

PARENT/STUDENT HANDBOOK

2026-2027

School Hours: 7:30am - 2:45pm



Being a Positive & Lasting Influence for All!

Bristol School District #1 • 20121 83rd Street, Bristol, WI 53104

PARENT STUDENT HANDBOOK

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SCHOOL CALENDAR 2026-2027

OPEN HOUSE - 4pm-6pm	August 26
SCHOOL BEGINS	September 1
NO SCHOOL-LABOR DAY	September 7
NO SCHOOL 4K ONLY	September 18
NO SCHOOL - Teacher Professional Learning Day	September 21
NO SCHOOL 4K ONLY	October 9
FULL SCHOOL DAY - Parent Teacher Conferences 4:00-7:00 PM	October 28
NO SCHOOL Parent Teacher Conferences 7:30 - 11:30 AM	October 29
NO SCHOOL	October 30
NO SCHOOL - Teacher Professional Learning Day	November 2
NO SCHOOL 4K ONLY	November 13
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<i>End of Trimester 1</i>	November 24
NO SCHOOL-Thanksgiving Break	November 25-27
NO SCHOOL 4K ONLY	December 11
NO SCHOOL- Winter Break	Dec. 21-Jan. 1
SCHOOL RESUMES	January 4
NO SCHOOL 4K ONLY	January 15
NO SCHOOL - Teacher Professional Learning Day	January 18
NO SCHOOL 4K ONLY	January 29
FULL SCHOOL DAY - Parent Teacher Conferences 4pm-7PM	February 11
NO SCHOOL - Parent Teacher Conferences 7:30 - 11:30 AM	February 12
NO SCHOOL - Teacher Professional Learning	February 15
NO SCHOOL 4K ONLY	February 26
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<i>End of Trimester Two</i>	March 5
NO SCHOOL 4K - (4K Screening Dates)	March 18 & 19
NO SCHOOL-Spring Break	March 22-26
NO SCHOOL 4K ONLY	April 16
NO SCHOOL - Teacher Professional Learning Day	April 19
NO SCHOOL	April 30
NO SCHOOL 4K ONLY	May 7
NO SCHOOL - Memorial Day	May 31
8th Grade Graduation	June 2
Last Day of School - Students Dismissed at 12pm	June 4

WELCOME TO THE BRISTOL SCHOOL DISTRICT

This handbook is designed to be used as a resource for students and parents to answer routine questions that students and families may encounter over the course of the school year. The handbook also summarizes key Bristol School District's official policies and/or administrative guidelines that pertain to students. In the event that the information in the handbook conflicts with those policies and administrative guidelines, the policies and guidelines take precedence. Please note that this handbook is not an exhaustive list of all policies pertaining to students. This handbook is effective immediately and replaces any prior student handbook editions. If families have any questions regarding the handbook, they may reach out to:

- Keri Heusdens (Principal- Grades Pk-4) at heusdens.ker@bristol.k12.wi.us
- Elizabeth Nielsen (Principal- Grades 5-8) at nielsen.eli@bristol.k12.wi.us

Staff Directory Information can also be found by clicking on the following link: [Staff Directory](#).

*The handbook outlines various student rights and responsibilities. We ask that parents/guardians read and familiarize themselves with the handbook, as each student and family will be asked to sign an acknowledgement that they have read and understand the contents of the 2026-2027 handbook.

*Please note that the handbook will be revised based on updates to Bristol School District policies and administrative guidelines throughout the school year.

2026-2027 Bristol School Board Members

- Tina Elfering-School Board President
- Danielle Whitaker-Vice President
- Nicole Starke-Board Clerk
- Joanne Gray-Board Treasurer
- Victor Nightingale-Deputy Treasurer/Clerk

2026-2027 Bristol Administrators/ Department Heads

- Keri Heusdens (Principal 4K-4th Grade)
- Elizabeth Nielsen (Principal 5th-8th Grade)
- Dr. Michele Schmidt (District Administrator)
- Jorge Mayorga (Business Manager)
- Lawrence Green (Network Administrator)
- Louis Gillmore (Buildings & Grounds)
- Sarah Gillmore (Food Service)

ARRIVAL AND DISMISSAL TIMES

- School Start Time: 7:30 a.m. daily
- School Dismissal Time: 2:45 p.m. daily

Students should arrive at school no more than 15 minutes before classes begin unless proper supervision has been arranged in advance with a staff member. Students need to arrive no earlier than 7:15 a.m. For safety reasons, all school doors will be locked until 7:15 a.m. with the exception of door #2, which opens at 7:10 a.m. for students eating school breakfast.

Our staff understand that 4K-2nd grade students may experience some separation anxiety from their parents the first few days of school. School staff will be available to assist younger students into the building and after the first week of school, students are expected to reach their morning meeting destination without the aid of parent(s) and/or older sibling(s) (exceptions will be made for students with medical needs or IEP accommodations).

