

# Prentice Elementary School 2023-24 Student Handbook



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## PRINCIPAL'S MESSAGE

### WELCOME BACK TO SCHOOL!

Welcome to the 2023-24 school year! Whether you are a new student, or you've attended school in our district for many years, our staff is eagerly anticipating seeing students back in the building after a summer of planning and preparing for a great school year!

Most of our staff from last year is returning for another great year! We are fortunate to have an excellent group of teachers and support staff working every day to help make things great for students and to help keep the school running smoothly. This year we are excited to announce a few changes. Ms. Morgan Tinnen, who we loved here as a student teacher last year, will now be teaching 1<sup>st</sup> grade full time for our district. We will add another 2<sup>nd</sup> grade class with Mrs. Kenley Ulrich this year, and Mrs. Margaret Lasee will move to teaching 3<sup>rd</sup> grade. Mrs. Christy Zierer will move to teaching high school English. Additionally, Mrs. Barbara Burns is going to take on our long-term sub position for math for the first semester, followed by Lydia Wissink as our new math teacher beginning January 2024. We sure are fortunate to have these excellent additions and willing changes to help make our school year successful! We warmly welcome you all in your new roles!

We want this year to be successful for you!

3 keys to success that we want to focus on this year are as follows:

#1: Be here- attend regularly and on time!

#2: Ask for help!

#3: Get involved!

#1: This year we want to focus on keeping you engaged, which starts with attendance. Attendance is a predictor of your academic and future success in middle and high school, far greater than any of the standardized test scores. The discipline of attending consistently and being on time not only helps you in your academic success but gets you ready for the jobs you will have in the future. Thank you for making attendance a top priority.

#2: Once you're here, your teachers have been working hard to prepare engaging lessons for you, so learn as much as you can and do your very best...and never forget to ask for help! We are all here to help you succeed and we will work together with you this year to help you be as successful as possible!

#3: We work to provide you with as many academic and co-curricular activities as possible and to support you along the way. I highly encourage you to take part and get involved! This is a great place to try new things and find out what you like! It's a great place to develop leadership skills and take time to improve yourself and serve others as well!

Let's accomplish great things together and make it a great year!

Mrs. Isaacson  
PK-12 Principal  
Prentice School District

Explanation of forms that will be sent home with your child on the first day of school:

- **Student Data/Emergency Form (Light Green To be returned)**
- **Lunch Addendum Extra Milk Form-PK-4 only (White-To be returned).**
- **Parent-Teacher Compact (Peach- To be returned).**
- **Calendar w/Lunch menu and prices – (White-For you to keep)**
- **Census form- (Yellow- To be returned).**
- **DPI internet access form (white to be returned)**
- **Free & Reduced School Lunch forms (White - For your information)**  
**(Lime Green- To be returned)** If you consider your child might be eligible,  
please return the form as soon as possible. If you have any questions regarding the  
Free & Reduced Lunch Program, feel free to contact me at 428-2811 ext. 2004  
**Census, free and reduced form and DPI internet access form- One per family please**

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## **Introduction**

Welcome to the **Prentice Schools**. The information contained in this handbook is meant to answer many questions about our schools. The procedures and policies have been created to help guarantee students a safe, positive, and rewarding learning experience.

**THE PRENTICE ELEMENTARY SCHOOL** is in Prentice at the intersections of U.S. Highway 8 and State Highway 13, and houses students in grades 4K- 4. The SAGE (Student Achievement Guarantee in Education) program has allowed for a pupil teacher ratio of 15:1 in grades K – 3. Prentice Elementary School has classrooms, a computer lab/Title 1 room, a special education classroom, art room, cafeteria, gymnasium, library, and large playground.

**THE PRENTICE MIDDLE SCHOOL** is located in Prentice at the intersections of U.S. Highway 8 and State Highway 13, and houses students in grades 5 through 8. Prentice Middle School has 8 classrooms, 2 computer labs shared with the high school, special education classrooms, art room, cafeteria, gymnasium, library, and large playground.

## **SCHOOL STAFF**

### **Prentice Elementary School Staff ( 428-2811)**

Mrs. Nicole Franz	Early Childhood, PK-4 Teacher
Mrs. Carrie Calhoun	Kindergarten Teacher
Ms. Hilary Pond	1 <sup>st</sup> Grade Teacher
Miss Morgan Tinnen	1 <sup>st</sup> Grade Teacher
Mrs. Julie Lake	2 <sup>nd</sup> Grade Teacher
Mrs. Kenley Ulrich	2 <sup>nd</sup> Grade Teacher
Miss Jessica Will/Mrs. Mary Dunbar	4 <sup>th</sup> Grade Teachers
Mrs. Harmoni Jesunas	Music
Mrs. Naomi Morrison	Art
Mrs. Julie Pemper	Physical Education
Mrs. Sandra Nehls	Title I Specialist
Ms. Heather Geiss	Elementary Special Education Teacher
Mr. Dave Harding	Elementary Special Education Teacher
Mrs. Brenda Isaacson	Early Childhood Para-professional
Mrs. Candy Harding	Paraprofessional
Miss Michelle Danowski	Paraprofessional
Mrs. Rachel Carlson	Custodian
Mrs. Megan Enders	School Counselor

**Prentice Middle School Staff (428-2811)**

Mr. Jeremy Heikkinen	Grade 5
Mr. Jeremy Brayton/Ms. Amber Miner	Middle School Math
Ms. Amber Miner/Mrs. Clarissa Kraegenbrink	Middle School Lang. Arts
Mrs. Clarissa Kraegenbrink/Mr. Cal Kraegenbrink	Middle School Social Studies
Mrs. Laurie Denny	Middle School Science
Ms. Luanne Angelo	Band
Mr. Michael Schuetz	Special Education
Mrs. Harmoni Jesunas	Music
Mrs. Naomi Morrison	Art
Mrs. Julie Pemper	Physical Education

**Administrative Staff**

Mr. Randall Bergman	District Administrator (428-2811) ext. 2003
Mrs. Kati Isaacson	4K-12 Principal (428-2811) ext. 1028
Sheridan Kalander	Athletic Director (428-2811) ext. 1017
Mrs. Kaye Erickson	Elementary/Middle Administrative Assistant (428-2811) ext. 2004

## ACCIDENTS

Students should immediately report any accident that happens at school to the teacher on duty or their classroom teacher. School personnel will administer simple first aid only. If the injury appears to be of a serious nature, parents will be promptly notified. The teacher will report the accident to the district administrative office.

