

PARENT/STUDENT HANDBOOK

2023-2024

Attendance Line: (262) 857-2334
School Hours: 7:35am - 2:45pm



Being a Positive & Lasting Influence for All!
Bristol School District #1 • 20121 83rd Street, Bristol, WI 53104

TABLE OF CONTENTS

TABLE OF CONTENTS	1
SCHOOL CALENDAR 2023-2024	4
WELCOME TO BRISTOL SCHOOL	5
VISITORS, GUESTS, PARENTS/GUARDIANS & RELATIVES	5
SPECIFIC SCHOOL RELATED INFORMATION	5
ARRIVAL AND DISMISSAL PROCEDURES	5
GENERAL MORNING GUIDELINES	5
STUDENT ARRIVAL	5
STUDENT DISMISSAL	6
FOOD RELATED SERVICES	6
BREAKFAST PROGRAM	6
LUNCH PROGRAM	7
INCLEMENT WEATHER & EMERGENCY CLOSING	7
COLD WEATHER PROTOCOL	7
INFORMATION CHANGES	7
MONEY COLLECTION	7
MEDICATION	8
REGISTRATION INFORMATION	8
4K REGISTRATION	8
KINDERGARTEN REGISTRATION	9
NEW STUDENT ENROLLMENT AFTER THE REGISTRATION WINDOW CLOSES	9
STUDENT TRANSFER	9
SUPPLIES	9
PARENT SECTION	9
MANDATORY REPORTING: LEGAL REFERENCE; WISCONSIN STATUTE	9
ACCOMMODATION OF SINCERELY HELD RELIGIOUS BELIEFS	10
ATTENDANCE	10
ABSENCES	10
UNEXCUSED ABSENCES/TRUANCY	10
PROCEDURE FOR REPORTING AN ABSENCE	11
TARDINESS	11
ILLNESS, EXCUSES & APPOINTMENT PICKUPS	11
RECESS EXCUSE/ILLNESS	11
PHYSICAL EDUCATION EXCUSES	12
LEAVING SCHOOL PREMISES	12

GENERAL INFORMATION	12
BUSING INFORMATION	12
CONSEQUENCES-BUS BEHAVIOR	13
BUS RULES	13
MEDIA	14
CLASSROOM MEDIA	14
MEDIA AUTHORIZATION	14
STUDENT NETWORK/INTERNET ACCEPTABLE USE & SAFETY	15
GRADING & ASSESSMENTS	15
GRADING SCALE	15
ASSESSMENTS	16
LATE WORK GENERAL POLICY	16
MAKE-UP WORK	16
REPORT CARDS AND CONFERENCES	17
STUDENT REQUIREMENTS FOR ATTENDING SCHOOL TRIPS	17
VOICING PARENT CONCERNS	17
STUDENT/PARENT SECTION	18
BEHAVIORAL EXPECTATIONS	18
PBIS AND THE RENEGADE WAY	18
BRISTOL SCHOOL BEHAVIOR EXPECTATIONS	19
ACKNOWLEDGEMENTS AND CELEBRATIONS	19
BEHAVIOR RESPONSE	20
BRISTOL SCHOOL: MINORS AND MAJORS CHART	20
STUDENT REMOVAL FROM CLASS	21
BEHAVIORAL NOTICE	21
DETENTIONS	21
OFFICE DISCIPLINARY REFERRALS	22
SUSPENSIONS & EXPULSIONS	22
SEARCH AND SEIZURE	22
BULLYING	23
CELL PHONE USAGE	23
CELL PHONE CONSEQUENCES	24
SCHOOL ATTIRE AND GROOMING	24
STUDENT DUE PROCESS	25
OTHER SCHOOL RELATED INFORMATION	26
ATHLETICS & EXTRA CURRICULAR OPPORTUNITIES	26
ATHLETIC FEES	26
SPECTATORS	26

EXTRA CURRICULAR ACTIVITIES	26
EMERGENCY PROCEDURES	27
FUNDRAISERS	27
USE OF TEXTBOOKS	27
DISTRICT ISSUED CHROMEBOOK GUIDELINES & EXPECTATIONS	27
VEHICLES ON SCHOOL PROPERTY	28
VIDEO SURVEILLANCE	28
FILING A COMPLAINT UNDER FERPA (A.G.8330)	28

