

# Student Handbook

# 2020-21

Attendance Line: (262) 857-2334

School Hours: 7:35am-2:45pm



# TOGETHER

## GROWING • LEARNING • SUCCEEDING

*Until further notice, Bristol School District's Re-entry Handbook will take precedence of any procedures and information included in Bristol School's Student Handbook. To learn more visit, [Bristol School District's Re-entry Web Page](#).*

**Bristol School District #1 • 20121 83rd Street, Bristol, WI 53104**  
tel (262) 857-2334 • fax (262) 857-6644 • [www.bristol.k12.wi.us](http://www.bristol.k12.wi.us)

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# WELCOME TO BRISTOL SCHOOL

We are excited to welcome both returning and new families to Bristol School. The goal of this handbook is to provide our students and their families with a clear understanding of the procedures and rules we have established for our school. Bristol School would like to provide your children with an educational learning experience that promotes growing, learning and succeeding.

## VISITORS, GUESTS, PARENTS AND RELATIVES

We are a friendly school and welcome visitors at any time. All visitors must sign in at the School Office upon arrival. We utilize the Raptor system to assist in keeping our students safe. Please bring your state identification (i.e. driver's license) to be scanned through the Raptor system in order to enter the building. Any item left for a student will be sent to the classroom in order to keep interruptions to a minimum. Visitation of students from other schools must be pre-arranged with school administration. Students are expected to reach their classroom destination without the aid of parent(s) and/or older siblings after the first week of school. This helps us with supervision. It also helps the students to become responsible and self-sufficient.



# SCHOOL CALENDAR 2020–2021

Open House - 4pm-6pm	August 27
School Begins	September 1
<b>NO SCHOOL</b>	September 7
<b>NO SCHOOL 4K</b>	September 25
Parent Teacher Conferences 4pm-7pm	October 13
Parent Teacher Conferences 4pm-7pm	October 14
<b>NO SCHOOL 4K</b>	October 16
<b>NO SCHOOL - Teacher In-service</b>	October 29
<b>NO SCHOOL</b>	October 30
<b>NO SCHOOL 4K</b>	November 13
<b>NO SCHOOL</b> -Thanksgiving Break	November 25-27
End of Trimester One	December 1
<b>NO SCHOOL 4K</b>	December 11
<b>NO SCHOOL</b> -Winter Break	December 23-January 1
School Resumes	January 4
<b>NO SCHOOL 4K</b>	January 15
<b>NO SCHOOL – Teacher In-service</b>	January 18
Parent Teacher Conferences 4pm-7pm	February 3
<b>NO SCHOOL 4K</b>	February 19
<b>NO SCHOOL – Teacher In-service</b>	February 24
End of Trimester Two	March 5
<b>NO SCHOOL 4K</b>	March 8 & 9
<b>NO SCHOOL 4K</b>	March 19
<b>NO SCHOOL</b> -Spring Break	March 22-26
<b>NO SCHOOL – Teacher In-service</b>	March 29
<b>NO SCHOOL</b>	April 2
<b>NO SCHOOL 4K</b>	April 16
<b>NO SCHOOL – Teacher In-service</b>	April 28
<b>NO SCHOOL 4K</b>	May 14
<b>NO SCHOOL</b> -Memorial Day	May 31
4K Graduation	June 1
8th Grade Graduation	June 2
<b>Early Release 12:30pm</b>	June 4

# **SPECIFIC SCHOOL RELATED INFORMATION**

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **GENERAL MORNING GUIDELINES:**

Children should arrive at school no more than 20 minutes before classes begin unless proper supervision has been arranged with a staff member. **Students need to arrive no earlier than 7:20am.** For safety reasons, all school doors will be locked until 7:20am.

Students are to be in their assigned classroom seats when the bell rings at the start of the school day at 7:35am. Students who are not in their assigned seats by 7:35am will be considered tardy. All school doors will be locked at 7:35am. All arrivals after 7:35am will need to go through door #2 and sign in. ***A parent or guardian is expected to sign the child(ren) in at the School Office.***

### **STUDENT ARRIVAL**

We encourage all students that qualify for bus transportation to utilize the bus service. This helps reduce the traffic in the parking lots. All bus riders will enter the building through Door #7 on the south-side of the building.

There are two drop off points for those students that receive a ride in the morning.

1. Students can be dropped off in the morning on the east-side of the building. Access to the east drop-off point is from Highway 45.
2. Students can be dropped off in the morning on the north-side of the building. We ask that all students enter through Doors 1 or 2.

### **STUDENT DISMISSAL**

We want our afternoon pick up time to be as safe as possible for everyone. There are two options for those students that are being picked up in the afternoon.

1. Students can be picked up on the East side of the building starting at 2:45pm. Access to the east pick up point is from Highway 45.
2. Students can be picked up on the north-side of the building starting at 2:45pm. Students must wait on the sidewalk between doors number 2 and 3 for their ride. Students are not allowed to play on the playground while waiting for rides.
3. All students that walk home will be dismissed from their homerooms at 2:45pm. Walkers that routinely cross Highway 45 must have a signed parent permission note on file in the School Office.
4. Additionally, students that don't typically cross Highway 45 must have a signed permission slip that indicates the particular day that the crossing will take place.
5. If a parent has not arrived by 3pm, students will be escorted to the School Office where a staff member will attempt to contact a parent.

# FOOD RELATED SERVICES

## BREAKFAST PROGRAM

Breakfast is served every morning from 7:20-7:50am. Breakfast cost is \$1.50 per day and is deducted from your child's account. Students on free and reduced lunch program are also eligible for the breakfast program.

