.71 Bullying

Due Process

An administrator may suspend a pupil for not more than **five (5)** school days or, if a notice of expulsion hearing has been sent for not more than a total of **fifteen (15)** consecutive school days for non-compliance with such rules, or for conduct by the pupil while at school or under the supervision of a school authority which endangers the property, health or safety of others.

Prior to any suspension, the pupil will be advised of the reason for the proposed suspension. The pupil may be suspended if it is determined that he/she is guilty of noncompliance with such rule, or of the conduct charged, and that his/her suspension is reasonably justified. The parent or guardian of a suspended minor pupil will be given prompt notice of the suspension and the reason therefore. The suspended pupil or his/her parent/guardian may, within **five (5)** school days following the commencement of the suspension, have a conference with the school district administrator, or designee, who will be someone other than an administrator or teacher in the suspended pupil's school. If the school district administrator, or designee, finds

that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record will be expunged. Any such finding will be made within 15 days of said conference. A pupil suspended under this paragraph will not be denied the opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

The Board of Education may expel a pupil from school if he/she is found guilty of repeated refusal or neglect to obey the rules, or finds that he/she engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, and is satisfied that the interest of the school demands his/her expulsion.

Prior to such expulsion, the Board of Education will hold a hearing. Not less than five days written notice of the hearing will be sent to the pupil. If the pupil is a minor, the parent/guardian will also be notified of the hearing and informed of the particulars of the alleged refusal, neglect or conduct, the time and place of the hearing and that the hearing may result in the pupil's expulsion. The pupil and, if the pupil is a minor, his/her parent/guardian may be represented at the hearing by counsel. The Board of Education will keep written minutes of the hearing. Upon the ordering by the Board of Education of the expulsion of a pupil, a copy of the order will be mailed to the pupil and, if the pupil is a minor, to his/her parent/guardian. The expelled pupil or, if the pupil is a minor, his/her parent/guardian may appeal the expulsion to the state superintendent. An appeal from the decision of the state superintendent may be taken within 30 days to the circuit court of the county in which the school is located.

*Reference to: Policy 411
Equal Educational Opportunities/Complaint Procedures
Policy 411.1 Student Harassment
Policy 511 Equal Opportunity Employment/Complaint Procedures
Policy 512 Employee Harassment
Policy 870 Public Complaints*

Student Dress

Guidelines are established to promote a standard of appearance which enhances the learning environment while allowing for reasonable comfort and individuality. Students are expected to wear clothing and accessories appropriate to the school setting. When administration or staff deem that the student's dress constitutes physical danger, causes a disruption/disturbance to the learning environment, or does not meet the guidelines listed below, the student will be asked to change clothing and/or remove accessories. These are guidelines to use before the student leaves the house to come to school.

SECTION THREE: Student Behavior - Conduct

Dress Code Guidelines:

- Any item of clothing or accessory that is offensive, disrupts the educational process, or creates a hazard to student safety may not be worn.
- Any item of clothing or accessory that depicts or promotes tobacco, alcoholic beverages, alcohol establishments, or controlled substances in the form of pictures and/or words may not be worn.
- Any item of clothing or accessory that depicts or promotes criminal activity that would threaten any person's health, safety or property (including unlawful possession or use of any weapon), criminal gang affiliation/activity, profanity, pornography, or violence that would constitute a violation of law or school rules may not be worn.
- Clothing must cover all private body parts, stomach, and/or undergarments and must not be transparent.
- Hats, caps, hoods, sunglasses, jackets, and blankets are not allowed to be worn inside any school building. Special permission can be granted for medical or administrator approved reasons.
- Rubber-soled shoes are required for physical education. Flip flops are discouraged for Elementary and IS/MS students for outdoor play. Students wearing flip flops may be asked to change into physical education shoes for recess.

Any question regarding appropriateness of clothing or accessories will be determined by the building principal

Reference to: Policy 443.1 Student Dress

Student Backpacks/Book Bags/Handbags/Purses (Intermediate/Middle/High Schools)

Students must store backpacks, book bags, handbags, and purses in their locker during the school day. These items will not be allowed in the library, computer labs, or classrooms at any time.

Student Relationships (Intermediate/Middle/High Schools)

Appropriate behavior between students is expected and required at all times at all school activities. School and school activities are not considered appropriate places to show affection. Individuals/couples who fail to abide by this policy may be subject to disciplinary action.

Social Events (Intermediate/Middle Schools)

All social events are restricted to New London Intermediate/Middle School students only. School administrators or their designee reserve the right to restrict student attendance at any event.

Guidelines for social events at the Intermediate/Middle Schools include, but are not limited to:

- School rules apply to all school-sponsored activities.

- Students on suspension or those absent on the day of the event are not allowed to attend.
- Doors will be locked after a reasonable time is allowed to enter the social event.
- Once a student leaves the building, he/she is not to be readmitted to the social event.
- Roaming the building or loitering in the restrooms is not permitted.
- Students are to conduct themselves properly and to follow directions of chaperones and/or supervisors.
- Anyone who creates a disturbance may be asked to leave the event and/or restricted from future activities.
- Students removed from social events are not entitled to a refund.