SCHOOL CALENDAR 2023-2024

Open House - 4pm-6pm	August 29
School Begins	August 31
NO SCHOOL	September 4
NO SCHOOL 4K; Early release all other students	September 13
NO SCHOOL - Teacher In-service	September 25
NO SCHOOL 4K; Early release all other students	October 11
Parent Teacher Conferences 4pm-7pm	October 25
NO SCHOOL - Parent Teacher Conferences 7:30-11:30am	October 26
NO SCHOOL	October 27
NO SCHOOL 4K; Early release all other students	November 8
NO SCHOOL -Thanksgiving Break	November 22-24
NO SCHOOL 4K; Early release all other students	November 29

<i>End of Trimester 1</i>	December 1
NO SCHOOL 4K; Early release all other students	December 13
NO SCHOOL -Winter Break	Dec. 22-Jan. 1
School Resumes	January 2
NO SCHOOL 4K; Early release all other students	January 10
NO SCHOOL – Teacher In-service	January 22
NO SCHOOL 4K; Early release all other students	January 31
Parent Teacher Conferences 4pm-7pm	February 14
NO SCHOOL - Parent Teacher Conferences 7:30-11:30am	February 15
NO SCHOOL	February 16
NO SCHOOL - Teacher In-service	February 19
NO SCHOOL 4K; Early release all other students	February 28

<i>End of Trimester Two</i>	March 8
NO SCHOOL 4K; Early release all other students	March 13
NO SCHOOL -Spring Break	March 25-29
NO SCHOOL	April 1
NO SCHOOL 4K; Early release all other students	April 3
NO SCHOOL 4K; Early release all other students	April 17
NO SCHOOL – Teacher In-service	April 22
NO SCHOOL 4K; Early release all other students	May 8
NO SCHOOL 4K; Early release all other students	May 22
NO SCHOOL -Memorial Day	May 27
4K Graduation - 9:00 am	June 3
8th Grade Graduation	June 5
Last Day of School	June 6

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/GUARDIANS & RELATIVES

We are a friendly school and welcome visitors at any time. All visitors must enter at Door #2 and sign in at the School Office upon arrival. We utilize the Raptor Visitor Management 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.

SPECIFIC SCHOOL RELATED INFORMATION

ARRIVAL AND DISMISSAL PROCEDURES

GENERAL MORNING GUIDELINES

Children should arrive at school no more than 15 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 7:20 am with the exception of door #2, which opens at 7:15am for students eating school breakfast. At 7:20 doors #2, #7 and #10 will be open for student arrival.

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.

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, entering through doors #2, or #3 (does not open until 7:30 am).

STUDENT DISMISSAL

We want our afternoon pick up time to be as safe as possible for everyone. Please obey all signage and staff directions, follow the pick up line procedures and always be alert for adults and children in the parking lot area. 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 2:45 pm. Access to the east pick up point is from Highway 45. If heading north on Hwy 45, no left turn is permitted into the east side parking lot.
2. Students can be picked up on the north side of the building starting at 2:45 pm. Students must wait on the sidewalk between Doors #2 and #3 for their ride. Students are not allowed to play on the playground while waiting for rides.
3. If a parent has not arrived by 3:00 pm, students will be escorted to the School Office where a staff member will attempt to contact a parent.

Walkers Crossing Highway 45

1. All students that walk home will be dismissed from their homerooms at 2:45 pm. **Walkers that routinely cross Highway 45 must have a signed parent permission note on file in the School Office.**
2. **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.**

FOOD RELATED SERVICES

BREAKFAST PROGRAM

Breakfast is served every morning from 7:15 am-7:30 am in the cafeteria. Families who would like their children to eat breakfast at school can make payments through Skyward: Family Access or by check, made to Bristol School, and bring it to the main office. Checks should be placed in an envelope with the child's name, grade, and titled "meal account." The cost for breakfast for the 2023-2024 school year is \$1.60 (\$0.30 for reduced breakfast fee). Families who need assistance with meal fees must complete the Household Application for Free and Reduced Price School Meals within the school registration process or through the Bristol School website Families & Students menu to qualify for free or reduced meal fees.