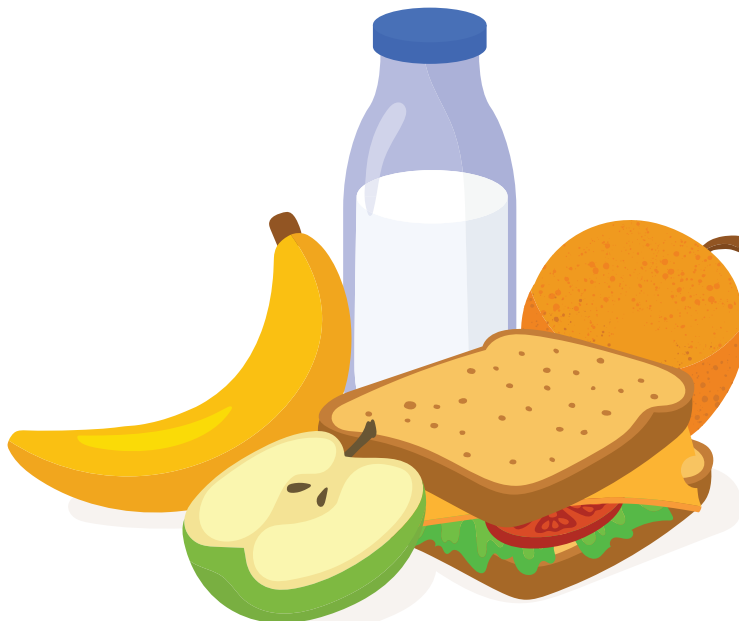
## LUNCH PROGRAM

Bristol School has converted to an electronic system to monitor student lunches. Parents will need to place money in their child's account. Lunches/breakfast costs are then deducted from this account. Notices will be sent home when your child's account is low or in the negative.

Lunches are served every day when school is in session. It is best for money to be placed in your child's account on Monday before classes begin or the first day of the week if there is a holiday or absence. Your cooperation in this matter is greatly appreciated. Important points to remember:

- Students are instructed to place money in their account upon arrival at school or on-line. School staff members will be available in the cafeteria every morning from 7am until 7:45am.
- When sending money with your child for their account, please be sure to place the money in an envelope with your child's first and last name on it.
- Charging of lunch or milk is strongly discouraged. Lunches that are charged are expected to be paid the next day.

The lunch prices will be \$2.85 per day or \$14.00 per week. Milk is \$0.25 a carton for those who bring cold lunch. Break milk for grades kindergarten through third grade will be \$40.00 per year. During the year these prices may need to be raised to cover any deficit in the program.



# **INCLEMENT WEATHER AND EMERGENCY CLOSING**

## **COLD WEATHER PROTOCOL**

Our goal is to get the students outside for regularly scheduled recesses. We use the following guidelines during the winter months to help us determine whether or not to have recess:

**The wind chill readings are specified below:**

- Below 0°: Remain indoors
- Between 0-9°: Shortened Recess
- 10° and above: Full recess

If the school is to be closed due to inclement weather, an automated message will be sent to parents. Please do not call the school to see if classes will be held. On rare occasions, a decision to close the school early might have to be made. The school will take all precautions to make contact with parents or guardians.

We encourage all parents to develop an emergency procedure with their children if they are not at home when the child arrives home early from school. (Examples: going to a neighbor's house or arranging for your neighbor to have a key, going to a baby sitter's house, calling a parent at work, etc.)

## **TWO HOUR DELAYED START**

A two hour delayed start time will be called when and if a weather-related situation warrants it. In this situation classes will begin at 9:35am rather than at 7:35am. Pick-up times at our bus stops would be two hours later. Dismissal time would remain at 2:45pm. Morning 4K classes would be canceled on delayed start days. Student drop off time will be at 9:20am.

## **INFORMATION CHANGES**

If there are any significant changes during the year regarding a student's address, phone number, babysitter, etc. – any change in the home situation – please inform the school immediately or update information through Skyward: Family Access.

## **MONEY COLLECTION**

Money brought to school should be placed in an envelope designating its use, especially in kindergarten through second grade. Under no circumstances should students carry more money than is actually needed during the school day. The school is not responsible for money, instruments, clothing, or any other personal items if lost, stolen, or left overnight.



# MEDICATION

Students requiring medication at school will need for a parent/guardian to complete a "Request for Medication" form and bring the medication to the School Office. The form must be signed by the physician if the prescription medication is to be administered during the school day. Personnel may then see that the medication is given to the child as prescribed.

1. All medications should be supplied in a properly labeled bottle for school authorities. The label on the bottle shall contain the name and telephone number of the pharmacy, the student's identification, name of physician, name of the drug, and the dosage to be given. The medication shall be kept in a locked cubicle or other safe place at school. Taking the medication shall be supervised by the designated school personnel at a time conforming with the indicated schedules.
2. It is important that an accurate and confidential system of record keeping be established for each student receiving medication. The "Physician's Request for Medication to be Administered During School Hours" form shall be kept on file. This should include the type of medication, the dose, and the time to be given. **The parents must notify the school when the dosage is changed or the time of dosage is changed.**
3. School personnel shall under no circumstance provide aspirin, Tylenol, cough drops, or any other medication to students without meeting the criteria #2 above. Diagnosis and treatment of illness and the prescribing of drugs are not the responsibilities of a school and will not be practiced by any school personnel.
4. Teachers who work with a student who is on medication shall be notified and may be asked to record unusual behavior of a student if medication is required over a long period of time.

# REGISTRATION INFORMATION

The student registration fee for 2020-2021 is dependent on the grade level. Grade-level registration fees are found in the online registration. Student registration will be online at the beginning of August. All students are required to register for school during this time.

## 4K REGISTRATION

To enter 4K, a child must be four years of age on or before September 1. Registration and screening of children who will enter 4K will be conducted in the spring prior to fall enrollment. Proof of birth date must also be submitted when registering.