Social Events (High School)

Any guest who wishes to accompany a New London High School student to a school sponsored dance must be approved by the administration. Intermediate/Middle School students are not permitted attendance, nor are those over the age of 19. School administrators or their designee reserve the right to restrict student attendance at any event.

Guidelines for social events at the High School include, but are not limited to:

- School rules apply to all school-sponsored activities.
- A participant must be in school and attend all scheduled afternoon classes on the day of an event except in cases of family emergency, excused pre-planned absences, or if a written medical release is obtained from a physician.
- Students who are on an in-school or out-of-school suspension on the day of the event are not allowed to attend the activity.
- Once a student leaves the building, he/she is not to be readmitted to the social event.
- Students are to conduct themselves properly and to follow directions of chaperones and/or supervisors.
- Anyone who creates a disturbance may be asked to leave the event and/or restricted from future activities.
- Students removed from social events are not entitled to a refund.

Student Cell Phones

(Intermediate/Middle/High Schools)

Cell phones are not allowed in classrooms or other learning spaces unless permission is granted by the classroom teacher for academic use. Progressive discipline procedures will be enforced with cell phone violations. Parents/Guardians are encouraged to talk to their child about the appropriate use of cell phones and social media.

SECTION FOUR

Academics

Class Assignments

(Elementary/Intermediate/Middle Schools)

Class assignments are made with a variety of factors in mind to include, but not limited to, ability levels, peer interaction, and/or a student's learning style.

A parent/guardian may provide information about his/her child to assist in this process, but we ask that a parent/guardian avoid making specific teacher requests. Please share any pertinent information in writing with the building principal by April 30. The principal is responsible for final decisions on all class assignments. Finalized class rosters are made available to students and parents/guardians in August.

Co-Curricular/Academic Conflicts (Intermediate/Middle/High Schools)

There are numerous benefits to co-curricular involvement, and participation is highly encouraged. Teachers and advisors will work to decrease the likelihood of conflicts in schedules, but avoiding all conflicts may not always be possible.

Students are asked to notify teachers and/or coaches if there are unavoidable conflicts. Each circumstance is unique, so the Activities Director will review each situation with the student, teacher, advisor, and/or coach and make a recommendation. Students who miss an academic activity to compete in a co-curricular activity will not be penalized for the decision made. Students will be required to make up any assignments that are missed.

Conferences

Student progress is communicated through a combination of written reports, electronic notices, and parent-teacher conferences. The purpose of the scheduled fall conferences is to provide an opportunity to discuss the student's progress and needs with the student's teacher. These conferences are a very important part of the school year and an effort should be made to attend. By attending parent-teacher conferences, students see the importance that parents/guardians have placed on education and that it is valuable to obtain a good education.

Parents/guardians are encouraged to contact the classroom teacher, specialist, or principal to schedule additional conferences at any time during the school year.

Communication Home/School

Parents/guardians are encouraged to contact the school with any questions or concerns regarding a student's academic and social growth.

There are a variety of communication forums available to share pertinent information at the classroom, school, and district level. **Contact information must be kept up to date so information between home and school can be readily shared.**

Graduation Requirements

High School students must enroll in at least six classes each semester and meet the following requirements to include the completion of a minimum of 24 credits to graduate from the School District of New London.

- 4 credits of English
- 3 credits of social studies
- 3 credits of mathematics
- 3 credits of science
- 1.5 credits of physical education
- 0.5 credit of health education (earned in grades 7-12)
- 0.5 credit of financial literacy
- 8.5 credits of electives

In addition to meeting the above credit requirements, the student must complete a portfolio and exit interview as a requirement for graduation.

Reference to: Policy 345.6 High School Graduation

Modifications in Instructional Delivery or Academic Day

Should the need be identified to adjust traditional instructional methods and/or the traditional instructional day, students and parents/guardians will be expected to actively engage in the educational learning expectations set forth.

SECTION FIVE

Bus Transportation

Purpose

The purpose of the District's Transportation Services is to provide a safe and economical way for students to be transported between home and school. District policies and procedures are designed to provide for a reasonable sharing between students, parents/guardians, and the district for these transportation responsibilities. The transportation of students will be administered uniformly and consistently throughout the district and in accordance with state and federal law.

Reference to: Policy 751 Student Transportation Services

Who Is to Be Transported

All students in grades 4K through 12 will be transported if they live two or more miles from school or if they reside in a designated Hazardous Transportation Area.

A parent/guardian or responsible person must be present at the bus drop-off/pick-up location to assist with the transfer of 4K, kindergarten, and special education students who require transportation as a result of an Individualized Education Plan (IEP).

Reference to: Policy 751 Student Transportation Services

Bus Routes and Schedules

The Transportation Supervisor will conduct studies of bus routes to provide safe and economical routes that will get all eligible riders to school and back.

It is the responsibility of the Transportation Supervisor to determine pick-up/drop-off points. Safety and economics of operation will be considered in determining pick-up/drop-off points.