LUNCH PROGRAM

Lunch is served daily when school is in session and offered. Families should make lunch payments through Skyward: Family Access or by check made out to Bristol School and brought to the main office. Checks should be placed in an envelope with the child's name, grade, and titled "meal account." The cost of lunch for the 2023-2024 school year is \$2.95 (\$0.40 for reduced lunch fee). Families who need assistance with meal fees must complete the Household Application for Free and Reduced Price School Meals within the school registration process or through the Bristol School website Families & Students menu to qualify for free or reduced meal fees.

INCLEMENT WEATHER & EMERGENCY CLOSING

COLD WEATHER PROTOCOL

Our goal is to have 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°F: Remain indoors
- Between 0-9°F: Shortened Recess
- 10°F and above: Full recess

If the school is to be closed due to inclement weather, an automated message will be sent to Parents/guardians. 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/guardians.

We encourage all Parents/guardians 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 babysitter's house, calling a parent at work, etc.)

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, the student's first and last name, grade and teacher's name, especially for students 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 a parent/guardian to complete a [Medication Authorization 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.

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. Administering the medication shall be supervised by the designated school personnel at a time conforming with the indicated schedules. **Questions regarding medication administration can be directed to nurse@bristol.k12.wi.us.**

It is important that an accurate and confidential system of record keeping be established for each student receiving medication. The Medication Authorization Form shall be kept on file. This should include the type of medication, the dose and the time to be given. The Parents/guardians must notify the school when the dosage is changed or the time of dosage is changed.

School personnel shall under no circumstance provide aspirin, Tylenol, cough drops, or any other medication to students without meeting the criteria 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.

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 2023-2024 is dependent upon the grade level. Grade-level registration fees are found in the online registration information. Student registration will be available online at the end of July. All students are required to register for school during this time. Students will not be able to attend school until registration has been completed. To learn more about the student registration process and resources, visit [Bristol's Registration Web Page!](#)

4K REGISTRATION

To enter 4K, a child must be four years of age on or before September 1 of the current school year. 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 of the current school year. 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 students who are new to the district.

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 child's last day. We will forward records to the new school district upon their request.

SUPPLIES

[School supply lists](#) can be found on Bristol School District's website, under the School tab. 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/guardians 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 conflict with his/her religious beliefs or value system, the school may honor a written request for his/her child to be excused from particular classes for specific 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

ABSENCES

We understand Parents/guardians 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. In instances of illness for more than three (3) days, a statement from the child's physician may be requested per Wisconsin statutes.

The number of excused and unexcused absences must be reported by Bristol School in detail to the Wisconsin Department of Public Instruction.

Parent/Guardian reported "excused" absence reasons include but are not limited to:

- a. Illness
- b. Religious holiday
- c. Emergency
- d. A student may be marked excused for no more than ten (10) total days per school year and will be required to submit a long term absence request form at least 5 days prior to the absence for the following reasons:
 - Medical appointment
 - Funeral
 - Vacation
 - Legal proceeding

For all absences, it is the student's responsibility to inquire about make-up work prior to or upon return to school.

Whenever possible planned excused absences exceeding one school day should be approved one week in advance by submitting an excuse form linked here: [Absence Excuse Form](#)

UNEXCUSED ABSENCES/TRUANCY

All other parent-reported absences, non-reported absences, and absences beyond the 10 days referenced above in section d will be classified as unexcused/truant. The bottom line is that we want your child here at school. Furthermore, accumulating ten (10) unexcused absences in a school year may lead to truancy proceedings (Wisconsin State Statute §118.16).

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 as habitually truant when s/he is absent without an acceptable excuse for all or part of ten or more days in a school year. 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.