## KINDERGARTEN REGISTRATION

To enter kindergarten, a child must be five years of age on or before September 1. Registration and screening of children who will enter kindergarten will be conducted in the spring prior to fall enrollment. Proof of birth date must also be submitted when registering.

## **NEW STUDENT ENROLLMENT AFTER THE REGISTRATION WINDOW CLOSSES**

Students are to be registered in the School Office as soon as a definite decision is made to move into our school district. Adequate provisions can then be made for the child's attendance.

### **STUDENT TRANSFER**

We ask that if you are contemplating leaving our district, please advise the school at least three days in advance of your last day. We will forward records to the new school district upon their request.

### **STUDENT INSURANCE**

Student insurance is available at school early in the year for a nominal fee. A choice of school-time or 24 hour protection is available to students. Rates are given at the beginning of the school year. The school maintains no other coverage. Therefore, parents are expected to assume all costs above and beyond the student insurance.

### **SUPPLIES**

School supply lists can be found on Bristol School District's Website. All students are expected to have a separate pair of clean gym shoes for physical education classes, which are to remain at school during the school year. Gym uniforms are required to be purchased starting in 6th grade.

## **PARENT SECTION**

### **MANDATORY REPORTING: LEGAL REFERENCE; WISCONSIN STATUTE**

To combat child abuse and neglect and in compliance with state law, any district teacher, counselor, nurse, social worker or administrator having reasonable cause to suspect that a child seen in the course of professional duties has been abused, neglected or threatened shall immediately contact the county social services department or the county sheriff. The agency contacted will be informed of the facts and circumstances which lead to the filing of the report.

State law also provides for the protection of the identity of any individual who makes such a report. Failure to report these types of incidences is punishable by a fine and/or jail sentence.

### **ACCOMMODATION OF SINCERELY HELD RELIGIOUS BELIEFS**

Bristol School District recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

# ATTENDANCE

## TELEPHONE INFORMATION

During regular school hours, you will be able to reach a receptionist that may assist you or transfer your call to the person you wish to contact. Voicemail is available for all staff members where you can receive and/or leave messages.

During after school hours our greeting will allow you to dial the extension of the intended party or allow you to listen to prerecorded messages that may answer your questions.

You may also dial any of the teachers' extensions to leave a message. Teacher extensions can be found on the District's Website. Our phone system is also capable of recognizing the spelling of our staff's last name using your telephone keypad.

**All absences must be reported to school each day by phone (262-857-2334) between the hours of 7:15am and 8:45am.** If for some reason you cannot reach the school by phone, a written note signed by the parent/guardian must accompany the child on the day of returning. You can also email your student's absence to [sakalowski.kar@bristol.k12.wi.us](mailto:sakalowski.kar@bristol.k12.wi.us).

## TARDINESS

We expect students to be at school and in their seats on time each day. Our goal is for your **child to be at school by 7:30am regardless of his/her grade**. Being at school by 7:30am will prevent any tardy issues. The first class of the day starts at 7:35am. We do understand that extenuating circumstances may prevent that from happening from time to time. When a child is tardy, **a parent or guardian** is expected to sign their child in at the School Office.

When children are consistently late for school, the result is a loss of valuable learning time missed by the student. Also, there is important information that is passed along to the students at the beginning of the school day that is being missed which requires the teacher to stop what they are doing and cover what was missed at the expense of the class. **Parents will be contacted if the number of tardies is deemed excessive.** Excessive unexcused tardies (5 in a semester) can lead to tardy truancy proceedings.

## ABSENCES

We know you realize that regular attendance is an important factor for your child to achieve success in school. Also, it is difficult for any student to make up missed assignments in a completely satisfactory manner because the value of classroom instruction and classroom activities are missed forever. **Prolonged absences (3 or more consecutive days) require a written note from the doctor.**

The number of excused and unexcused absences must be reported by Bristol School in detail to the Wisconsin Department of Public Instruction. The only excused reason for a child to be absent is sickness, medical appointment, death in the family, or extreme family emergencies. All other absences will be classified as unexcused. The bottom line, we want your child here at school. Accumulating 5 unexcused absences in a semester may lead to truancy proceedings. (Wisconsin State Statute §118.16.)

## **TRUANCY**

A student is considered truant if s/he is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when s/he is absent without an acceptable excuse for all or part of five or more days in a school semester.

Prior to any proceedings against the student, the School Administration shall have met or have attempted to meet with the parent/guardian, provided an opportunity for counseling, evaluated the student for learning problems, and made a determination whether social problems might be evident. This information will be filed with the court having jurisdiction over the student considered truant.

## **VACATIONS**

A child may not be excused for more than 10 days of vacation in a school year under this paragraph and the child must be excused in writing by his or her parent or guardians before the absences. The school board shall require a child excused under this paragraph to complete any coursework that is missed during the absence.

## **ILLNESS/EXCUSES/ APPOINTMENT PICK UPS**

Any parent picking up a child for any reason during school hours must sign the student out in the School Office.

When a child becomes ill or injured, parents will be contacted to pick up the child. If no one is at home or if the parents cannot be reached, the person listed on the emergency card will be contacted. If those people are unavailable and the illness/injury is deemed to be in need of immediate medical attention by the nurse, the child will be taken to the hospital emergency room by rescue squad. Costs of the procedure will remain the obligation of the parents/guardian.

## **RECESS EXCUSE/ILLNESS**

It is strongly encouraged that all students who are in attendance go outside for recess. However, if a parent feels that his/her child should remain indoors due to health reasons, a note must be sent with the child to the teacher. If there is to be a prolonged excuse from recess (2 or more days), a note from the attending physician must also be submitted.

## **PHYSICAL EDUCATION EXCUSES**

Full participation in P.E. class is expected of each student. We understand there are circumstances such as an illness or minor injury where a parent may request that his/her child not participate in class. In such cases, a note from home will excuse a child from participation for that day. If the injury or illness persists longer than two consecutive P.E. class periods, a medical excuse would be required. A student excused from P.E. class will not be allowed to actively participate in recess, sports practice, or extra-curricular activities for the duration of the written excuse.