- Distances will be measured from the intersection of the student's driveway/mailbox to the pick-up/drop-off point.
- Except in cases of emergencies, the bus driver will pick-up/drop-off students only at designated stops.
- Where students' homes are located in near proximity, a central stop area will be designated for all students involved. Safety will be the prime factor in choosing the central pick-up spot.
- Safe and adequate turnaround for the bus, as well as complete and timely snow removal, will be conditions of pick-ups on dead end lanes, roads, or cul-de-sacs. Safety and economics of operations may dictate pick-up/drop-off points that exceed general guidelines. There can be no guarantee that students will be picked up at their requested pick-up and drop-off point. Such drop-offs/pick-ups must be examined and approved individually by the Transportation Supervisor.

Students are expected to be at the bus stop prior to the designated pick-up time. Buses are expected to stop at all pick-up points unless notified of a non-stop pick-up that day. The driver is expected to look for students as he/she approaches the stop. If students are occasionally late, parents/guardians will be notified and informed that the bus is not obligated to wait.

Students may only be picked-up/dropped-off at their designated pick-up/drop-off point. Approval for transportation to a childcare provider must meet the following criteria:

- The parent/guardian must make all requests, in writing, to the Transportation Supervisor prior to the first day of school. All requests must include the address and telephone number of the parent/guardian; the name, address and phone number of the childcare provider; the name(s) of the students involved; and, a general statement agreeing to the terms for transportation to and from childcare providers.
- There will be no additional cost to the district.
- There will be no modification or change in any route to accommodate the request.
- A change of bus assignment will be allowed only if seating is available on the bus.
- It is the expectation that parents provide one consistent drop off and one consistent pick up. The child may have a different pick-up point from the drop-off point if the change is on a daily basis for a full year. NOTE: Only two changes of childcare provider will be accepted during any one school year, except when there are extenuating circumstances, and then only with special approval by the Transportation Supervisor. Each change will require filing a new request with the Transportation Supervisor.
- The parent/guardian must make all necessary arrangements with the childcare provider. Requests for transportation to and/or from childcare providers must be renewed each school year. Families abusing the conditions of approved adjustments may forfeit the privilege for the rest of the school year.

A parent/guardian may request an exception that a student be picked-up/dropped-off at a location other than the student's designated stop by note or phone to the building principal/designee or Transportation Supervisor. A bus pass, signed by the principal/designee giving permission for the change, is issued to the student for presentation to the bus driver.

SECTION Five: Transportation

If it is necessary to change a bus route during the year, the Transportation Supervisor will notify the district and parents/guardians in writing in advance of the change if it will change the pick-up or drop-off point of the student; change the pick-up or drop-off time significantly; or make any other changes that might result in a student missing the bus if he/she didn't know about it.

Reference to: Policy 751 Student Transportation Services

Private Driveways

For the most part, District buses will not travel on private roads or driveways. Where buses are required to use private roads and driveways as in the case of students with special needs (EEN), residents must provide a reasonable turnaround and keep roads/driveways in good driving condition in all weather conditions.

General Bus Rules

The district will make every effort to provide a safe and comfortable ride. To do so, those riding buses are expected to cooperate with the bus driver and to minimize any activity that is distracting or takes away from the driver's attention to the road. We can only ensure this if all of the rules are followed. School rules and student behavior conduct expectations apply to all district transportation.

- The driver's primary responsibility is to safely operate the bus. Students need to respect this responsibility by refraining from any activity which would cause a distraction to the driver.
- Students need to be prompt and prepared to appropriately and safely board and ride his/her assigned bus.
- Students need to be courteous and respectful in both words and actions while on the bus or at a stop. They need to be seated with hands and arms inside the bus and face forward.
- Students are discouraged from bringing personal items onto the bus. The district is not responsible for valuables such as electronics if they become damaged or lost.
- Snowboards, skis, skateboards, or other similarly bulky items will not be transported on regular bus routes. Parents are encouraged to bring such items directly to the classroom if needed for after-school activities.
- Students need to be a role model by taking care of personal belongings and assisting others when needed.
- Students are discouraged from eating on the bus.
- The emergency door is to be used only in emergencies or as instructed by the driver.
- Students must cross ten feet in front of the bus and watch the driver for directions when crossing the road as they enter and exit the bus.

Reference to: Policy 443.2 Student Conduct on School Bus

Discipline Procedure

Bus drivers are responsible for maintaining appropriate behavior and order among students using New London school buses. A student who misbehaves or disrupts other students while on school buses will be warned by the bus driver and asked to correct his/her behavior. When a student who continues to misbehave or disrupts others while on the school bus, the driver will complete a written report of the incident. A copy of this report is given to the Transportation Supervisor. The Transportation Supervisor will discuss with the student, parent/guardian, or building principal.

A student who continues to misbehave after notification to the parent/guardian may be suspended from riding the bus by the Transportation Supervisor. A student who willfully defaces bus equipment or furnishings, or is in possession of drugs, controlled substances, or alcoholic beverages, or threatens the safety of the driver or other students may be prohibited from riding the bus by the Transportation Supervisor and/or District Administrator.

Reference to: Policy 443.2 Student Conduct on School Bus

Video Monitoring System

Buses are equipped with video monitoring devices. The purpose of this equipment is to reduce disciplinary problems and vandalism on the buses, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students. All monitoring devices will be installed and monitored in accordance with all applicable regulations.