ARRIVAL/DROP OFF PROCEDURES

We want our drop off/pick up times 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. Please refrain from using cell phones during pick up and drop off times.

Students are to be in their assigned classroom seats at the start of the school day at 7:30 a.m. Students who are not in their assigned seats by 7:30 a.m. will be considered tardy. Please plan your mornings so that your child arrives with enough time to get to his or her classroom on time.

Arrival Procedures:

1. 4K-4th Grade Students & Older Siblings:
 - Drop off/pick up on the north (83rd Street) side of the building, entering through door #2.
 - An adult will supervise students in the following areas until they are dismissed to go to their classrooms at 7:25 a.m. Students should be in their classrooms ready to learn by 7:30 a.m.
 - 4K-1st grade students will be escorted to the cafeteria.
 - 2nd-4th grade students will go to the small (west) gym.
 - 5th-8th grade students will go to the areas outlined in the grades 5-8 section.
 - Students who arrive between 7:25 and 7:30 a.m. will enter through the main entrance and should immediately head to their classrooms. Students who arrive after 7:30 am must enter through the main entrance to be checked in.

2. 5-8th Grade Students:

- Drop off/pick up on the Highway 45 side, with students entering at door #11.
- An adult will supervise students in the following areas until they are dismissed to go to their classrooms at 7:25 a.m. Students should be in their classrooms ready to learn by 7:30 a.m.
 1. 5th-6th Grade-Big (east) gym
 2. 7th grade-HWY 45 Foyer
 3. 8th grade-LGI Foyer
- Students who arrive between 7:25 and 7:30 a.m. will enter through door 11 and should immediately head to their classrooms.

3. Walkers, Cyclists, Scooters:

- Walkers must stay on sidewalks and/or dedicated walking areas and cross streets and parking lots in designated crosswalk areas.
- Students riding a bike or scooter should use sidewalks and/or walking areas and should walk all bikes when on school sidewalks.

Late Arrivals

If parents drop students off after 7:30 a.m., parents are expected to park their car in a designated parking spot, and come into the building to sign their student in as tardy in the school office (door #2). Please do not park your vehicle or leave it unattended in the drop off lane.

DISMISSAL/PICK UP PROCEDURES

Dismissal for all students will begin at 2:45 p.m. Pick up will occur in the same location as drop off based on grade level.

1. 4K-4th Grade Students & Older Siblings:

- a. Pick up on the north (83rd Street) side of the building, exiting through door #2.
- b. Families opting to park in the north parking lot when picking up students must stay on the parking lot side of the pick up lane and staff will cross students in the crosswalks.
- c. Students will only be allowed to enter vehicles that are parked in spots or in the pick up lane.
- d. Staff will direct vehicles to move as far forward in the pick up line as possible and may also ask vehicles to loop around if their child is not ready.

2. 5-8th Grade Students:

- a. Pick up on the Highway 45 side, with students exiting at door #11.
- b. We have partnered with the Kenosha County Sheriff Department to ensure the safety of all during arrival and dismissal times on Highway 45. Cars are not permitted to back up on Highway 45.
- c. To alleviate car back up, we ask that you follow our zipper line as you enter the parking lot.
- d. Cars may be asked to move forward by staff to optimize space in our parking lot.

3. Walkers, Cyclists, Scooters:

- a. All students who walk, bike, or scooter home will be dismissed from their homerooms at 2:45pm.
- b. Student walkers that routinely cross Highway 45 must have a signed parent permission note on file in the School Office.
- c. Students who don't typically cross Highway 45 must have a signed permission slip that indicates the particular day that the crossing will take place.

LATE PICK UP

If a parent has not arrived by 3:00 p.m., students will be escorted to the School Office where a staff member will contact a parent or emergency contact for pick up.

BUSSING INFORMATION

We encourage all students who 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. Bus stop/route information will be provided to eligible families through the district's transportation provider, Dousman Transportation.

While riding the bus, the bus driver is responsible for the safety of all riders on the bus. Bristol School District #1 utilizes a Bus Safety Patrol to help the drivers maintain a safe, respectful ride to and from school. The Bus Safety Patrol is composed of seventh and eighth grade student leaders. All students should treat the bus driver and Bus Safety Patrol members with respect.

BUS RIDER EXPECTATIONS

1. Students will board and exit the bus in an orderly, safe, and courteous manner.
2. Students will be respectful to the bus driver and to other students on the bus.
3. Students will ride their assigned buses.
4. Students will wait until the bus comes to a complete stop before getting up from their seat.
5. Students will keep all objects out of the aisles.
6. Students will remain seated while riding the bus.

7. Students will not throw any objects on or off the bus.
8. Students are not permitted to eat or drink on the bus.
9. Students will not vandalize the bus or other riders' belongings.
10. Students are permitted to listen to music or play games on electronic devices only if they use headphones. Students are not permitted to take pictures or videos of other students or the driver.