## ARRIVAL AT SCHOOL

**Students who walk to school or are transported by parents should not arrive before 7:45 a.m. Classes start at 8:00 a.m. K-4 students may be picked up after school at 3:15 p.m. at Prentice Elementary**

## ATTENDANCE

Regular and punctual attendance is essential for academic success in school. In accordance with state law, all children between 6 and 18 years of age must attend school full time unless they have a legal excuse. All teachers are required to keep attendance records, which become part of each student's permanent school record.

Students who achieve **perfect attendance** are recognized by having their names published in *The Price County Review* newspaper at the end of each quarter of the school year. Students having perfect attendance for the year will be presented a certificate on the last day of school.

**Excused absences** include personal illness, doctor appointments, and religious holidays.

When it is necessary for a child to be absent or tardy, a parent or guardian **must call the child's school before 8:30 a.m. each day of the absence and state the reason for the absence or tardy.** If the school does not receive a call verifying a student's absence, the parent/guardian will be called at home or at work to get verification.

Current state law provides that a parent or legal guardian may excuse his/her child from school for not more than ten days during the school year. **Parent excused absences** may be used for a family trip, or anticipated special occasions (family reunion, etc.). A **written request** for the specific dates of absence must be submitted to, and approved by, the principal prior to the absence. **\*Homework shall be made up in advance of any parent excused absences if possible. Teachers will work with the parents on homework that will be completed before, during or after an excused absence.**

**Unexcused absences** are all absences from school not covered by the excused absences provisions above.

**Tardiness:** Late arrivals to school are recorded as tardies. If students are late due to the late arrival of a school bus, no tardy shall be recorded.

**Truancy** means any absence, for part or all of one or more school days, for an unexcused reason or during which time the school has not been notified of the cause of absence by the student's parent/guardian. Intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance laws is also truancy. Legal action regarding truancy will be pursued as necessary, consistent with the laws of the State of Wisconsin.

### **BUS RIDER RULES**

- ❖ Students are under the direct supervision of the bus driver and can be refused the right to ride the bus if they do not obey him/her.
- ❖ Students who do not obey the driver shall be referred to the principal for discipline upon arrival at school.
- ❖ Students who come to school on the bus are required to return home on the bus unless called for by the parents with the knowledge of the teacher and the bus driver.
- ❖ Students will be picked up and let off only at their homes and the school, unless they present a dated note from their parent/guardian.
- ❖ If it is necessary to walk to meet a bus, students should walk on the left side of the road.
- ❖ Students are to be on time for the bus.
- ❖ Care must be exercised when waiting to enter or leave the bus. Crowding and pushing are not allowed, and no movement toward the bus is to be made until the bus has stopped and the door has been opened.
- ❖ Standing and walking are prohibited while the bus is in motion.
- ❖ Hands, arms, etc. are not to extend out of bus windows at any time.
- ❖ Loud talking, singing, laughing, and all unnecessary noise must be kept to a minimum.
- ❖ Riders must be silent when the bus stops at a railroad crossing so the driver can listen as well as look for an approaching train.
- ❖ Students who are required to cross the highway should wait for the driver to signal that it is safe to cross, and then should cross the road at least 10 feet in front of the bus.
- ❖ Scuffling, fighting, and obscene language are forbidden.
- ❖ Walkman-type personal radios with headphones are permitted.
- ❖ Damage to the bus other than regular usage will be paid for by the rider.



## **CALENDAR (Monthly)**

Each month parents will receive a monthly calendar of elementary and middle school events. Included will be breakfast and lunch menus. Please keep and make reference to this calendar throughout the month.

## **DISCIPLINE**

Discipline is the training that develops self-control, character, and respect for others. Rules for each school and classroom, as well as consequences for misbehavior, will be established by the staff. No student will be allowed to engage in any behavior that is not in his/her best interest or in the best interest of others. Proper discipline and respect are more easily learned when parents and teachers work together to promote good behavior. In this regard, parent support of school discipline policies is very important and greatly appreciated.

Certain forms of misconduct such as fighting, stealing, abusive language, destruction of property, rude and discourteous behavior, and other forms of chronic misbehavior will require immediate administrative action.

(See also CODE OF STUDENT CONDUCT POLICY, P.20)

## **STUDENT DRESS AND GROOMING**

Our school does not encourage an informal atmosphere; therefore, students are expected to dress in good taste and maintain good grooming habits appropriate for a school learning environment. It is the responsibility of students and their parents/guardians to follow the Prentice School District Dress Code. The following restrictions will be placed on the grooming and dress of Prentice students:

1. Footwear must be worn at all times.
2. Hats, caps, bandannas worn as hats or hoods are not permitted during normal school hours.
3. No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related insignia, colors, or paraphernalia; or clothing that is elicited or contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, harassment, profanity, and/or illegal drugs.
4. Your torso will be covered front and back while sitting or standing.
5. Students must be appropriately clothed to avoid distractions and classroom disruptions. Additional guidelines include (but are not limited to) no stomachs, undergarments, or cleavage showing. Shirts must have a strap of at least 1" and not just worn off the shoulder. Shirts/top straps must not be less than 1" and shorts must have at least a 4" inseam. Dresses and skirts must be of comparable length of shorts with at least a 6" inseam.
6. All open holes in jeans must be below the 4" inseam mark.

Special exceptions will be considered for prom or other dances.

Students wearing clothing determined to be unacceptable by any staff member will be sent to the office if they refuse to change. If they do not have something to change in to, students will wear a loaner shirt or something available at school.

This code is not intended to limit the right of the student but to allow the administration to establish rules or restrictions regarding specific paraphernalia or dress that disrupts or threatens to disrupt the learning

environment of school. If there is a disagreement between students and/or parents/guardians and the faculty or staff regarding the appropriateness of clothing or other paraphernalia, the administration will use his/her discretion to make the final decision. The school administration will use prudent discretion to make decisions regarding the appropriateness of each student's dress. With student and parent support and the use of common sense in terms of student dress appropriate for school, issues can be easily resolved.

\*\*\*Teachers are required to monitor students for dress code violations during FOCUS. A student in violation should be given the opportunity to change without further consequences. \*\*\*

#### K-5 Violations

- A letter will be sent home explaining the situation
- Meeting with parents if improper dress continues
- Disciplinary actions for violations will be determined by the elementary principal

#### 6-12 Violations

- Given the opportunity to change before the end of Focus
- If the student cannot change, a shirt and/or pants will be provided

### **Elementary K-4**

While the Elementary School has no formal dress code, students are expected to be clean and neat in appearance and wear clothing appropriate to climate and weather conditions. The type of dress and grooming may not be detrimental to the health and safety of students or cause a disruption of the educational process. Clothing that advertises tobacco, alcohol, or displays/implies sex or profanity is prohibited. Hats are not to be worn in schools unless it is in accordance with a special activity.