Reference to: Policy 751.22 Video Monitoring System on School Buses

Concerns Regarding the Transportation Program

All concerns should first be addressed to the Transportation Supervisor. Should a solution not be reached at this level, a written request may be submitted to the Building Principal or Director of Business Services. If the matter is not resolved at this level, a written request may be submitted to the District Administrator.

Suspension of Operations and/or Route Alterations

The District Administrator will decide (with possible counsel and advice of other school, city, and county officials) when road conditions warrant suspension of bus service. The District Administrator or designee will then inform parents/guardians that buses will not be operating or that school will be dismissed early.

Road conditions or mechanical difficulties may cause delay and/or temporary alteration of regular routes. The driver is expected to contact the Transportation Supervisor and district personnel will communicate any changes to families as soon as it is possible.

SECTION SIX

Food Service

Food Service Fees

Breakfast/Lunch accounts are maintained on a computer with family balances. Parents are encouraged to keep a positive balance in the student's lunch account at all times. Each student will be issued a 4-digit pin number. The system will be set up using family accounts, not individual accounts. This is a prepaid system with a variety of payment methods (weekly, monthly, semester, etc.). One FAMILY deposit can be made if there is more than one child in the school system.

Food service fees are established annually and will be provided to parents with registration materials. It is not the district's intent to deprive any student of a meal. In an effort to minimize credit problems and reduce the time and effort spent on these issues, students with accounts that have a negative balance of more than \$25.00 will only be allowed to take an alternative meal. An alternative meal includes a federal reimbursable meal. A la carte purchases will not be allowed unless paid with cash.

The District encourages the use of e-Funds for school to transfer funds into lunch accounts and pay for any other fees. Please contact Food Service or visit our website at www.newlondon.k12.wi.us and click on online fee payment for more details. Parents can check account balances online with the number and password received from Food Service. If you are not signed up in Family Access to access balances, please call 920-982-2011. You may also request an e-mail be sent to you when your balance reaches \$10.00. You can do this in Family Access under E-mail Notifications. Checks should be made payable to the **School District of New London Food Service**.

Reference to: Policy 761 Food Service Credit Policy

Free and Reduced Meal Applications

Free and reduced price breakfasts and lunches are available to all students whose family eligibility follows guidelines published each fall. Free and reduced meal applications can be obtained online at <http://www.newlondon.k12.wi.us/parents/freereducedmeals.cfm> or from any school building at any time during the school year.

A free/reduced application must be completed each year as guidelines change. If financial circumstances change at any time of the year, families are encouraged to complete an application. All information is kept confidential. It is important that families complete the free and reduced lunch applications, because funding for programs such as Title I reading are funded based on the percentage of students who qualify for this service. The School District of New London benefits from this application process. During periods of free food service there is a limit of one free breakfast and lunch per student. All other meals and ala cart items must be purchased.

Breakfast

School breakfast program is available to all students and meets or exceeds the USDA guidelines for nutritional standards. Milk is served daily with breakfast and is included in the breakfast price.

Lunch

School lunch program is available to all students and meets or exceeds the USDA guidelines for nutritional standards. Milk is served daily at lunch and is included in the lunch price. Students eating a cold lunch may purchase milk.

Milk Break (Elementary Schools)

Elementary school classrooms participate in a daily milk break. Students who qualify for free/reduced lunch will receive free milk on milk break.

SECTION SEVEN

School Nursing - Special Education - Other Services

Emergency Field Trip Information

It is very important that the school is provided with updated student emergency information to enable contact in the event of emergency or illness.

Reference to: Policy 453.6 Emergency Information

Release of Information

In compliance with federal regulations, the school district requires a signature of informed consent to obtain or release school information regarding a student. This includes information for medical professionals and outside agencies to include rating scales and checklists regarding behavior or attention. A signed release allows for two-way communication between outside parties and the school nurse or school psychologist. Other school staff may receive summary information when there is legitimate educational interest

Screenings

Students in Kindergarten, 1st, 2nd, and 3rd grades and students new to the district have their hearing checked annually by the school nurse and volunteers. All elementary students are weighed and measured twice yearly, and students in Kindergarten, 1st, 3rd, 5th, and 7th grades have their vision checked annually by the school nurse and volunteers. Questions or concerns related to these screenings should be directed to the school nurse.

Immunization Requirements

Vaccination requirements are determined by the Wisconsin Department of Health and Human Services (website: www.dhs.wisconsin.gov/immunization/index.htm). **State law requires all public and private school students to present written evidence of immunizations within 30 days of admission.**

Reference to: Policy/Procedure 453.2 Immunization Requirement

Medication

If you wish to have the school office personnel administer medications to your son/daughter, you must bring it in the original pharmacy labeled container, properly marked with name of student, name of medication, dosage, and time to be given. Parent/guardian is responsible for personally delivering controlled substances to the school office personnel or school nurse.

An “Administration of Medication Consent” Form must accompany both prescription and non-prescription medication. Both parent/guardian and physician must sign the medication consent for administration of any prescription medication during the school day. For non-prescription medication to be administered during the school day, over-the-counter medication must be in the original, sealed manufacturer’s package and a parent/guardian signature is required. Only a limited supply of medication should be brought to school at any one time. No medications will be given without the properly signed consent form.