## **LEAVING SCHOOL PREMISES**

Students are not to leave the school grounds after arrival in the morning. Children will not be excused to leave campus for any reason without administrative notification either through parental permission through a signed note or telephone call. Anyone leaving the school property without proper permission will receive a consequence.

# **GENERAL INFORMATION**

## **BUSING INFORMATION**

**Riding the bus is considered a privilege** provided by the district. It is not an automatic right and any student who disobeys the rules may lose the privilege of riding the bus.

Bus transportation will be available for eligible district students and will be provided from the bus stop nearest to the student's home and back again. All other transportation is the responsibility of the parent. Students may be required to walk up to one-half mile to a bus stop.

1. Students will ride on assigned buses.
2. Students will board and exit from assigned buses at designated points only. Questions or problems regarding bus assignments or designated pick-up points should be directed toward the School Office.
3. Students must be on time at their designated pick-up point.
4. Students should wait off the road in a safe and courteous manner for the bus.

The driver is in full charge. Failure to obey a reasonable command or request will be cause to take disciplinary action. Discipline will be handled by the Principal and/or Associate Principal. The Principal and/or Associate Principal will investigate the situation to determine the consequences for misbehavior, including denial of bus riding privileges. Suspension of bus riding privileges may range from one day to the rest of the year. Parents will be notified of any suspension before the suspension goes into effect. Parents are responsible for making sure their child(ren) are in attendance during the bus suspension period or truancy charges will be filed.

Suspension of bus riding privileges may be appealed by the parent to Bristol School District's Board of Education in writing within 5 calendar days after notification of such a suspension. The Board will set a hearing within 10 days of receiving a written complaint and will make a determination based on the facts presented at the hearing.

## **CONSEQUENCES-BUS BEHAVIOR**

Consequences for negative behavioral choices on the bus can range from: assigned seats; behavior notice; detention; bus misconduct report (filed by the bus driver); and/or a suspension of bus privileges. Parents will be notified before a suspension will go into effect. When a bus suspension is issued, parents will be responsible for transportation to and from school for the length of the suspension.

## **BUS RULES:**

Each bus is equipped with video surveillance.

1. Cell phones/texting, and other electronic devices are not allowed to be used on the bus.
2. Students will ride on assigned buses.
3. Students will board and exit from assigned buses at designated points only. Questions or problems regarding bus assignments or designated pick-up points should be directed toward Administration.
4. Be on time at your designated pick-up point.
5. Wait off the road in a safe and courteous manner for the bus.
6. Board and exit the bus in an orderly, safe, and courteous manner, preferably in a single file. Wait until the bus comes to a complete stop before getting up from the seat.
7. Check traffic carefully and look for signals from the driver during boarding and exiting. Cross 10 feet in front of the bus.
8. Stay in your designated seat. No moving from seat to seat.
9. Keep hands and head inside the bus.
10. No profanity, loud talking, scuffling, or tossing of objects that may divert your bus driver's attention.
11. Keep all objects out of the aisles. Leave no articles on the bus.
12. No littering inside or outside the bus.
13. It must be totally silent at railroad crossings.
14. No tampering with or defacing the equipment.
15. Help look after the safety and comfort of younger students.
16. If a student is to ride home on another bus, a note must be written to the School Office stating the date and reason for taking a different bus. Capacity will affect the decision
17. There is no eating or drinking on the bus. All school rules apply.
18. No objects too large to hold in the lap or placed under the seat may be transported on the bus.

# **MEDIA**

## **CLASSROOM MEDIA**

Media may be used for instructional purposes after carefully evaluating content and level. **Teachers will preview media prior to it being shown to insure that it is suitable for the intended age group.**

## **MEDIA AUTHORIZATION**

Bristol School District likes to share success and events as they happen. We like to share these stories through a variety of media outlets. If you do not wish for your child(ren) to be included in these newsworthy stories, please contact the School Office.

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, disciplinary action consistent with the school's rules, and civil or criminal liability. Prior to accessing the Internet at school, students and parents must sign the student handbook acknowledging the Student Network and Internet Acceptable Use and Safety Agreement. If you do not wish for your child(ren) to utilize district technology, please contact the School Office.

Bristol School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Use of the Network to engage in "cyberbullying" is prohibited. "Cyberbullying" involves the use of information and communication technologies such as email, cell phone and text messages, instant messaging, defamatory personal websites or social media accounts, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

# **GRADING & ASSESSMENTS**

## **GRADING SCALE**

Students in 4th-8th grades will receive letter grades on their report cards. Below is the District grading scale:

90-100 A  
89-80 B  
79-70 C  
69-60 D  
59 and Below F

## **ASSESSMENTS**

Students are assessed academically in each subject area throughout the school year. Some of these assessments would include class work, quizzes, tests, projects, and homework just to name a few. The results of these assessments directly affect student achievement/grades.

There are other assessments that are given that do not directly affect student achievement such as the Forward Exam (state assessment for grades 3-8) and MAP testing (Measure of Academic Progress). Even though these assessments are not tied directly to your child's grades, the results of these assessments are extremely important to Bristol School. The data from these and classroom assessments are used to assess instruction, modify curriculum, and place students in appropriate Rtl interventions. Without your child's best efforts, the data becomes inaccurate and it does not positively reflect your child's abilities or the school's. Please stress with your child the importance of doing his/her best on all the assessments.

## **LATE WORK GENERAL POLICY**

It is expected that students will learn the value of punctuality and responsibility. It is our policy that all assignments be completed on time to receive full credit. Each grade level will develop its own late work policy and communicate this expectation to all students and parents.