Tennis shoes are needed for physical education classes and, if possible, should be kept in school so they are available when needed.

### **T.O.P.S K-8**

Students are expected to go outside for recess unless the temperature or wind chill is below zero. During cold winter weather, children should wear warm coats, hats, and mittens or gloves. Children who do not have snow pants and boots will not be allowed to play in the snow and will have to stay in the plowed areas of the playground.

## **EMERGENCY CLOSINGS**

Winter weather conditions and other unforeseen emergencies sometimes make it necessary to close school early. Therefore, it is essential for parents to indicate on the EMERGENCY INFORMATION FORM where children should go (home or elsewhere) in case of an early school closing. **Please discuss with your child where he/she is to go if school is unexpectedly closed early.** If your plans for an emergency school closing situation changes, please notify the school immediately.

Unscheduled school closings, delayed starts or early dismissals will be announced over radio stations WSAU/WIFC- Wausau; WAXX- Eau Claire; WKEB- Medford; WJJQ- Tomahawk; WCQM- Park Falls; and TV channels 7 and 9 in Wausau. If no report is heard, it can be assumed school is in session. Please do not call the schools. Telephone lines must be kept open for emergencies.

## **STUDENT DATA/EMERGENCY INFORMATION FORM**

An emergency information form will be sent home with each child on the first day of school. **Parents are asked to promptly fill out and return the form.** The main purpose of this form is to help us locate parents in the event of illness or emergency. The information provided will also be used on student records. If any information needs to be changed on the emergency form due to a move, changes in employment, etc., please notify the school immediately.

## **FIELD TRIPS**

Occasionally field trips will be planned for the students. Parents will receive information regarding the planned trip, a permission slip to sign, and any accompanying costs. During field trips, responsibility for the welfare of each child remains with the teacher just as it does in the classroom. The permission slip that parents sign is to ensure that they are aware of the trip and are permitting their children to participate. No child will be allowed to participate in a field trip without the written permission of his/her parent. Alternative learning activities will be available at school for those students who are not permitted to participate.

## **FIRE AND TORNADO DRILLS**

Fire and tornado drills will be conducted periodically. Emergency plans are posted in each classroom and each teacher is responsible for instructing students on the procedures for emergency drills. Parents are encouraged to speak to their children about the importance of these drills and the need to follow the teachers' instructions explicitly.

## **GUIDANCE**

The school district employs a K-12 guidance counselor who provides weekly classroom lessons on topics such as problem-solving, decision-making, expressing feelings appropriately, getting along with others, drug awareness, and career exploration along with our AODA coordinator/Healthy Choices Teacher. In addition to group lessons, students may work with the guidance counselor on an individual basis upon the request of the student, teacher, or parent.

## **HEALTH SERVICES**

Limited nursing services are available to the schools by the county health department. Vision and hearing screenings are conducted yearly by parent volunteers and school personnel. Referrals are made to the county health department for follow-up screenings.

Contagious diseases, such as chicken pox, scarlet fever, scabies, and lice, should be reported to the school and the health department. Outbreaks of head lice have become more prevalent in the last several years. Any adult or student who is found to have head lice will be sent home immediately and may not return to school until effective treatment has been secured.

Children who have contagious illnesses or rashes, have fevers, or have recently vomited, should not be sent to school. Students, who become ill during the school day, are to notify the teacher. Teachers will contact parents if they feel a child should not remain in school.

## **HOMEWORK**

No hard-and-fast rules concerning homework can be made. Generally accepted principles in the assignment of homework include:

- ◆ Homework should stem from real needs and the consideration of the total education of each individual child.
- ◆ Homework should serve a definite purpose and should be used as a technique for learning.
- ◆ Responsibility for homework in the elementary school should gradually increase as children progress from grade to grade.
- ◆ There should be a cooperative effort between teachers and parents to encourage students to assume responsibility for completing assignments.

## **INSURANCE**

The School District of Prentice has an insurance program that provides benefits for accidental bodily injury incurred by a child at school. However, those benefits are for medical expenses not covered by other insurance. Therefore, parents must **first** file a claim with their own insurance company.

## **LOST AND FOUND**

Each school has a designated lost and found area. Students who find lost articles should take them to the designated area, where the owner can claim them. **Students should not bring valuables to school.**

## **LUNCH PROGRAM**

School lunch is available to all students PK – 12. Breakfast is available to all students in grades PK - 12. Weekly lunch menus are published in **THE PRICE COUNTY REVIEW**. Monthly calendars with printed menus are sent home with students in grades PK – 8.

Meal prices are set at the annual meeting in July, and lunch bills are sent home with students monthly. If possible, meal credits should be purchased on a monthly or weekly basis, at the beginning of the week or month.

Income eligible families may apply for free or reduced meal prices. Application forms will be sent home with students on the first day of school.

## **SCHOOL DISTRICT OF PRENTICE MEAL CHARGING POLICY**

The School District of Prentice recognizes the importance of good nutrition and wants to take all reasonable steps to make sure students have access to school meals.

These steps include providing access to applications for Free and Reduced Breakfast/Lunch for those families who qualify. Application forms will be sent home at the beginning of each school year, posted on the school district website and available from the building Principal's office.

All students who do not qualify for Free and Reduced Breakfast/Lunch are expected to pay for school meals at the time of purchase. The School District of Prentice recognizes that there may be times when a student has forgotten their lunch money, or inadvertently failed to keep a positive balance in their account. Parents or guardians will be contacted by the school by note, e-mail, telephone call or letter when their student's account goes into the negative.

## **MEAL CHARGING**

When a student's account becomes negative, or a student has forgotten their lunch money, meal charging may be permitted as follows:

### **ELEMENTARY/MIDDLE/HIGH SCHOOL**

The bookkeeper/cashier in each building will send a reminder notice home if a student is provided lunch without payment. Students will be permitted to charge up to \$30.00. If payment is not received for the charged lunches prior to the next lunchtime, students will be provided an alternative brown bag lunch consisting of an offering of the required food groups of grain, vegetable, protein, fruit and milk in place of the hot lunch offering of the day. The cost of the alternative meal will be added to the outstanding account balance. Up to three alternative meals will be offered to the student without prior payment.

If full payment is not made, or alternative arrangements made, students will not be permitted to charge additional breakfast/lunches until the outstanding balance is paid.

If the student's account has a negative balance the parent or guardian will be contacted by telephone, e-mail or letter regarding the outstanding balance.