It is the district’s recommendation that students with a sore throat or cough, drink water to soothe and suppress the cough. Frequent coughing is not only uncomfortable for the child, but also disruptive in the classroom. The district recommends that anyone who exhibits uncontrolled coughing to remain at home. Cough lozenges are not allowed in school.

It is the parent’s/guardian’s responsibility to notify school personnel/school nurse of any change in medication or health condition. Emergency medications are required at school, extra curriculars (athletics), and field trips. If emergency medications are not provided, 911 will be called.

Reference to: Policy 453.4 Medication – Administering to Students

SECTION SEVEN: School Nursing - Special Education - Other Services

Student Illness/Injury/Accidents

Please follow these guidelines when your child is ill:

- Your child must stay home for 24 hours after a fever of 100 degrees or greater has subsided without the use of fever reducing products. This may mean that the child may need to be home for 48 hours or more.
- Any ill children with sore throat, cough, diarrhea, vomiting should also stay home for 24 hours after their symptoms have subsided.
- If the child is seen by the doctor and returns before the 24 hours, they must have a note from the doctor stating that they may be in school
- Rash may be the first sign of poison ivy or sumac, or a childhood illness such as chickenpox. A child with a rash should not be sent to school until a doctor examines him/her and says it is safe to go to school.

The school will attempt to contact the home immediately in the event of an emergency such as illness or accident involving your child. If a parent cannot be reached, the parents' designee as indicated on the school emergency information will be contacted. The school will call emergency services if it is impossible to reach either parents or the parent designee in a reasonable length of time. Please notify your school each day that your child is home ill or out of school.

It is important that all injuries are immediately reported to the teacher in charge. If however, a faculty member is not present, the injury should be reported to the school office. The school will contact parents in case of serious injury.

Student Welfare

In accordance with Wisconsin Statue, all School District of New London employees are required by law to report any suspected cases of child abuse and neglect.

Reference to: Policy 454 Child Neglect and/or Abuse

Special Education Programs and Services

The district provides special education services for students identified with the following disabilities recognized by the State of Wisconsin: Autism, Intellectual Disability, Emotional Behavioral Disability, Hearing Impairment, Other Health Impairment, Orthopedic Impairment, Significant Developmental Delay, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, and Visual Impairment. Specialists trained in instruction for children with handicapping conditions provide services to students who are eligible.

Each school has the support of a school counselor, school psychologist, and school nurse to assist in providing for the needs of students within the educational environment. These individuals have extensive training and serve as consultants to students, their parents, and staff to provide health, educational, behavioral, and social supports where appropriate.

School Nursing Services

Families are reminded to report promptly any communicable diseases to the school nurse. Health problems in school situations need close monitoring by parents as well as the nurse.

*Reference to: Policy 453.1 School Nursing Services
Policy 453.3 Communicable Disease*

School Psychologists

School psychologists are available to provide services to students between the ages of 3 and 21. School psychologists provide consultation, diagnostic assessment, and direct intervention with respect to the educational and behavioral development of students. School psychologists are specially trained to administer individual tests and assessments, as well as interpret behavioral data to parents, teachers, and others. They coordinate educational management efforts with other staff regarding special programming for individuals or groups of students.

School Counselors

School counselors are available to all students in an effort to personalize the educational process. This process involves a cooperative effort on the part of all school personnel to assist students in their personal and social development, educational needs and career planning. Students in kindergarten through grade 4 take part in a weekly developmental guidance program. Individual and group counseling is available to students demonstrating need. Counselors play a key role in linking student needs with available programs and services.

SECTION EIGHT

Miscellaneous

Agendas (Elementary Schools)

Student agendas are utilized at the elementary buildings as an organizational and goal achievement tool for all students. The agenda may also function as a pass system for students. Lost agendas or agendas with missing pages will be replaced at a cost to the student of \$5.00.

After-School Program (Elementary Schools)

All elementary schools provide after-school programs. Intermediate students may attend after-school programming at any of the four elementary schools. Information on the after-school program will be made available on-line or in the school office. Student behavior in the program may affect future eligibility.

Animals in School Buildings

Prior approval shall be received from the classroom teacher and principal before any animals are brought into the school with the consultation of a veterinarian, if necessary, to ensure compliance for proper inoculation. The teacher must have a clear understanding of the responsible care of living animals before making any decision to use live animals for educational study. Service animals may be allowed contingent on meeting requirements.

Reference to: Policy 383 Animals In School

Bicycles, Scooters, Skateboards, Rollerblades

Bicycles, scooters, skateboards, and rollerblades must be parked or stored at the areas designated at each building.

Reference to: Policy 455.2 Motorized Vehicle/Bicycle Use by Students

Birthday Parties, Treats, Snacks (Elementary Schools)

Elementary classrooms offer a time during the day for students to eat a snack. It is requested that snacks be healthy and nutritious.

Please do not allow your child to distribute birthday or other party invitations to individual students unless all students in the class are included. A request for directory information can be made to the school office.

Change of Personal Information

Please inform the school office if there is a change in address, telephone number, or emergency medical information at any time during the year. Your call may be forwarded to the appropriate person for confidentiality purposes.