## **MAKE-UP WORK**

Students will have one day for each day absent to make up missed work. If your child is absent, schoolwork can be requested. It must be requested prior to 9am to assure having the work ready for dismissal that day.

In case of vacations, students will have one day for each day missed to make up the work. If your child is going on vacation, schoolwork can be requested. Please make arrangements with your child(ren's) teacher(s) one week prior to vacation so homework can be ready by the day of departure.



## **REPORT CARDS AND CONFERENCES**

Report cards are issued to the students at designated times during the year. Parent-teacher-child conferences are also scheduled. We encourage you to attend these conferences so you can hear and see the progress your child is making.

Please refer to the calendar for times, dates, etc. If for some reason an appointment for a conference cannot be kept, please call the teacher to make other arrangements. Parents, teachers, or pupils can request conferences when a feeling of necessity exists. Please keep the teacher's normal workday in mind – 7:20am to 3:20pm when making appointments. 4K-8 report cards will be sent home with students quarterly. All student grades can be accessed throughout the year in Skyward. For assistance with Skyward: Family Access Portal please contact the School Office at 262-857-2334.

## **STUDENT REQUIREMENTS FOR ATTENDING SCHOOL TRIPS**

Bristol School will make every effort to see that all children are able to attend the educational field trips provided by the school. However, no student will be allowed to go on these trips if they cannot conform to the rules of this handbook. Prior to any field trip, teachers and administration will review grades, behavior, and attendance. Students with poor attendance, behavior, academics, an abundance of late/missing work, and/or failing grades may be deemed ineligible for the field trip(s).

Parents will be notified if their child is ineligible for the field trip. Students who are not allowed to go on a field trip will be given special assignments for the day and are required to attend school.

All trips will require chaperones. Chaperones are subject to background checks. Preschool children cannot accompany chaperones on school trips due to regulations. Besides busing, all other transportation for school related field trips will need Administrative approval prior to the event.

## **VOICING PARENT CONCERNS**

There may be times when parents will have a question or concern about individual classroom teacher's procedures. If this situation should arise, the following procedures need to be followed:

1. Contact the teacher by telephone, email or by written note to discuss your concern. If you need an appointment, please feel free to make one.
2. If you feel a problem still exists following your initial meeting with the teacher, a conference may be arranged with the Principal and/or Associate Principal. All concerned parties may attend. The Principal and/or Associate Principal will also investigate the situation.

It is always our goal to make decisions with the best interest of your child(ren) at heart. Please support the school. If you have questions or concerns about what's happening in school, please contact the teacher first. If the concern still exists, please contact the Principal and/or Associate Principal. Please do not demean educators or the school in front of your child(ren). Please remember that it is important to get all points of view from the teacher, child and parent. It is our goal to work together in making the best possible decisions for all students and Bristol School.

# STUDENT/PARENT SECTION

## BEHAVIORAL EXPECTATIONS

Bristol School District is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Bristol School District's Board of Education encourages the promotion of positive interpersonal relations between members of the school community.

Additionally, we believe every student is valuable and deserves respect, consideration, and appreciation. We understand that children learn and express knowledge in a multitude of ways. We believe that all students are entitled to a well rounded education that includes academics, fine arts, physical and emotional education. We know that with effort and encouragement, every student can and will learn.

Our expectations are that each student will put in the time and effort necessary to be successful academically and behaviorally. With that being said, it's important that students, parents and school personnel work together in order for effective teaching and learning to take place. We all need to encourage respect and consideration for the rights of others as well as for ourselves. Self-respect and self-control are our goals for you.

Discipline will be most effective utilizing the following points:

1. Support by parents.
2. Consistent enforcement of school rules and policies set forth by the Bristol School District.
3. Communication between school and home to develop awareness of potential negative situations.
4. Student acceptance of responsibility to school rules and consequences for failure to follow them.

Generally most discipline problems are handled by the classroom teachers. It is important to realize that any teacher or adult personnel has the authority to correct misconduct at any time. Therefore, it is possible that a teacher might take disciplinary action with a student who is not in any of his/her classes. All students are expected to follow the rules as set forth in the Student Handbook as well as each teacher's individual classroom.

A school wide Positive Behavior Intervention and Support (PBIS) system was implemented in the fall of 2010. PBIS has been adopted in many school districts throughout Wisconsin and the United States in an effort to create consistent positive behaviors and environments in the school setting. We refer to this system as the Renegade Way. We will define and teach our students appropriate behaviors in all academic and non academic school settings, (bus, hallway, playground, cafeteria, bathroom, and locker room). The results will be a consistent school wide approach to teaching appropriate behaviors. Additionally, classroom teachers have developed appropriate Renegade Way related classroom rules as well.

Students are expected to follow many different behavior expectations while they are at school. First, we want our students to **BE SAFE, BE RESPECTFUL, and BE RESPONSIBLE** at all times as these are the cornerstones to the Renegade Way program. Renegade Way's Purpose Statement:

- Build a sense of community between home and school
- Increase positive behavior school-wide
- Use and maintain consistent language, expectations, and consequences
- Track data to guide decision-making
- Maximize academic, social, and emotional achievement