### **ACCOUNT BALANCES**

The parent or guardian of all accounts with a negative balance will receive a letter informing them of the amount due on the account. Arrangements can be made at the individual schools to bring the account current. If a family is having financial difficulty in bringing the account balance they will be assisted in applying for Free and Reduced Lunch or in making acceptable payment arrangements. In addition, the School District of Prentice District Office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday. Payments can be made by mail payable to School District of Prentice, P.O. Box 110, Prentice, WI 54556. All account balances will follow the student(s) until graduation. At this point in time, all student accounts must be up-to-date in order for a student to walk in their graduation ceremony.

### **FREE AND REDUCED SCHOOL MEALS**

Applications for Free and Reduced School Lunch can be submitted to the offices at any time during the school year. School personnel are available to assist anyone in filling out the application for Free and Reduced School Lunch. Any balance owed prior to being determined eligible will remain the responsibility of the parent or guardian.

Approved by School District of Prentice Board: December 20, 2016

## **MEDICATION**

All prescription medication to be taken at school must be accompanied by a doctor's order, labeled with all necessary information including the student's name, the date, the name of the drug, the exact dosage, and the exact time or time intervals the medication is to be taken. The following guidelines must be followed:

- "The use of non-FDA approved medication or medical supplements at school must be approved by a licensed physician. The delivery and administration of these medications must be provided by a parent or legal guardian."
- A written statement authorizing designated school personnel to dispense medication to the child must be signed by the parent/guardian and be presented to the principal.
- Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician.
- The principal shall designate a staff member to be responsible for dispensing medication to the student and storing the medication in a secure area.

## **MONEY**

When money is sent to school with students, it should be enclosed in an envelope labeled with the child's name, grade, teacher's name, and purpose. Children should be discouraged from bringing extra money to school. Students are **not** allowed to lend or give money to other children, nor are they permitted to trade or sell items to other students.

## **PARENT/TEACHER CONFERENCES-REPORT CARDS**

Formal parent/teacher conferences are scheduled twice a year, during the first and third quarters. However, parents or teachers may initiate a conference at any time during the year. Frequent communication between the home and school is encouraged and is generally beneficial to students.

**Report cards** are sent home at the end of each quarter.

## **PRENTICE SCHOOL DISTRICT KINDERGARTEN PROMOTION POLICY**

The decision to promote or retain a kindergarten student is made in the best interest of the student in recognition of the research regarding promotion and retention.

1. A careful evaluation of multiple criteria, based on the Wisconsin Model Early Learning Standard will be made, including the following:

- Health and physical development
  - Social/emotional development
  - Language development and communication
  - Approaches to learning
  - Cognition and general development

2. Teacher recommendation for promotion/retention of non-disabled students (as defined by the Individuals with Disabilities Education Act (IDEA) will follow the Child Study Team (CST) process. The CST will include the building administrator, school psychologist, parent or guardian, guidance counselor, and teacher(s) currently working closely with the student.

Consensus of the CST is required to retain a student. If consensus is not possible, the building principal will be responsible for making the final decision regarding retention of a student. Appeal of the decision must be made to the Superintendent (or his/her designee) in writing, within five (5) working days of parental notification.

If the student is a child with a disability, as determined under the Individuals with Disabilities Education Act (IDEA), promotion/retention will be considered and determined by the Individualized Education Program (IEP) team. Appeals would begin with the Director/Assistant Director of Pupil Services.

## **PRENTICE SCHOOL DISTRICT 4<sup>TH</sup> AND 8<sup>TH</sup> GRADE PROMOTION POLICY**

In Wisconsin, educational policy has been established that recognizes students must acquire and be able to demonstrate knowledge and skills related to academic standards.

The Governor for the State of Wisconsin, by executive order, established the Wisconsin Model Academic Standards. The legislature for the State of Wisconsin further approved statutes to measure how well our students are learning these standards. One of those statutes required the development and administration of the Forward Exam. The Forward Exam is a test administered to evaluate the individual students on the State Standards. This test is given to students during their 3<sup>rd</sup>-8<sup>th</sup> grade years. Students will be tested in Language Arts and Math each year and in Social Studies and Science in grades 4 and 8 as well.

The legislature further decided that the student's results on the Forward Exam should be one element in determining if a student is promoted to the next grade, but not the sole criteria. The remaining elements that will determine promotion from 4<sup>th</sup> to 5<sup>th</sup> grade and from 8<sup>th</sup> to 9<sup>th</sup> grade are outlined in this policy. A team of school personnel will meet to discuss your child's progress.



These academic standards and the promotion testing demand unprecedented levels of accountability for Wisconsin's schools, including Prentice.

#### **4<sup>th</sup> Grade Advancement Policy**

##### **Step 1**

A student in the 4<sup>th</sup> grade who achieves the following criteria will automatically be promoted to the 5<sup>th</sup> grade:

*\*Scores at the "Basic or Proficient – 3" on 3 out of the 4 core areas (Language Arts, Mathematics, Science, Social Studies) of the 4<sup>th</sup> Grade Wisconsin Forward Exam.*

##### **Step 2 – If a child fails to qualify in Step 1**

A student in the 4<sup>th</sup> grade may be promoted to 5<sup>th</sup> grade if the criterion in the following option is met:

*\*Has a grade point average (GPA) greater than or equal to 1.67 in all core classes or 2.0 (GPA) or higher across all subjects.*

##### **Step 3 – If a child fails to qualify in Steps 1 & 2**

A student in the 4<sup>th</sup> grade may be promoted to 5<sup>th</sup> grade if the criteria in the following options have been successfully met:

*\*A committee consisting of three of the following: Principal, Guidance Counselor, Teachers at grade level, Pupil Services personnel may make considerations based on past factors.*

- 1) Past retentions*
- 2) Performance in non-academic areas*
- 3) IEP Goals*
- 4) IAP Goals*
- 5) Review of the Forward Exam*
- 6) Review of GPA*
- 7) Reports from outside Agencies*
- 8) Portfolio (examples) of current work*
- 9) Effort and Attitude*

#### **Strategy A- Alternative Assessment or retake of failed portion of test**

*\* For those subjects that a child scores "below basic" or below a 1.67 grade point, a retake of the parts not successfully passed can be re-administered. Proficiency in that area must be attained.*

#### **Strategy B- Summer School**

- \* *For those subjects that require remediation, the child shall attend a standards-based summer school program focused on the child's specific benchmark deficiencies.*

**Strategy C- Placement by IEP Team**

- \* *For children with a disability, the child's IEP team shall determine whether promotion or retention is in the best interest of the child.*

**8<sup>th</sup> Grade Advancement Policy**

**Step 1**

**A student in the 8<sup>th</sup> grade who achieves the following criteria will automatically be promoted to the 9<sup>th</sup> grade:**