PROCEDURE FOR REPORTING AN ABSENCE

All absences must be reported to school each day by 8:45 am. Absences can be reported in the following ways:

- Skyward: Family Access
- Email attendance@bristol.k12.wi.us
- Phone: 262-857-2334, option 2

TARDINESS

We expect students to be at school and in their seats on time each day. Our goal is for your child to arrive at school by 7:30 am regardless of his/her grade. Being at school by 7:30 am will prevent any tardy issues. The first class of the day starts at 7:35 am. 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/guardians will be contacted if the number of tardies is deemed excessive (5 in a trimester) and may lead to tardy truancy proceedings.

ILLNESS, EXCUSES & APPOINTMENT PICKUPS

Any parent picking up a child for any reason during school hours must sign the student out in the School Office (Door #2). When a child becomes ill or injured, Parents/guardians will be contacted by the school to pick up the child. If no one is at home or if the Parents/guardians 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 school administration or health room personnel, the child will be taken to the hospital emergency room by rescue squad. Costs of the procedure will remain the obligation of the Parents/guardians.

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 physical education classes 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 a parent/guardian will excuse a child from participation for that day. If the injury or illness persists longer than two consecutive physical education class periods, a medical excuse would be required. A student excused from physical education class will not be allowed to actively participate in recess, sports practice, or athletic 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, email or telephone call from the parent or legal guardian listed in Skyward. Anyone leaving the school property without proper permission will receive a consequence. If a student needs to leave school early for any reason a legal guardian, listed in Skyward, should notify the school office at 262-857-2334 at least 30 minutes prior to pick up.

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/guardian. 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 to 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.
5. 4k and 5K students must be accompanied by an adult or sibling 1st grade or higher at pick up and drop off.

The bus 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 school discipline team. The school discipline team 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/guardians will be notified of any suspension before the suspension goes into effect. Parents/guardians 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 five calendar days after notification of such a suspension. The Board will set a hearing within ten 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/guardians will be notified before a suspension will go into effect. When a bus suspension is issued, Parents/guardians 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. Students are not permitted to use cell phones and other electronic devices to take photos or recordings of any kind 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. Do not cross behind the bus.
8. Stay in your designated seat. No moving from seat to seat.
9. Keep hands, head and possessions 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.
12. Leave no articles on the bus.

13. No littering inside or outside the bus.
 14. Students must be totally silent at railroad crossings.
 15. No tampering with or defacing the equipment.
 16. Help look after the safety and comfort of younger students.
 17. If there is any circumstance in which a student will be dropped off at a stop that is not their scheduled stop or taking a different bus, Parents/guardians need to send a written request with your child **at least a day in advance of the change**. Requests should be brought to the main office for administrative approval. This is necessary for safety reasons.
 18. There is no eating or drinking on the bus. All school rules apply.
 19. No objects too large to hold in the lap or placed under the seat may be transported on the bus.
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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 students to ensure that it is suitable for the intended age group.

MEDIA AUTHORIZATION

Bristol School District is always excited to celebrate student achievements, outstanding work, recognitions, and successes through a variety of media outlets including newspapers, the district website, and district social media accounts.

Selection of student publication permissions (photo, name, work, voice or video) are part of the yearly student online registration. These publication permissions include the following three levels:

- Local (yearbooks, photographs, program rosters, articles, etc.)
- District (website and social media)
- Out-of-District (newspapers)

By selecting “no” to any of the above during the online registration process, it means that the student does not have permission for their photo, name, work, voice or video to appear in any publication within that category.

Once selections are completed during the registration process, changes needed to the three levels of publication permissions can be made by emailing contactus@bristol.k12.wi.us for further information.

STUDENT NETWORK/INTERNET ACCEPTABLE USE & 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/guardians 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 any district resource 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 websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

GRADING & ASSESSMENTS

GRADING

Student progress for students in grades 4K-3 will be communicated to families based on the standards for each grade. The following codes will be used to indicate student progress within each standard/criterion on the report card:

M: Meeting or exceeding current expected proficiency for standard	W: Working toward current expected proficiency for standard	I: Needs improvement to attain current expected proficiency for standard
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Student progress in grades 4-8 will be communicated to students and families using the grading scale below:

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

Students are assessed academically in each subject area throughout the school year. Some of these assessments 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.