Fees

A Textbook/Workbook (including electronic instructional resources) Use fee is charged for each child enrolled in the district. Students who enter after the start of school will be charged a prorated fee. Families that qualify for free or reduced lunch can make arrangements with the building principal for an adjustment in the usage fee as long as parent/guardian has signed the sharing agreement.

Fees may also be applied to Cap and Gown Rental, Co-Curricular Activities, Yearbook, Instrument Rental, Student Parking Permits, Adult and Student Activity Passes, Lost/Replacement Lock Fees, Damaged/Lost Textbook Fees, Chromebook insurance/repair.

Reference to: Policy 656 Student Fees, Fines, and Charges

Field Trips

Field trips are an important part of learning for students. They help students apply what they have been taught in the classroom and learn more about the community in which they live. All students attending field trips throughout the year must have a completed Field Trip Permission Slip on record which can be completed during the on-line registration process. Parents/guardians are notified when field trips are scheduled. It is especially important for students to dress appropriately for field trips.

Field trips are designed to extend classroom learning. We expect the same behavior out of school as we do in school. Students who present discipline problems may be asked to remain at school or be accompanied by their parent/guardian on future field trips.

Locker Room Privacy

(Intermediate/Middle/High Schools)

The School District of New London enforces measures intended to protect the privacy rights of individuals using school locker rooms. Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by District policy. No one is permitted to enter the locker room or remain in the locker room to interview. No cameras, video recorders, cell phones, or other devices that can be used to record or transfer images may be used in the locker room at any time. Students and staff violating this policy will be subject to school disciplinary action and possible legal referral.

Reference to: Policy 731.1 Locker Room Privacy

SECTION EIGHT: Miscellaneous

Lockers

(Intermediate/Middle/High Schools)

A student locker is assigned for student convenience for storage of outer garments and school materials. Money or other valuables should not be kept in lockers. Lockers are the property of the school and not the student's private property. They may be opened and searched by school authorities at any time. Police dogs may be utilized in the process of conducting locker school-wide searches. Any unauthorized items found in a locker may be removed.

According to 1997 Wisconsin Act 329, a school or school district official, employee, or agent may search a student's locker as determined necessary or appropriate without the consent of the student, without notifying the student and without obtaining a search warrant because the school board retains ownership and possessory control of all student lockers. The principal, assistant principal, Police Liaison Officer, or teachers may be assigned that responsibility. Lockers should always be locked. Students should not share lockers with friends, nor should they let others know their locker combinations. The School District of New London is not responsible for items that are lost or stolen.

Signs, pictures, or other items which are not considered to be in good taste will be removed at the request of a staff member. Nothing should ever be glued to a locker. Magnets are encouraged to be used to hold pictures, posters, etc. Students may be charged for repairs resulting from defaced or damaged lockers. Any lost or damaged locks will result in a replacement fee.

Lost and Found

All items sent to school for elementary and Intermediate/Middle students should be marked with the student's name. Articles of clothing that have been found are kept in a central location. Properly labeled apparel will be returned to the original owner. Students are encouraged to check the Lost and Found area if they lose anything. Any unclaimed clothing or other articles will be donated to a community shelter at the end of each quarter. Some items may be turned over to the Police Department on a periodic basis.

Money (Elementary/Intermediate/Middle Schools)

Money that is sent to school with students should be put in a sealed envelope marked with the student's name, the teacher's name, and the purpose for which the money is to be used. Checks are to be made payable to the School District of New London. Checks are to be made out for the exact amount for a given transaction. Parents are encouraged to utilize the electronic funds (E-Funds) system to make payments.

Outdoor Play

(Elementary/Intermediate/Middle Schools)

Physical activity is an important part of the school day. Recess takes place outdoors, weather permitting. Please make sure students are dressed appropriately for outdoor play. At the elementary level, snow pants, boots, and mittens are needed for children to play in the snow. If temperatures fall below zero, including the wind chill factor, recess will be held indoors.

Permission is needed from the teacher, principal, or a written medical excuse from a parent/guardian or health care provider for children to stay indoors during recess. Students needing to stay indoors for more than two consecutive days may be required to provide a written medical excuse from their health care provider.

Parent Involvement

Students achieve better academically when parents are involved as partners with educators in the learning process on a regular basis. Your interest and involvement demonstrate to your child that you value knowledge and education. There are many ways to become involved in your child's life—attending school events, visiting school for a day, participating in field trips, volunteering in the classroom.

Participate in parent/teacher conferences on a regular basis, and communicate with teachers as often as needed. Read and take note of all information that comes home from school, and promptly return requested information. Upon request, copies of information can be sent to "second parent" households. At home, encourage the continuation of the educational process by checking agendas, Skyward and/or Google Classroom, as well as assisting with homework assignments and reading with your child. Expand concepts taught in school by going to plays, museums, zoos, or other educational venues. Help your child to organize time so he/she can accomplish what is expected, both at home and school.

Reference to: Policy 811.1 District Parent Involvement

Parent Teacher Organization

(Elementary Schools)

Each elementary school has a Parent Teacher Organization made up of a group of volunteer parents. Please see the individual school calendar for dates and times of meetings. For more information on becoming involved in the Parent Teacher Organization, please contact the school office.