## BRISTOL SCHOOL BEHAVIOR EXPECTATIONS:

	<b>BE SAFE</b>	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>
<b>ALL SETTINGS</b>	<p>Line Basics</p> <p>Walk your bike on school property</p> <p>Stay on the walk or within yellow lines</p> <p>Stay in designated area</p>	<p>Body Basics</p> <p>Treat others the way you want to be treated</p> <p>Respect your property and the property of others</p> <p>Respect the quiet sign</p>	<p>Follow directions</p> <p>Be on time</p> <p>Be prepared</p> <p>Report all bullying behavior</p> <p>Cell phone use prohibited during school hours</p>
<b>BUS / TRANSPORTATION</b>	<p>Face forward at all times</p> <p>Stay in your seat until bus stops</p> <p>Wait for bus to stop before exiting</p> <p>Use quiet voices</p> <p>Walk your bike on school property</p>	<p>Follow bus rules</p> <p>Follow directions from bus driver, adults &amp; safety patrol</p> <p>Use kind words</p>	<p>Provide note from parent if taking alternate transportation</p> <p>Provide a note from parent to cross Hwy 45</p>
<b>HALLWAY</b>	<p>Walk at all times</p> <p>Stay in line</p> <p>Take steps on stairs one at a time</p>	<p>Quiet voices in the hallway</p> <p>Be aware of learning environments</p> <p>Keep hallways clean</p>	<p>Stay to the right</p> <p>Use hallways during passing time</p>
<b>PLAYGROUND</b>	<p>Stay in your designated area</p> <p>Use equipment as taught &amp; modeled</p> <p>Blacktop = walk, skip, gallop</p> <p>Wait for teacher to go first</p>	<p>Play fairly</p> <p>Include everyone</p> <p>Be a good friend</p> <p>Keep hands, feet &amp; body to yourself</p>	<p>Dress for the weather</p> <p>Bring in everything you take out</p> <p>Line up promptly</p>
<b>CAFETERIA</b>	<p>Walk</p> <p>Carry lunch tray with two hands</p> <p>Keep hands, feet, and body to yourself</p>	<p>Quiet Voices</p> <p>If you drop something – pick it up</p> <p>Include everyone</p> <p>Be a good friend</p>	<p>Use manners</p> <p>Take what you signed up for</p> <p>If you have a payment, make it before school</p>
<b>BATHROOM</b>	<p>Wash hands with soap &amp; water</p> <p>Throw paper towels in the garbage can</p>	<p>Give privacy to others</p> <p>Quiet voices</p> <p>Keep hands, feet, and body to yourself</p> <p>“Be Green”</p>	<p>Keep the bathroom clean</p> <p>Be quick</p> <p>Always flush</p>
<b>LOCKER ROOM</b>	<p>Walk</p> <p>Aerosol sprays prohibited</p> <p>Glass containers prohibited</p>	<p>Give privacy to others</p> <p>Quiet voices</p> <p>Cell phones prohibited</p>	<p>Lock up personal property</p> <p>Mature behavior expected</p> <p>Keep locker room clean</p>

## **CONSEQUENCES**

Major and Minor infractions of the rules have been defined and identified. For a definition of the Major and Minor infractions, please go to the Bristol School District's Website. Infraction of any of the school rules and the behavioral expectations set forth in the handbook will usually (depending on the severity of the infraction) be dealt with according to standard procedures. Possible consequences may include:

### **TIME-OUTS**

Teachers are authorized to remove disruptive pupils from class for short periods of time according to the severity or nature of the problem. When a student is removed from a class, a parent/guardian will be notified.

### **BEHAVIORAL NOTICE**

These notices are not detentions. However, it is a situation that requires us to inform parents of their child's actions. It warns the parents that their child is heading toward a detention and/or a possible Office Referral. Behavior notices must be signed by a parent/guardian and returned to school the next day.

### **DETENTIONS**

Detentions are written notices that are sent home. Detentions must be signed by the parent and returned to school. Students serving a detention are responsible for arranging a ride home. Students cannot stay after school for a detention unless a parent or guardian has provided written or verbal consent.

Immediate detentions/suspensions may be issued for serious misbehavior, such as but not limited to: defiance of a teacher, causing bodily harm, fighting, swearing, tardiness, etc.

### **OFFICE DISCIPLINARY REFERRALS**

Office Disciplinary Referrals (ODR) are written by staff members when serious rule violations occur or when other methods have grown ineffective. All ODR's go to the Administration for a more in-depth look at the situation. The Administration will consider any past interventions as well as any teacher recommendations before issuing any consequences. All efforts will be made to send home the ODR'S the day it is written. The ODR is to be signed by the parent/guardian and returned to the main office on the next school day.

### **SUSPENSIONS**

In-school (ISS) and out-of-school (OSS) suspensions are consequences issued by Administration. Immediate suspensions can be issued for more serious infractions. Legal authorities will be contacted when necessary. Parents are required to contact School Administration before the child is allowed to return to the classroom or school. A student receiving a suspension will automatically forfeit privileges of attending any and all extracurricular activities until appropriate behavior has been demonstrated on a consistent basis.

### **EXPULSIONS**

Commission of violence, threats against someone's life, illegal acts, bringing guns or weapons to school, possession or consumption of alcohol, and/or other serious infractions of school rules could lead to legal authorities being contacted, and up to and including expulsion proceedings.

Possession of controlled substances: tobacco, cigarettes, or the use of other controlled substances will result in immediate suspension and the Board may begin expulsion proceedings for the first offense. Possession of smoking material or smoking including vaping products and devices on school property or at a school sponsored event will result in an automatic three-day suspension for the first offense. Legal authorities will be contacted because it is against the law. Fines will be issued. Upon a second offense, the offender will be brought before the Board of Education to face expulsion proceedings.

Depending on age, severity, and extenuating circumstances of the offense, consequences may range from a suspension (1 or more days), and/or legal authorities being contacted instead of expulsion proceedings. Please refer to the following School Board Policies for more information concerning suspensions and expulsions.

## **BASIC SCHOOL RULES:**

Each Search and Seizure: Bristol School District's Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy. Please refer to the following School Board Policy for more information concerning Search and Seizure.