*\*Scores at the "Proficient or Basic Level – 3" on 3 out of the 4 core areas (Language Arts, Mathematics, Science, Social Studies) of the 8<sup>th</sup> Grade Forward Exam.*

**Step 2 – If a child fails to qualify in Step 1**

**A student in the 8<sup>th</sup> grade may be promoted to 9<sup>th</sup> grade if the criterion in the following option is met:**

*\*Has a grade point average (GPA) greater than or equal to 1.67 in all core classes or 2.0 (GPA) or higher across all subjects during their 7<sup>th</sup> grade & 3 quarters of their 8<sup>th</sup> grade year.*

**Step 3 – If a child fails to qualify in Steps 1 & 2**

**A student in the 8<sup>th</sup> grade may be promoted to 9<sup>th</sup> grade if the criteria in the following options have been successfully met:**

*\*A committee consisting of three of the following: Principal, Guidance Counselor, Teachers at grade level, Pupil Services personnel may make considerations based on past factors.*

- 1) *Past retentions*
- 2) *Performance in non-academic areas*
- 3) *IEP Goals*
- 4) *IAP Goals*
- 5) *Review of the Forward Exam*
- 6) *Review of GPA*
- 7) *Reports from outside Agencies*
- 8) *Portfolio (examples) of current work*

## 9) *Effort and Attitude*

### **Strategy A- Alternative Assessment or retake of failed portion of test**

- \* *For those subjects that a child scores “below Basic” or below a 1.67 grade point, a retake of the parts not successfully passed can be re-administered. Proficiency in that area must be attained.*

### **Strategy B- Summer School**

- \* *For those subjects that require remediation, the child may attend a standards-based summer school program focused on the child’s specific benchmark deficiencies.*

### **Strategy C- Placement by IEP Team**

- \* *For children with a disability, the child’s IEP team shall determine whether promotion or retention is in the best interest of the child.*

## **RELEASE OF STUDENTS**

Students will normally be released only to those parents/guardians listed on registration or emergency forms. Parents must notify the school, in writing, if they desire the school to release their child before normal dismissal or to someone other than the specified parent/guardian.

Students released from school during school hours are to be picked up by the parent or designated guardian at the child’s classroom door.

Students wishing to ride the school bus to another student’s home must bring a note dated and signed by the parent/guardian. The note must be shown to the teacher and then presented to the driver of the bus the student wishes to ride.

## **STUDENT PICTURES**

Individual pictures of all students are taken each fall after school starts. Information regarding dates and options for purchasing pictures will be sent home with students when it becomes available. Retake dates will be scheduled for students who were absent on “picture day” and for those whose parents would like the pictures retaken.

## **SUMMER SCHOOL**

The School District of Prentice offers an enrichment summer school program for students in Early Childhood through grade 11. Summer classes are offered at the Prentice School during the first three weeks in June. This past August swimming lessons were offered at the Phillips pool as an extension of the Prentice summer school program. Information regarding summer school is sent home with students in late March or early April.

## **TELEPHONES**

The school telephones are for business purposes only. Students will not be permitted to use the phone except in cases of emergency. The use of the phone must be cleared through the student's teacher or principal.

## **TEXTBOOKS AND SUPPLIES**

Elementary school students are provided the use of textbooks without charge. However, parents will be billed for books that are lost or damaged through negligence or abuse.

A list of supplies to be purchased for school will be published in **THE PRICE COUNTY REVIEW** a few weeks prior to school starting in the fall, is found on the school web site [www.prentice.k12.wi.us](http://www.prentice.k12.wi.us), and will also be sent home with students on the first day of school.

## **PUBLISHED POLICIES**

The School District of Prentice has official policies addressing numerous issues related to students, parents, staff, and operational procedures. However, given the ages of the Prentice Elementary students, the merits of printing all of these policies verbatim is questionable. Reproduced in this section of the handbook are either actual policies or summaries of policies, appropriate for this handbook. The complete texts of all district policies are available upon request from the District Administrative Office.

## **TITLE I Parent Involvement Policy**

The Prentice School District recognizes that all parents are a vital component for their student's success. The district will have parents of Title I students be a part of planning and implementation of the Title I program. Effective parent involvement activities will help improve student academic achievement and school performance.

## **Title I Parent Involvement**

The responsibility for implementation of the Title I ESEA policy is shared between the Title I teaching staff and each building Principal. The designation of these duties is described below.

### **Title I ESEA Staff Responsibilities**

1. Provide letters to parents regarding Title I ESEA programs and curriculum, how their children were selected for Title I ESEA, how their progress will be measured, how much progress they are expected to make during the school year, and how their performance compares to that of their schoolmates.
2. Provide orientation meeting for parents each school year before the end of the first quarter.
3. Provide parents of each school with the results of the annual review. This review is to include the individual school performance profiles.
4. Provide timely notification to parents, in the form of letters and flyers, regarding Title I ESEA meetings and workshops.
5. Offer professional development opportunities for teachers on increasing their effectiveness in teaching all students eligible for Title I ESEA services and on addressing the needs of Title I ESEA parents.
6. Offer workshops for parents on how to help assist in the instruction of their children.
7. Send data regarding year-end Title I ESEA program evaluation results to all parents.
8. Invite parents to and include parents in Title I ESEA program review team meetings.

### **Title I ESEA Building Level Responsibilities**

Each Title I ESEA Principal will invite all parents to attend their school's program planning meetings, school review and improvement meetings.

Title I ESEA teachers will provide parents with quarterly written reports on the progress of their children, so that parents can know the extent to which they are learning. Teachers will be available for individual conferences at the regularly scheduled District Parent/Teacher Conference dates, and at other times by appointment through each building office. Meeting times will take into account the need to accommodate a variety of parent work schedules. Through these reports and conferences, Title I ESEA teachers will provide parents with the results of evaluations of student progress. These evaluations will include, but will not be limited to, test results, measurements of homework turned in, homework completed, student attitudes and student behavior.

Each Title I ESEA school will:

1. Design and sponsor activities to address the needs of children which are unmet due to the absence of one parent.

2. Design types of parent involvement that do not involve being at school such as helping teachers by assembling materials at home for use in classroom activities
3. Offer opportunities and materials for parents to participate in classroom activities.

## **CODE OF STUDENT CONDUCT POLICY**

### **Statement of Principle:**

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools, and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short-term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, and reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer-term removal from the class ("long-term removal"). Long-term removal may, but need not always, be for disciplinary purposes.

Beginning August 1, 1999, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from

pursuing or implementing other disciplinary measures, including but not limited to detention, suspensions or expulsion, for the conduct for which the student was removed.