SCHOOLWORK COMPLETION EXPECTATIONS

School work is assigned to support independent student application and practice of learning both in class (classwork) and outside of school (homework). Students are expected to complete classwork and homework by given deadlines so that they fully understand and can demonstrate mastery of the current standards. Student failure to complete school work in a timely manner will likely result in unsuccessful assessments, negatively impacting their learning progress and grades.

We expect students in the upper grades (4-8) to communicate with their teachers when additional time and support is needed to complete schoolwork and advocate for themselves when they are struggling with independent application. Parents/guardians should reach out to teachers if students in grades 4K-3 require additional time and support with schoolwork.

For school work that is not submitted by the communicated deadlines, students should expect delayed feedback and grading from teachers. Any late school work must be submitted at least five school days prior to the end of the trimester to be factored into the grades of that marking period.

MAKE-UP WORK

When students are absent, they should adhere to the the guideline regarding schoolwork that is outlined below:

Students should complete learning and work within one day for each day absent. For example, if a student is absent for three consecutive days, they should complete all the work missed within three days upon their return to school. This includes assessments that were missed during their absence.

Students who do not follow the above guideline are likely to fall behind in their learning resulting in decreased achievement and grades.

Families and students may request schoolwork when students are absent from school. Requests must be made to the child's teacher(s) no later than 9:00 am to be ready by the end of the school day.

In the case of vacations, students are expected to follow the guideline above. If your child is going on vacation, please be sure to complete the long term absence request form at least 5 school days prior to the first absence date. Missed learning and/or schoolwork may be listed on the form and provided by teachers prior to absence when possible.

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/guardians, teachers or pupils may request conferences when a feeling of necessity exists. Please keep the teacher's normal workday in mind when making appointments between 7:20 am and 3:20 pm. Report cards will be accessible to families through Skyward: Family Access each trimester. If families would like to request a paper copy of a report card, please contact the teacher. All student grades may 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/guardians 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/guardians will have a question or concern about an 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 one or both of the school principals. Concerns regarding academics can be directed to the Principal of Curriculum and Instruction. Concerns regarding staff response to student behavior can be directed to the Principal of School Safety & Culture. All concerned parties may attend. Please do not demean educators or the school in front of your child(ren). 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.
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STUDENT/PARENT SECTION

BEHAVIORAL EXPECTATIONS

Bristol School District is committed to providing a safe, respectful and responsible educational environment for all of its students.

With that being said, it's important that students, Parents/guardians and school personnel work together in order for effective teaching and learning to take place.

PBIS AND THE RENEGADE WAY

Bristol School uses the Positive Behavior Intervention and Support (PBIS) system. We refer to this system as the Renegade Way. We will define and teach our students appropriate behaviors in all academic and nonacademic 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

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

Developing positive behavioral habits in students will be most effective utilizing the following points:

1. Support by Parents/guardians
2. Consistent teaching and 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

BRISTOL SCHOOL BEHAVIOR EXPECTATIONS

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

ACKNOWLEDGEMENTS AND CELEBRATIONS

Bristol School looks to acknowledge positive choices being made by our students. With this, students are acknowledged with Dojo Points and Bristol Bucks that are given when students exhibit respectful, responsible, and safe behaviors. Throughout the school year, teachers will allow students to spend their points/bucks on various acknowledgement items or activities.

In addition, the PBIS team will host school celebrations throughout the year to acknowledge our student body and the positive choices that are made.

Behavior Response

It is important that all students follow the expectations set forth in the student handbook as well as individual classroom expectations. When behavioral concerns arise, teachers or any member of the faculty/staff will intervene and the classroom management system will be implemented.

Based on the nature of the behavior, the child may return to the task at hand and a minor may be issued. When deemed necessary, a teacher will communicate with Parents/guardians the behavioral concern.

If the child repeats the unacceptable behavior or if the behavior is considered a major, the teacher/staff member will enter an office referral form in our Skyward system. Office referrals will be handled by the dean of students or principal. Restorative activities may be assigned and/or a consequence as deemed necessary.

Examples of major and minor infractions of the rules are defined and identified. For a definition of the major and minor infractions, please reference the chart below.