1. Guns, knives, and items that could be considered weapons or making threats of any sort are not allowed. Legal authorities will be contacted when necessary and fines will be assessed. The student(s) also faces the possibility of Expulsion proceedings.
2. Tobacco products, drugs, vaping products, vaping devices and alcoholic beverages are not allowed. Matches and lighters fall into this category. Legal authorities will be contacted when necessary and fines will be assessed. The student(s) also faces the possibility of Expulsion proceedings.
3. Fighting, pushing, shoving, roughhousing, name-calling (Bullying), or behavior that may result in injury is not allowed.
4. Destroying, defacing, or taking property belonging to another person or the school are not allowed.
5. Students are not permitted to bring their personal computers to school at this time. E- readers are permitted at the classroom teacher's discretion.
6. Swearing, profanity, and other inappropriate language or material is not allowed.
7. Leaving school grounds without permission is not allowed.
8. Students must secure permission from a teacher or adult staff member to use the classroom telephone, office telephone, or cell phone.
9. No loitering is allowed before, after, or during school. Students must have a pass to be in the hallways or washrooms. Students must secure appropriate permission to be anywhere other than their assigned area. Students are expected to move promptly between classes, to and from the buses, during recess, etc. Move with purpose, without inhibiting the flow, and always give extra consideration to younger students. A good rule of thumb is "keep to the right." Do not run in the hallways!
10. Unsupervised students are not allowed in the parking areas or by the loading dock area.

# **BULLYING**

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

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to a teacher, counselor, or school administration. Complaints against the building Principal or Associate Principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

## **CELL PHONE USAGE**

In light of some potential problems that the use of cell/picture phones can cause at school, here are our expectations for cell phone usage:

1. All cell phones will be turned off during regular school hours (7:35am – 2:45pm).
2. No student may use or display a cell phone during regular school hours without permission from school personnel. Permission will be granted for medical or educational purposes. This rule also includes texting during school hours.
3. Cell phones are not permitted in locker rooms.

## **CONSEQUENCES – CELL PHONE USAGE**

Students that do not follow these rules are subject to consequences.

1st Offense-Confiscation of electronic device (Student pick up at end of the school day)

2nd Offense-Confiscation of electronic device (Parent pick up)

3rd and Repeated Offenses-Progressive Discipline



## **HALLWAY BEHAVIOR**

Because of the increasing enrollment and large number of students in the hall during many periods of the day, rules for hall traffic are essential.

1. Keep to the right in halls. Do not block traffic by standing in groups.
2. Walk. Do not run. Do not push, shove or chase.
3. Keep the noise level at an acceptable level. Be considerate of others in the halls and of the classrooms in session.
4. Keep the school clean by picking up paper from the floor, especially if it falls from your locker.

## **CONSEQUENCES – HALLWAY BEHAVIOR**

Consequences for negative behavioral choices in the hallway can range from a time out to a suspension depending on the seriousness of the infraction.

## **PLAYGROUND RULES**

Safety on the playground is an important consideration of everyone. It is important for order to be maintained. As part of its curriculum, the Physical Education Department covers playground safety during the first two weeks of school. Rules and safety procedures are discussed for each piece of equipment. Students may bring footballs, basketballs, or other game equipment to school. This equipment is to be used with the approval of the classroom teacher or playground supervisor.

The following is a list of general rules necessary to keep all students as safe as possible:

1. Fighting, wrestling, tackling, rough-housing, and play fighting, are not allowed.
2. Swing on swings properly. Do not stand on the swings.
3. Slide down the slides only. Do not walk up the slides or go down them improperly. Make sure that you slide down feet first in an upright position.
4. Touch football is allowed. Absolutely no tackling!
5. No snowball throwing or king of the hill. The snow stays on the ground.
6. All tag games are to be played out in the grass areas.
7. Regulation league baseballs or hard softballs are not allowed.
8. Abusive language and teasing are not allowed
9. Any activity that appears to be dangerous will be stopped.
10. Line up quickly and quietly when recess is over. Proceed quietly through the hallways.
11. Listen to the playground supervisors and seek them out if you have a problem.

## **CONSEQUENCES – PLAYGROUND**

Negative behavioral choices on the playground are subject to disciplinary action.

## **SCHOOL ATTIRE AND GROOMING**

Parents are asked to do their part by sending their children to school properly groomed and dressed. It is important that we realize how much behavior and physical attire affects Bristol School. The way we look and how we act says a lot about us. It takes the cooperation of educators, parents, and students to make Bristol School the best possible school it can and should be.

When you look over these rules, please keep in mind the positive image we are trying to create for our school and for all the students.

1. Clothing must fit appropriately. Any article of clothing that appears too baggy will not be allowed. Pants and/or slacks are expected to be worn at the waist as intended.
2. Any clothing with rips, tears, and/or holes shall not show exposed skin.
3. Any article of clothing advertising alcohol, drugs, tobacco; obscenities, vulgarity, profanity; or portrays violence will not be allowed.
4. Appropriate shorts (mid-thigh or longer) can be worn at the beginning and end of the school year. Please consider the weather when choosing appropriate attire for school.
5. Halter tops, bare midriffs, half shirts, large net shirts, and swim/beach-wear shall not be worn. Flip-flops are not school attire and are not allowed to be worn!
6. Dangling and large loop-type earrings that could become easily caught or snagged are not allowed in school for safety reasons.
7. To be considered appropriate for school, 5-8 grade students that wear yoga pants must have a shirt that covers to mid-thigh. Spandex, spandex-type, and any skin-tight clothing, in most cases, are not appropriate for school.
8. Footwear and other accessories that might result in damage to the building or to other students will not be allowed.
9. Hats and caps are not to be worn inside the building, unless for a special school approved event or approved by administration.

Your cooperation and support in raising the image of the school and that of your child is greatly appreciated. Dress that challenges the rules tends to disrupt the learning environment that we are trying to promote. It can also create and contribute to safety hazards as well as challenge the philosophy of the school. When school attire is deemed not appropriate, a phone call to the parents/guardian will be made asking for a change of clothing. Chances are if you have any questions or doubts about what you're wearing before you leave your house, it probably should not be worn to school.