*The full text of the Code of Student Conduct Policy is available upon request at the District Administrator's office in Prentice*

## **DISCRIMINATION FREE/HARASSMENT FREE SCHOOL POLICY**

The Prentice School District believes that all individuals should be treated with respect and dignity. Every district student and employee must be given the opportunity to pursue individual educational or employment interests in a setting that is free from disruption/discrimination and distraction, free from sexual harassment and free from harassment based on sex, race, age, disability, national origin, sexual preference, handicap, or religious affiliation.

In support of these beliefs the Prentice School District has established this anti-discrimination policy which strictly prohibits harassment or hazing of others by any student, employee, visitor, vendor, or worker.

Sexual harassment is defined as a form of discrimination, and includes unwelcome sexual attention, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature. Sexual harassment may include, but is not limited to:

- (1) Verbal, written or graphic harassment or abuse
- (2) Subtle or overt psychological pressure for sexual activity
- (3) Inappropriate physical touching including unwanted kissing, caressing or grabbing
- (4) Intentional or repeated brushing against an individual
- (5) Demands for sexual favors which may be accompanied by implied or stated threats or promises concerning an individual's employment, education or personal status.

### **Reporting procedures:**

The Prentice School District will, through its school board, teaching staff and administrative staff, affirmatively and vigorously pursue, through investigation and appropriate disciplinary procedures, any report of discrimination or harassment, including sexual harassment, of or by students, employees, visitors, or outside vendors or workers.

Individuals who feel they may be or may have been the target of discrimination, hazing or harassment are encouraged to report the incident(s) immediately. Oral or written complaints will be accepted. Forms are available for complainants' use. Complaints of discrimination or harassment due to age, disability, handicap, religious affiliation, race, sex, sexual preference or national origin will be investigated in a timely manner by the principal or administrator responsible at the level of the complaint, or a substitute investigator, if appropriate, assisted by the school psychologist, guidance personnel, Price County Human Services, union representatives, the Price County Sheriff's Department, or other agencies as deemed necessary and appropriate. (Mandatory reporting laws may apply in cases of suspected child abuse or neglect).

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT-STUDENT POLICY**

It is the policy of the Prentice School District that students have the right to attend school in an environment that is free from the use of tobacco products including electronic cigarettes, alcohol and non-medical use of drugs, and mood altering substances. These substances are harmful and interfere with the learning environment and performance of students.

The Prentice School District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs, alcohol, and tobacco products, tobacco related devices or electronic cigarettes in any school building or on school premises; any school-owned vehicle or other vehicle used to transport students to and from school or school activities; or off school property during any school sponsored or approved activity, event, or function where students are under the jurisdiction of the school district. The Prentice School District is committed to a program to prevent the abuse of alcohol and the illegal use of controlled substances and/or alcohol by students.

All students enrolled in the Prentice School District are required to abide by the terms of this policy. Any violation of this policy will result in disciplinary action including, but not limited to, expulsion and referral for prosecution. Appropriate action will be taken in accordance with district disciplinary policies and practices for students.

Additional disciplinary action may be warranted as required by federal and state statutes.

## **VISITORS TO SCHOOL DISTRICT SCHOOLS OR CLASSES**

The School District of Prentice welcomes visitors to its school buildings and appreciates the opportunity to explain the programs and services available to district students.

**Parents** are invited to visit the school at any time. Scheduling an appointment in advance will be appreciated. Visits with teachers for purposes of parent/teacher conferences must be scheduled in advance to avoid disruption of the educational program. Parent visits to operating classrooms must be scheduled in advance with the principal.

**Students** not enrolled in Prentice District Schools, who are interested in visiting a school or class, must have advance permission of the principal. All student visitors are expected to follow school rules just as enrolled students are.



**Professional Educators** are requested to make advance appointments for educational visits through the principal to assure that proper staff and time commitments can be made for the visitation.

**Other visitors** who are not parents, students or educators are encouraged to visit school buildings after student hours. Exceptions to this general policy will be at the discretion of the principal in charge. Such visits should be scheduled in advance with the principal.

## **WEAPONS POSSESSION POLICY**

The Prentice School District prohibits possession or use of weapons or look-alike weapons in school buildings, on school grounds, in or around school vehicles, or at school-sponsored activities except as otherwise specifically provided.

A dangerous weapon as defined in this policy includes, but is not limited to firearms or look-alike firearms, knives, razors, martial arts equipment, chemical irritants, metal buckles, or brass knuckles, or any other objects which, by the manner in which it is used or intended to be used, is calculated to inflict bodily harm and/or intimidate.

Anyone found in possession of a weapon on school premises before, during, or after school, or at any school-sponsored activity, is subject to board action and/or civil penalty. Students and employees will be subject to disciplinary action up to and including suspension, expulsion or termination of employment. Under terms of the Federal Gun Free Schools Act, any student who brings a firearm or “weapon” to school must be expelled from school for not less than one calendar year; and referral to the criminal justice system, through appropriate law enforcement or juvenile justice personnel, must be made. The district administrator has authority to modify the one-year expulsion requirement on a case-by-case basis.

Exception to the policy includes weapons under the control of law enforcement personnel; weapons that are used for purposes of education and are authorized by the school principal; and, weapons that are used for legitimate purposes of public education during community use of facilities, and which are specifically authorized by the school principal.

## **STATEMENT OF NONDISCRIMINATION**

The Prentice School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that the Prentice School District or any part of the school organization has failed to follow the laws and rules of S.118.13, Wis. Statutes, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the administration office at the following address: 1025 Town Street, P.O. Box 110, Prentice, WI 54556

## **USDA Nondiscrimination Statement Update**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Cross Reference:**

**Legal Reference: Wisconsin Statutes 115.92, 118.153, 118.33, 121.02(1)(p)  
PI 18 Administrative Code**



**School District of Prentice**

**2023/24 Acceptable Use Agreement of the Internet & District Network(Students)**

**File Code 363.2**

**IMPORTANT:** Please read and review this document carefully.

Internet access is provided to all students enrolled and teachers employed by the Prentice School District. We are very pleased to bring this access to the Prentice Schools and believe the Internet offers vast, diverse, and unique resources to both students and staff.

The Internet is an electronic network connecting thousands of computers all over the world and millions of individual subscribers. It provides students and staff with access to electronic mail communications; information and news from resources such as NASA, the Smithsonian Institution; and the Library of Congress; public domain software and shareware of all types; discussion groups on a wide range of topics ranging from Japanese culture to the environment to music to politics; information from most universities and from thousands of commercial; governmental, and other sources.

On a global network it is impossible to control all materials and a persistent user may discover controversial information. The District believes that the benefits of Internet access to educators and students, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. Students and teachers need to evaluate the source of the information to determine its accuracy and the bias of the author.