SECTION EIGHT: Miscellaneous

Parking Regulations (High School)

Authorized school personnel may conduct a search of student possessions/belongings or automobile. A student who requests parking privileges gives implied consent for a search.

- All student vehicles must be parked in the high school parking lots. Any vehicle not parked in this designated area will be ticketed and towed at the owner's expense.
- All vehicles must have permits to park in any of the high school parking lots. This includes students, and staff. Permits are available at the High School Student Services Center and may also be purchased through E-funds.
- Permits stay with the vehicle of which it is registered.
- Permits and permit number must be seen from the outside of the vehicle. Permits should be displayed on the rearview mirror.
- Parking lots are monitored daily.
- All City of New London parking lot ordinances under 7.11 apply.
- No snowmobiles, ATVs, UTVs, or other motorized vehicles are allowed on any school properties unless it is in an area where permission has been granted.

Reference to: Policy 455.2 Motorized Vehicle/Bicycle Use by Students

Personal Belongings

Students are asked not to bring valuable possessions to school unless approved by the teacher. No trading cards of any kind are allowed on the bus or school grounds. The school will not be responsible for students' personal items that are lost or stolen. If it is necessary to bring large and valuable items, students are encouraged to check them into the main office.

Police/School Liaison Program

A police school liaison program is in place in the district. It is established on a cooperative basis to work with our youth in detecting and preventing anti-social behavior through proper education, communication, and understanding between the school, police, and the family. The purpose of the program is to provide prevention, referral, and education.

Reference to: Policy 882.1 Police/School Liaison Program

Posters

All posters placed on bulletin boards or walls must be approved by an administrator before being put on display. Procedure and forms to obtain approval for distributing flyers are found on the district's website.

Reference to: Policy 852 Distribution of Materials on School Premises

Student Activities and Organizations

Any student group which expects to enjoy the privilege of a school-sanctioned group must be an approved school organization. In order to become an approved school organization, a student group must:

- Include a teacher to act as advisor to the group.
- Apply for approval as a school organization to the Board of Education. Copies of the application are to be given to the principal and District Administrator. The application should include the organization's purpose.

Club meetings must be scheduled with the approval of the advisor. The advisor is to be in attendance at meetings. Club funds are deposited in the Student Activity Account. Funds will be disbursed only with the advisor's approval. Checks are signed by the Activity Account's secretary and building principal.

Student Pictures

Arrangements are made with a commercial photographer to provide individual student pictures. All students must have their photo taken for school records. Parents will be notified of order information prior to picture day, and payment must be made on or online prior to picture day. Retakes will be scheduled for students who are new to the district, absent or wish to have their pictures retaken.

Technology

Students will have access to technology throughout the school building. The district has established acceptable use guidelines in accordance with the Children's Internet Protection Act, and students will be held accountable to these guidelines. Internet access is monitored and should be used only for educational purposes. The District has established policies, guidelines, and strict Internet filtering safeguards in an attempt to prevent access to information that may be illegal, defamatory, inaccurate, obscene, or potentially objectionable.

The District supports and respects each family's right to decide whether or not to allow for independent student access to the Internet. If a parent/guardian decides that the student is not to have Internet access, they must inform the building principal. Personal technology brought to school may only be used for educational purposes during the school day.

Reference to: Policy 363 Technology and Acceptable Use

SECTION EIGHT: Miscellaneous

Technology Devices

Technology devices, both personal and school issued, may only be used for educational purposes during the instructional day. Individual teachers will decide if students are allowed to use those portable devices in the classroom with full backing of administration. All use of District technology must be in support of the mission and objectives of the District. Any use which does not fall into this definition may result in loss of District technology use privileges, school disciplinary action, legal action, and/or compensation for damages to school property. Students violating this policy will be disciplined according to established procedures and may include temporary or permanent confiscation of the device. Building administration may involve law enforcement if the device is used for illegal purposes or for a purpose that causes harm to others. The District wishes to prevent the technology usage for cheating, invasion of privacy, malicious activity, violations of copyright, equipment and/or hardware vandalism, hacking, disruption of instruction, and other inappropriate use (i.e., bullying/sexting). Administration reserves the right to restrict individuals from having any type of electronic device in the building. The School District of New London does not accept responsibility for lost or stolen personal devices. With the 1:1 Chromebook initiative, students are not allowed to bring personal devices to school (laptops, personal computers, etc.) Cell phones are not allowed in classrooms or other learning spaces unless permission is granted by the classroom teacher for academic use. Progressive discipline procedures will be enforced with cell phone violations. Parents/guardians are encouraged to talk to their children about the appropriate use of cell phones and social media.

Reference to: Policy 363 Technology and Acceptable Use

Telephone Use (Elementary Schools)

Parents/guardians are encouraged to contact the teacher whenever necessary. For calls received during class time, messages will be taken for teachers to return calls as soon as possible. Messages concerning changes in after-school procedures will be taken for students preferably before 2:30 p.m. These messages will then be relayed to the student before dismissal. Whenever possible, make arrangements and send a note with the student about his/her after-school plans. Unless there is an emergency, students will not be called to the phone without permission of the building principal. Student calls for forgotten items will also need staff approval.