## **STUDENT DUE PROCESS**

A student accused of a rule or policy infraction will be awarded due process: that is, the accused will be told what rule or policy has been thought to be violated. The student will have an opportunity to explain, ask questions, seek council, etc. Honesty is the best policy. Please refer to the following [Bristol School District's Board Policies](#).



# **OTHER SCHOOL RELATED INFORMATION**

## **ATHLETICS AND EXTRA CURRICULAR OPPORTUNITIES COMPETITIVE ACTIVITIES**

The Athletic Handbook and our Concussion Management Plan can be found on the school's website.

Bristol School District offers the following athletic programs: Softball (grades 7-8), Cross Country (grades 5-8), Basketball (grades 7-8), Cheerleading (grades 7-8), Volleyball (grades 7-8) and Track (grades 7-8). *If participation is low in any of the offered athletic programs, grade 6 students will have the opportunity to participate.*

Students who participate in any sport must sign the competition pledge card, which requires a parent signature before any athlete will be allowed to participate. This card is filled out each year and remains on file for one academic year.

Student Athletes must maintain a 2.0 grade point average without any failing grades to be eligible for the various sports that Bristol School District provides.

Student eligibility: Sign-ups for each sport will be conducted two weeks prior to tryouts. Once the signup period is over, the parents of any potential athlete with academic concerns will be notified. Any student athlete must be academically eligible at the time of tryouts.

To be eligible, potential student athletes must have a grade point average of 2.0 or better with no failing grades.

Once the teams are chosen, team members will have their grades monitored weekly. Any student athlete that has a grade point below 2.0 or an "F" in any subject area will immediately become ineligible to participate in any competition(s) for 1 week. However, the student athlete will be allowed to practice. After 1 week, if the grade point is still below a 2.0 or if the grade remains an "F," s/he will be removed from the team for the remainder of the season.

Discipline issues may also be a factor into the decision of removing a participant.

### **ATHLETIC FEES**

A \$10 athletic fee will be charged per student athlete for each sport s/he participates in, with a maximum of \$50 per family. Fees will be collected at the start of each season.

### **EQUIPMENT**

Organizations using the school grounds must furnish their own equipment. Skateboards, sleds, or other equipment, which can be unsafe in large group activities, are not allowed.

## **EXTRA CURRICULAR ACTIVITIES**

Extracurricular activities are an extension of learning. There are many opportunities within Bristol School to participate in these activities. These activities include but are not limited to Jazz Band, Battle of the Books, Drama, Forensics, Student Council.

Each student, who wishes to participate in these activities, must meet the eligibility standards outlined in the "Extra Curricular Handbook." A copy of this handbook is available online and in the office.

## **SPECTATORS**

These events are also considered a privilege. Any student with two or more un-served detentions or two or more disciplinary referrals, or one suspension may be denied all athletic privileges.

Only students in grades 5-8 are allowed to attend athletic events. Students in grades 3K through 4 MUST be accompanied by a parent or guardian.

## **EMERGENCY PROCEDURES**

Teachers of our school have been trained to move their students to the area of the building considered to be the safest place in the event of an emergency. Warnings will be given directly over our intercom system. Students must remain quiet and orderly during these exercises.

Fire drills will be held once a month, weather conditions permitting. Students are expected to leave the building via the closest exit. The students will move to a location to avoid danger and emergency vehicles. Students on the second floor should exit from the west doors.

## **GRADUATION**

Bristol School District views graduation as a privilege, not a right of the student. It is something that needs to be earned. If an eighth grade student does not perform up to the expected standards of all eighth grade students, he/she may be removed from any or all eighth grade ceremonies. Instead, he/she may be given a Certificate of Attendance in place of a diploma.

Reasons this may occur are as follows, but not limited to: grade point average below 2.0 for three or more quarters, excessive absenteeism, continuous failure to follow school behavioral expectations, and late or missing assignments.

## **GRADUATION AWARDS**

Each year many awards are given to students at the end of the year to enhance our educational program. We encourage all children to do their best and to strive for these awards. Some of these awards include: 8th Grade Student of the Year, American Legion Award, School Service and Challenger Awards. Additional awards are given out at the 8th Grade Banquet.

## **FUNDRAISERS**

No solicitation will be allowed by students at Bristol School unless approved by Bristol School's Administration.

## **USE OF TEXTBOOKS**

We purchase textbooks on a periodic basis and these books are expected to last from five to six years. They are costly and need to be preserved for that length of time. Textbooks must be covered at all times and used respectfully.

During the last four weeks of the academic school year, textbooks will be evaluated for extent of damages. Fines will be assessed accordingly. A schedule has been set forth to assess damages.

1. Broken back	\$2.00 - \$5.00
2. Torn page(s)	\$. 50 per page
3. Bent corner(s)	\$.25 - \$.50 per page
4. Water damage	\$2.00 or certain % of the book
5. Writing in book	Certain % of the book

All costs listed and not listed will be under the discretion of Bristol School's Administration.

## **VANDALISM**

Students, along with their parents, will be held responsible for damage to equipment or other school property. A value will be set by the Administration and a statement sent out to the parent.

## **VEHICLES ON SCHOOL PROPERTY**

Cars, trucks, snowmobiles, four-wheelers, motorcycles and other high-risk equipment are not permitted on school grounds except as permitted for school business.

## **VIDEO SURVEILLANCE**

Bristol School uses video surveillance cameras in and around the district facility (Policy 7440.01.)

## **FILING A COMPLAINT UNDER FERPA (A.G.8330)**

Eligible students or parents/guardians of minor students may file a complaint for alleged District noncompliance with requirements of the Federal Family Educational Rights and Privacy Act (FERPA) with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605 and the Protection of Pupil Rights Amendment (PPRA).