The district has installed filtering software and hardware which blocks access to most objectionable material based on categories (e.g. obscene language, pornography, violence/racism, hacking, etc.). See more here ([http://www.prentice.k12.wi.us/?page\\_id=1588](http://www.prentice.k12.wi.us/?page_id=1588)). This does not guarantee that on a given day an individual would not be able to access objectionable sites and material.

The continued availability of the Internet in the school district relies upon the proper conduct of end users. Guidelines are provided here so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using the Internet.

**GUIDELINES FOR USE OF THE INTERNET:**

**Appropriate Use:** The use of school computers and personal devices must be consistent with the educational objectives of the School District of Prentice and CIPA (The Children's Internet Protection Act). Accessing or transmitting materials that are obscene is prohibited. Parents and guardians are to be advised that a student may be able to access content not authorized for educational use on any given day and it is the student's responsibility to close out of the content immediately.

Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable. Any user who receives unwelcome communications should bring them to the attention of the principal.

**Transmission of Materials:** Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.

**Avoiding Offensive or Inflammatory Speech:** Users shall abide by the rules of network etiquette. These include using appropriate language, respecting the privacy of other users, and not disrupting the use of the network by other users.

**Taking Responsibility for One's Messages:** Anonymity is not allowed on the network. Individuals must take responsibility for their actions and words on an educational network. All e-mail and messages must be signed with the student's full name. Impersonation is not permitted;

Pseudonyms are not allowed. However, for their own safety and security, users **SHOULD NOT** disclose any personal information such as addresses, phone numbers, or passwords.

**E-mail Archiving:** The district recently implemented an e-mail archiving solution to comply with current laws for public K-12 school districts and other educational establishments. Users are to be aware that their e-mail will be retained for a set amount of time defined by the district's network/e-mail policies. In the event of controversial mail being sent over the school's network from a student, district administration and principals reserve the right to access the user's account and take any necessary action needed.

**Adhering to the Rules of Copyright:** All communications and information accessible via the Internet should be assumed to be private property and subject to copyright protection. Use of these sources shall be credited appropriately as with the use of any copyrighted material. In some cases, authors' permission may need to be obtained before materials may be used.

**Chat Groups/E-Mail/Blogs:** Utilization of chat groups, social networking websites, and any e-mail other than school provided are prohibited. Blogs are allowed to be used for educational/classroom purposes only. A list of blogging guidelines to follow can be found here ([http://www.prentice.k12.wi.us/?page\\_id=2118](http://www.prentice.k12.wi.us/?page_id=2118))

**Unauthorized Access:** The District computers, software, servers, network, are all educational tools owned by the District. Any attempt to gain unauthorized access to District hardware and software is prohibited by law and is subject to prosecution.

**Rule Enforcement:** District Administration will determine what constitutes inappropriate use of Internet and their decision is final.

**USB drives/External Storage:** Students are allowed to bring their own personal usb flash drive, CD/DVDs, and other external storage devices to use for saving homework, class projects, and other school related files. Students are not allowed to use external storage devices for installing or running any software on school computers, infecting computers with viruses or malicious software, or

**Consequences for Unacceptable Use:** All rules and regulations apply as stated in the middle school and high school student handbooks. Consequences may include detention, suspension and/or restricting the student's use of computers. All users who are provided Internet access assume full responsibility and liability for use of the Internet and District Network within the District.

*Adopted: 9/06  
Revised: 12/01/11*

# **PRENTICE SCHOOL DISTRICT TECHNOLOGY DEVICE POLICIES AND PROCEDURES**

## **INTRODUCTION**

The Apple iPad, Chromebook or Laptop, case and peripheral items (collectively referred to herein as the “device”) that have been issued to you are the property of the Prentice School District. A device is being provided to the student as a courtesy, and must be used in accordance with the following Policies and Procedures, the District’s device Use Expectations and other District policies and procedures, and any applicable laws. Use of this device, as well as access to the District’s device network, the Internet and e-mail is a privilege and not a right. Moreover, the District administrative staff retains the rights to:

- 1). Collect and/or inspect the device at any time, including via electronic remote access with or without prior notice, and to
  
- (2) alter, add or delete installed software or hardware. Students should understand that they have no expectation of privacy in the device and that any data in the device is not considered private. The device provided is expected to be used for educational purposes only and intended to support the learning objectives of the District.

## **STANDARD FOR PROPER USE AND CARE**

### **Student Expectations for Use of device at School**

- Each device is assigned to an individual student. Students should never “swap” or “share” their device with anyone. Loss or damage that occurs when anyone else is using your assigned device will be your full responsibility.
- Devices should be in a student’s possession or secured or attended at all times. Keep the device stored in a secure place when you cannot directly monitor it. Unsecured or unattended devices may be confiscated by school personnel. It will be your financial responsibility to replace devices which are lost or stolen.
- Passwords should always be kept confidential.
- Students who have permission to take their device home are responsible for bringing their device, fully charged, to school each day. Please leave your charger at home where you can charge your device each evening.
- Students are responsible for making sure their device is plugged in for recharging every night. Please do not bring your charger to school. Charge your device at home and bring your device to school fully charged.
- Students are responsible for saving or backing up their documents. All data should be backed up to the student’s Google Drive account. Never consider any electronic information safe when stored on only one device.
- Students are not allowed to download or install software or other materials without permission of the District Technology Department.

- In the event the device is inoperable, the District has a limited number of spare devices for use while the device is repaired or replaced. However, it cannot be guaranteed a substitute device will readily be available to replace the device not operational. This agreement remains in effect for a substitute device also. The student may not opt to keep a broken device or to avoid using the device due to loss or damage. Please note that if a student forgets to bring their device to school, a substitute will not be provided.
- Students **will not** be allowed to utilize their own personal device at school in place of the District-issued device.
- Devices with cameras, cell phones with cameras, and other portable “Remotely Activated or Activating Communication Devices” capable of storing and transmitting or receiving images are banned from locker rooms and restrooms at ALL times. Students will be disciplined for the possession of such cameras in school locker rooms or restrooms. At no time are students authorized to video, photograph, or audio record others in the school building or at school activities without the consent of the other party.
- Harassment and bullying of students and employees, including via electronic communications, are against federal, state and local policy, and are not tolerated by the Board.
- All copyright laws must be adhered to, for this reason the installation and/or use of any Internet-based file sharing tools are explicitly prohibited. File sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).

## **USING THE DEVICE AT HOME**

- Students in grades PK-5 will leave their devices in their classroom at the end of each school day. There may be instances where devices are sent home (prediction of inclement weather or health related reasons) so that continuous learning will occur. Students in grades 6-12 will be allowed to take their device home with them at the conclusion of each school day.
- If the device is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and District Administration.
- If the device is damaged or not working properly, it must be turned into the school for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.
- Students are responsible for recharging the device at home on a daily basis.
- Use the device on a hard surface. DO NOT keep on beds or blankets.