BRISTOL SCHOOL: MINORS AND MAJORS CHART

Minors: Managed by Classroom Teachers & Staff)	Majors: Managed by Administrative Staff
Disrupting the Learning of Others: <i>Causing disorder and/or upsetting the learning environment which in turn interferes with any student's ability to learn.</i>	Threatening Others (Abusive, Harassing, or Intimidating Language/Actions): <i>Any action or language that demeans, offends, harms, or endangers others.</i>
Horseplay: <i>Rough or boisterous play and/or behavior that could lead to personal injury.</i>	Bullying: <i>Bullying is unwanted, aggressive behavior among people that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.</i>
Lying: <i>Participating deliberately in deceiving (not telling the truth) to a teacher or lying about others.</i>	Fighting or Physical Aggression: <i>Any physical contact with intent to provoke or injure another person, or violation of another person's personal space with the intent to provoke. Horseplay that leads to or has the potential for physical injury is subject to be included in this category.</i>
Swearing: <i>Using unacceptable language at school or at school functions. Some forms of swearing can also be considered a major offense.</i>	Swearing/Inappropriate Language Directed at Others: <i>Any inappropriate language that is offensive to or directed at others.</i>
Property Damage: <i>Damage to school property or others' personal property. Some property damage could be considered vandalism, which is a major offense.</i>	Vandalism: <i>Intentional and/or irreparable damage to or the destruction of school property or others' personal property.</i>
Dress Code Violations: <i>Attire that is not in agreement with the standards of dress deemed appropriate by the Bristol School District. See Student Handbook.</i>	Use and/or Possession of Weapons: <i>The possession or use of a weapon on school property, including but not limited to firearms, knives, look-a-like weapons, or other objects capable of causing physical harm.</i>
Littering: <i>Not disposing of trash, paper, food containers, recyclables, etc.</i>	Use and/or Possession of Tobacco, Drugs, or Alcohol: <i>Any student on school grounds may not possess any substance or paraphernalia containing tobacco, alcohol, or anything defined as</i>

	<i>a drug (this includes imitation or look-a-like product).</i>
Cheating/Plagiarism: <i>Completing or turning in any work that is not a student's original work.</i>	Bristol School District Acceptable Use Policy Violations (AUP): <i>Any behavior that violates the Bristol School District AUP policy for technology use can be considered a major offense.</i>
Violation of Classroom/School Wide Expectations: <i>Not meeting the classroom standards or school wide expectations set by Bristol School District faculty and staff.</i>	Chronic and/or Severe Minor Violations: <i>Repeated failure to follow classroom or school wide expectations (continued minor offenses)</i>
Defiance/Insubordination: <i>Active refusal to comply with school rules or follow directions by any school staff. Note: Continued acts of defiance/insubordination can be considered a major offense.</i>	Continued Acts of Defiance/Insubordination: <i>Continued refusal to comply with requests given by any school staff. offense)</i>
Public Displays of Affection: <i>Public displays of affection between two individuals such as kissing or prolonged physical touch.</i>	Fire devices: <i>Ignition devices/matches and lighters are not permitted on school grounds.</i>
	Student Truancy: <i>Leaving the school building and/or school grounds, or being unaccounted for.</i>
	Inappropriate Touching: <i>Any touching of another person's body in their private areas.</i>

Possible consequences may include, but are not limited to; student removal from class/time outs, behavioral notices, detentions, office disciplinary referrals, suspension, referral to law enforcement or referral for expulsion.

STUDENT REMOVAL FROM CLASS

Teachers are authorized to remove disruptive pupils from class for short periods of time according to the severity or nature of the problem.

BEHAVIORAL NOTICE

Behavioral notices are given in written form at the primary grade levels and are entitled, "Think Tanks." The purpose of these notices is to inform the parent/guardians that their child has made a decision that is not considered to be respectful, responsible, or safe, and that a potential office disciplinary referral (ODR) could result if the behavior continues. Additionally, these forms allow for teachers and Parents/guardians to reteach and reinforce positive behaviors and choices. A "Think Tank" must be signed by the parent/guardian and returned to school the next day. Recurring misbehaviors at the intermediate or secondary grade levels will be communicated to Parents/guardians by either a teacher, dean of students, or principal.