Visitors

Immediately upon entering the building, visitors are required to register in the office and pick up a visitor's tag. This will assure the safety and well-being of everyone in our building and will allow visitors to receive necessary information for visiting. Parent/guardian visitors are welcome at any time, however, preplanned visits may be necessary to access various classrooms or activities. If a conference is desired with a teacher, counselor, or administrator, it is best to make an appointment. Student visitations are discouraged, but under certain circumstances can be allowed with the permission of the building principal and classroom teacher. Intermediate/Middle School students are not to be in the High School unless they have a scheduled class or activity there. The same applies to High School students at the Intermediate/Middle Schools.

Reference to: Policy 860 School Visitors

Volunteers

Anyone volunteering at school is required to sign in at the school office. It is important that administration is aware of all personnel in the building at all times. The record also helps us to keep track of the number of volunteer hours. Background checks may be completed for volunteers.

SECTION NINE

Legal Notices

Equal Educational Opportunities/Nondiscrimination

It is the policy of the School District of New London that no person may be denied admission to any public school in this district or be denied participation, be denied the benefits of, or be discriminated against in any curricular, extracurricular, public service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability as required by section 118.13 of the State Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 Rehabilitation Act (handicap), and Americans with Disabilities Act of 1990 (disability).

The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

The District encourages informal resolution of complaints under this policy. A formal complaint procedure is available, however, to address allegations of policy violations in the district.

Any questions concerning policy should be directed to:

Scott Bleck
District Administrator
School District of New London
901 W. Washington Street
New London, WI 54961
(920) 982-8530

Any questions concerning Section 504, Title IX, and Title II-ADA should be directed to:

Kandi Martin
Director of Pupil Services
School District of New London
1700 Klatt Road
New London, WI 54961
(920) 982-8447

*Reference to: Policy 411 Equal Educational Opportunities/Complaint Procedures
Policy 411.1 Student Harassment
Policy 511 Equal Opportunity Employment/Complaint Procedures
Policy 512 Employee Harassment
Policy 870 Public Complaints*

Complaint Procedures

Any person or group having a legitimate interest in the operations of this District will have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District in accordance with district policy/procedure. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. Any formal requests, suggestions, or complaints must be submitted in writing and signed by the person making the request, suggestion, or complaint. Assistance in drafting the written complaint will be made available if requested. Anonymous complaints, unless criminal in nature, will not be investigated.

Reference to: Policy 870 Public Complaints

SECTION NINE: Legal Notices

Directory Information

Pursuant to the U.S. General Educational Provisions Act, the School District of New London declares the following as “Directory Information” as provided in the said act and that information related to students may be public information in any of the following categories:

- Name of student
- Birthday and place of birth
- Weight and height of athletic team members
- Home address and telephone numbers
- Parent or guardian name and address
- Parent or guardian business phone number
- Attendance data
- Date of entrance in school
- Previous school
- Record of days absent
- Date of graduation, withdrawal, or transfer
- Name of school transferring to

All students in the School District of New London grant permission for the School District of New London to use team and/or individual photos and names on its web site or press releases for the sole purpose of communicating contest results, event news, school activities, or promoting the specific curricular or co-curricular activities in a positive manner.

Any parent/guardian of any student in this district may notify the district by notifying the principal of the school in which said student attends if the parents/guardians desire that none of the above information be released without the parent’s/guardian’s consent provided that such notification is given within fourteen (14) days of the publication of this notice to the district.

Reference to: Policy 347 Control, Maintenance, and Confidentiality of Student Records

Pupil Records

Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences. The School District of New London maintains student records for each student attending school in the district. State and federal laws require the control and maintenance of such records to assure confidentiality. Accordingly, only those individuals or agencies specifically authorized by state and federal law are granted access to a student’s records. Exceptions will only be made when the student’s parent, guardian, or the adult student grants permission.

Reference to: Policy 347 Control, Maintenance, and Confidentiality of Student Records

Parent/Legal Custodian Rights and Responsibilities

Both natural parents and/or legal custodian have the right:

- To view the child’s school records.
- To receive school progress reports and receive school mailings.
- To visit the child briefly at school on a reasonable basis and approved by the building administrator. The parents cannot disrupt the educational process.
- To participate in parent/teacher conferences.

Only a legal document (e.g., final divorce decree which includes specific denial of visitation rights or a restraining order denying visiting rights) can prevent an individual from participating in the activities as noted above. In cases where parents are separated or divorced and one parent has legal custody, the school must have written proof in the form of a copy of the court order that explains both custody and visitation rights. Schools must have the appropriate legal documentation in order to assure compliance with any limiting court order. This would include restraining orders. Request for additional copies of report cards, newsletters, etc., should be made in writing to the building principal including name and a current mailing address. It is the responsibility of the parent and/or legal custodian to inform the school office of his/her name, address, and telephone number if they wish to be consulted regarding the child or wish to be placed on the school’s mailing list.

Only a parent and/or legal custodian has the right to remove the child from school or to visit the child in school. If another individual asks to remove a child or visit a child, the principal will contact the parent/guardian and inform him/her of the request.

Reference to: Policy 491 Parent/Legal Custodian Rights and Responsibilities