## **USING THE DEVICE FOR INTERNET AND EMAIL**

- Students and parents/guardians understand the District does not have control over information found on the internet. The district will attempt to block access from inappropriate material when possible. It is the parent/guardian’s responsibility to supervise the information that a student is accessing from the internet while at home.
- Students should never share personal information about themselves or others while using the internet or e-mail. This includes a student's name, age, address, phone number, or school name.

- The District retains the sole right of possession and/or ownership of District equipment and/or resources, including, but not limited to: the device; related equipment including but not limited to any materials, hardware, software, or programs owned by and/or installed on the device by the District; District internet and networks; and/or District e-mail. The District grants permission to the student to use the District equipment and/or resources, for educational purposes only, according to the guidelines set forth in this document; the Student Handbook; District rules and/or policies; and all applicable laws.
- The student may not deface or destroy District equipment and/or resources in any way. The student may not install or use any software or programs other than software or programs owned or approved by the District and made available to the student in accordance with this agreement. Inappropriate use of District equipment or resources may result in the student losing his/her privilege to use the District equipment and/or resources, discipline, and/or fines.
- The District retains the right to collect and/or inspect District equipment and/or resources at any time as well as the right to alter, add or delete items, documents, software, and/or programs accessed, created, stored, or installed as well as those which are in violation of the guidelines set forth in this document.
- The District has the right to review these items for appropriateness, and to limit or revoke student's access to them at any time and for any reason.

#### **GENERAL USE AND CARE OF A DEVICE**

- When transporting their device to and from school, students should always be sure it is kept protected, bag, or backpack. Bags are for the device and should not be used for any additional books, etc, unless there is room and a designated location for the device.
- Device cases should not be placed inside the student's book bag or backpack where it may be compressed and damaged by other heavy books, liquids, etc.
- Students are expected to treat their device with care and respect. The device, case, and peripheral items are the property of the District and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device, case, or peripheral items are not allowed and will result in loss of privileges to use the District equipment and/or resources, discipline, and/or fines.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or casing. Doing so will void the warranty and parents/guardians will be responsible for 100 percent of the repair or replacement cost. If students wish to put device-safe stickers, they should do so on the protective case.
- Students are encouraged to help each other in learning to operate their devices. However, such help should be provided with voices and not hands. Students should operate only their own devices and not those of other students.
- Any damage, loss, or inappropriate or careless use of a device should be reported to a teacher, or other staff member immediately.
- Devices should only be used while they are on a flat, stable surface such as a table.
- Students should protect their device from extreme heat or cold. Devices should never be left in a car, even if the car is locked.
- Devices should be protected from the weather, water or other liquid, food, and pets.

Students should never eat or drink while using their device or use the device near others who are eating and/or drinking. This includes use during school lunches. Devices should remain in designated carrying cases until all liquid items are removed from the lunch table.

- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in their power cord or phone cord or other peripheral.
- Devices should never be placed in a carrying case, bag or backpack while they are turned on. The device should either be turned off or in “sleep mode.” In addition, devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to overheat and will result in damage to the device.
- Do not remove or interfere with the serial number or any identification placed on the device or its peripheral items.
- The device screen can be easily damaged if proper care is not taken. Do not touch the device screen with anything (e.g. pen, pencil, etc.) other than approved screen cleaners.
- Never leave any object on the keyboard. Pens or pencils left on the keyboards are guaranteed to crack the screen when closing the lid.

## **CONSEQUENCES OF INAPPROPRIATE USE**

The use of any District technology is a privilege and not a right. Students are expected to use their devices in accordance with these policies and procedures, District device Use Expectations and other District policies and procedures, and any applicable laws. Students are expected to maintain a 100% working device at all times and will use reasonable care to ensure that the device is not damaged or lost. Failure to use this device in an appropriate manner may result in one or more of the following consequences, as determined by the staff and administration of the District:

- Cancellation of student use or access privileges, including but not limited to the privilege of the use of the device, taking the device home, or loss of specific websites and/or internet connection.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.
- Fines.

## **DAMAGE/LOSS**

In the event of damage to or loss of the device, power cord, and/or any of the peripheral items not covered by the warranty, the student and parents/guardians will be billed a fine for the costs of repair or replacement.

The District reserves the right to charge the student and parents/guardians the full and actual cost for repair or replacement (whichever is less) at any time, such as when damage or loss occurs due to intentional misconduct or gross negligence as determined by the District administration and or the District’s break fix warranty.



**ITEM ESTIMATED REPLACEMENT COST**

iPad	<b>\$294.00</b>
Chromebook	<b>\$277.00</b>
Chromebook charger and cable	<b>\$ 68.00</b>
iPad charger and cable	<b>\$ 38.00</b>
iPad case	<b>\$ 45.00</b>
iPad case with keyboard	<b>\$ 66.00</b>

**AGREEMENT**

The students accepting of a device by the Prentice School District is also acceptance by the student to comply with the terms and conditions for use of the device set forth herein. The student's acceptance of the device shall constitute agreement by the student and parents/guardians to read, understand and abide by these policies and procedures.



Name of School

# 2023-2024

## Academic Year Calendar

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Events

- Sept. 1 First Day of Classes
- Sept. 4 Labor Day
- Oct. 20 Professional Development
- Nov. 6 Teacher Work Day
- Nov. 9 Early Dismissal
- Parent/Teacher
- Nov. 22-26 Thanksgiving Break
- Dec. 23- Jan 1 Christmas Break
- Jan. 18 Early Dismissal PD
- Jan. 19 Teacher Work Day
- Feb. 23 No School
- March 11 MS/HS Parent/Teacher
- Mar. 28 - April 2 Easter Break
- April 2 Teacher Work Day
- April 8 Elementary Parent/Teacher
- May 25 Graduation
- May 27 Memorial Day

- 1:25 p.m. Early Dismissal
- Solo Ensemble
- Teacher Work Days

- Quarter 1 44 Days
- Quarter 2 44 Days
- Quarter 3 47 Days
- Quarter 4 38 Days

- 173 Student Days
- 14 Professional Work Days

Calendar Template © 2016 Vertex42.com



# School District of Prentice

1025 Town St., P.O. Box 110  
Prentice, WI 54556  
(715) 428-2811

This is to verify that I have read/received the 2023-24 Student Handbook, and that I am responsible for all the rules and regulations that are contained therein. I also verify that I have read and understand the **attendance and electronics policies** and understand the **pre-excused policy** and form.

Student Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_