DETENTIONS

Detentions are given when a student exhibits recurring minor behaviors that are not consistent with being respectful, responsible, or safe. Any teacher may issue a lunch or after-school detention. If a student exhibits what is considered to be a major infraction, the school's dean of students may issue a lunch or after school detention. Notice of after-school detentions will be communicated and arranged with Parents/guardians. Failure to report to detention may result in the issuing of another detention or in-school suspension. Students are expected to work quietly on school assignments and/or on a teacher directed activity while serving a detention.

OFFICE DISCIPLINARY REFERRALS

Office Disciplinary Referrals (ODR) are submitted by staff to school leadership when a student exhibits recurring minor behaviors, leading to a major, or when a student has committed a major offense. When an ODR is submitted, the dean of students or principal will meet with the student and determine further action steps to be taken. Parents/guardians will be notified of an ODR once action steps have been determined.

When a major offense committed includes evidence that an illegal activity might have occurred or that a child's safety or well being is in jeopardy, legal authorities will be contacted.

SUSPENSIONS & EXPULSIONS

In-school (ISS) and out-of-school (OSS) suspensions are potential action steps taken by the school leadership team when a major infraction has occurred by a student and is deemed warranted. Parents/guardians will be contacted by school leadership and informed of this decision. A plan will then be developed in collaboration to aid in the student keeping on pace with their academic requirements. A parent/guardian meeting with school leadership may be required prior to a student reporting back to school after serving OSS.

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.

Depending on age, severity and the extenuating circumstances of the offense, consequences may range from a suspension (one 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.

SEARCH AND SEIZURE

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.

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.

To help determine if behaviors constitute bullying, review the table below:

CONFLICT	RUDE	MEAN	BULLYING
<i>Occasional</i>	<i>Occasional</i>	<i>Once or twice</i>	<i>Repeated & ongoing</i>
Not planned; in the heat of the moment	Spontaneous, unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings, upset	Can hurt others deeply	The target of the bullying is upset, hurt; possible risk to well-being
All parties want to work things out	Based in thoughtlessness, poor manners, or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain power or control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted	The bully blames the target

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(s) should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board of Education President.

CELL PHONE USAGE

The Bristol School District understands that personal electronic devices such as cell phones are a part of daily life in today’s society; however, what we have learned over the last few years is that allowing cell phones to be a part of the school day has, overall, had a negative impact on the academic, social and emotional development of our students.

As such, student cell phones are not permitted during school hours (7:20 - 2:45). We ask that families keep student cell phones home. Each classroom and office is equipped with a phone should there be any reason for a student to contact home throughout the day. Students must secure permission from a teacher or adult staff member to use the classroom telephone, office telephone, or cell phone. Additionally, students are able to email their family during the day should they need to. ***If you need to get a hold of your child during the school day, please call 262-857-2334, select the school office option and ask to speak with your child.***

In certain cases, such as when using a personal electronic device for health monitoring, a cell phone will be permitted. Please contact school administration to get approval for such devices.

CELL PHONE CONSEQUENCES

Students that do not follow the cell phone usage expectation above are subject to the following consequences:

1. 1st Offense: Student will turn over their phone to the teacher who will bring it to the dean of students for end of the day pick up by the student.
2. 2nd Offense: Student will turn over their phone to the teacher who will bring it to the behavior specialist. The student's parent/guardian will be called to pick up the device. The device must be picked up by a parent/guardian during normal school office hours (7:00am – 3:30 pm.)
3. 3rd and Repeated Offenses: Student will be referred to an administrator and may lose the privilege to bring a cell phone to school and may result in progressive disciplinary action.

SCHOOL ATTIRE AND GROOMING

Parents/guardians 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/guardians 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.

Student School Attire and Grooming Rules

Bottoms:

- May not be see-through
- Must fit appropriately and not drag on floor
- Must be at the waist and appropriately fastened with belts when needed
- Must be clean and in appropriate repair – holes and/or rips below mid-thigh are permissible, but holes and/or rips above mid-thigh cannot show skin
- Must cover undergarments at all times
- Must cover the waistline, no skin may show between bottoms and tops when seated or standing
- Dresses, leggings, skirts, skorts, shorts, pants and yoga pants must cover all private body parts at all times

Tops:

- May not be see-through
- Must fit appropriately
- Must be clean and in appropriate repair with no holes or tears
- Must cover undergarments at all times
- Must cover the waistline, no skin may show between bottoms and tops when seated or standing
- Must cover all private body parts at all times
- Must have 2 straps

Footwear:

- Athletic shoes, laced shoes, shoe boots, loafers, dress shoes or sandals are permissible
- Must be secured on the feet
- No house slippers are allowed
- Grades 4K-3: shoes must have a strap around heel (no flip-flops)

Additional guidelines:

- Hats, caps and hoods are not to be worn inside the building without permission from school personnel
- Clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion or sexual orientation may not be worn
- Jewelry, piercing, tattoos or similar artifacts that are obscene or may cause disruptions to the educational environment are prohibited
- Drawings on skin are not permitted.

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 dress code violation will be issued and the student will be asked to change. If needed, a phone call to the Parents/guardians 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 & EXTRA CURRICULAR OPPORTUNITIES

Bristol School offers the following athletic programs: Softball (grades 7-8), Cross Country (grades 5-8), Basketball (grades 6-8), 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.***

Participating in an athletic activity is a privilege for the students at Bristol School. Exhibiting effort in academics and displaying positive behaviors both inside and outside of the school building are requirements for students to participate in these activities. Please see Bristol School's athletic handbook for eligibility requirements.

The athletic handbook and other important information relating to Bristol School athletics can be found on Bristol School's [Athletics Page](#).

ATHLETIC FEES

A \$20 athletic fee will be charged per student athlete for each sport s/he participates in, with a maximum of \$100 per family. Fees will be collected at the start of each season.

SPECTATORS

Being a spectator at a school sponsored event is considered a privilege. Students could be denied this privilege if positive behaviors are not being exhibited during either the school day or during a school sponsored event.

Any student staying after school to attend any school sponsored event as a spectator must have a written note sent by a parent/guardian that gives the child permission to stay after school. Emails or text messages to coaches, the athletic director, or other school personnel will *not* be accepted as written permission from Parents/guardians. Students will remain in the designated area for the event and be given permission to use the restroom or visit the concession stand. Students will not be permitted to leave those designated areas.

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

EXTRA CURRICULAR ACTIVITIES

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

Each student, who wishes to participate in these activities must meet the expectations outlined by the advisor for each activity. Participants and their guardians are required to sign an agreement to follow the expectations in order to participate.

EMERGENCY PROCEDURES

Teachers in 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.

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 damage. Fines will be assessed accordingly. A schedule has been set forth to assess textbook damages.

TEXTBOOK

- | | |
|--------------------|-----------------------------------|
| 1. Broken back | \$2.00 - \$5.00 |
| 2. Torn page(s) | \$0.50 per page |
| 3. Bent corner(s) | \$0.25 - \$0.50 per page |
| 4. Water damage | \$2.00 or a certain % of the book |
| 5. Writing in book | A certain % of the book |

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

District Issued Chromebook Guidelines & Expectations

During the registration process families acknowledged and agreed to, "District Issued Chromebook Guidelines and Expectations."

In addition, should a Chromebook be damaged either deliberately or accidentally by a student, that student is responsible for repair costs and/or replacement. Please see estimated Chromebook repair and replacement costs below.

Estimated Chromebook Repair Costs

Broken Screen	\$35
Keyboards	\$44 - \$70
Physical Damage-Plastic Case	\$30 - \$70
Lost Charger	\$19.95-\$35
Total Replacement	\$235-\$300

These fines may vary by model and by the extent of the damage. You will be notified of the actual cost after a technician has inspected the device.

Total Loss

If the Chromebook is damaged beyond repair, lost, stolen, or unreturned to the school, the total replacement cost will be assessed as a fine.

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)