BUS VIOLATION PROCEDURES

If a student does not follow bus safety expectations, the driver will file a behavior report with school officials. The school will then contact parents to discuss the violation and any resulting consequences.

Major Bus Offenses

The following actions are considered major student bus offenses:

- *Assault and Physical Aggression
- *Bullying, Harassment, and Intimidation
- *Verbal or Written Threats
- *Repeated Disruptive Behavior or continuous refusal to follow expectations
- *Vandalism and Property Damage (*Parents/guardians will be held financially responsible for restitution*).
- *Possession of Weapons or Dangerous Objects
- *Possession or Use of Controlled Substances:
- *Safety Violations and Hazardous Materials:
- *Dangerous Bus Misconduct

Consequences for Major Student Offenses

- 1st Offense–Loss of bus privilege for 1 week
- 2nd Offense–Loss of bus privilege for 2 weeks
- 3rd Offense–Loss of bus privilege for 4 weeks
- 4th Offense–Loss of bus privilege for the semester

The administration reserves the right to determine the severity of the offense and apply consequences ranging from a temporary bus suspension to a permanent loss of bus riding privileges, depending on the student's age, intent, and prior disciplinary history.

Section 17.1 (Dousman Transportation Agreement)

The ultimate responsibility and authority to suspend or expel any pupil from transportation services hereunder shall rest with the District. Contractor's drivers are responsible only for such discipline as is required to properly and safely operate Contractor's buses. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver eject a pupil from a bus for misbehavior except in the event of an extreme emergency endangering the safety of other pupils or driver and then only after radio notice to Contractor's

terminal and to the pupil's building or school principal. In all cases of disciplinary ejection, the bus shall remain at the approximate area of student discharge until authorities arrive on site and authorize it to proceed on route. All discipline problems shall be reported in writing by the next school day following completion of the route.

The District and Contractor will, in the event Contractor determines that a pupil poses a danger to himself/herself or other passengers, cooperate to provide a safe transportation environment prior to Contractor being required to transport such pupil. Further procedures and regulations for the administration of discipline shall be established cooperatively between District and Contractor. Parents who have questions regarding the bus driver's written report should contact Dousman Bus Company at 262-965-2214. Each bus is equipped with video surveillance. Parents who have questions regarding bus rider consequences may contact and/or appeal to the appropriate grade level principal.

ATTENDANCE

[View Attendance Administrative Guideline 5200](#)

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in this Administrative Guideline. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

A student who is absent shall submit a written, dated, signed statement from his/her parent or guardian stating the reason for the absence and the time period of the absence. The parent may also call the school office to provide the above listed information. This written statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be submitted prior to the student's readmission to school. The statement shall be submitted to the School Attendance Officer, or his/her designee, and filed in the student's school record. The District reserves the right to verify statements and investigate absences from school and will, when the student is absent for three or more days, require a note from a practitioner.

PROCEDURE FOR REPORTING AN ABSENCE

All absences must be reported to school each day by 7:45 a.m. Absences can be reported in the following ways:

- Utilize Skyward: Family Access App-Select full menu, select Attendance, add Absence Request, enter start and end date, enter comments, and select Submit
- Email attendance@bristol.k12.wi.us
- Phone: 262-857-2334, option 2

EXCUSED ABSENCES DEFINITIONS

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

UNEXCUSED ABSENCES/TRUANCY

Regular school attendance is critical to your child's academic and social success. Any parent-reported absence that does not meet standard criteria, any non-reported absence, or any absence exceeding the 10-day excused limit outlined in the Attendance Section will be classified as unexcused/truant.

Pursuant to Wisconsin State Statute §118.16, the school handles truancy according to the following statutory definitions:

- Truant: A student who is absent from school without an acceptable excuse for all or part of one or more school days.
- Habitually Truant: A student who is absent from school without an acceptable excuse for all or part of five (5) or more days during a school semester.

PROGRESSIVE ADMINISTRATIVE INTERVENTIONS (TRUANCY)

Staff at Bristol School District want to partner with families to ensure that students are attending school consistently and arriving at school on time. Attempts will be made to rectify habitual truancy through the interventions listed below: Accumulating unexcused absences may lead to formal truancy proceedings. Prior to initiating any legal or court proceedings against a student, School Administration will take the following supportive steps:

1. Meet or attempt to meet with the parent or guardian to discuss attendance.
2. Provide an opportunity for student counseling.
3. Evaluate the student for potential learning challenges.
4. Evaluate whether social or emotional factors are contributing to the absences.
5. Create an attendance intervention plan and monitor goals/benchmarks.

In the event that the above interventions do not result in a decrease in absences, documentation of these intervention attempts will be filed with the court if formal truancy proceedings become necessary. In situations where accumulated unexcused absences continue to occur after

supportive intervention steps have been attempted, the District may proceed with formal truancy proceedings. Please note that students who are attending Bristol School District under Wisconsin's state open enrollment statutes may jeopardize their open enrollment status for chronic truancy issues and may be returned to their home school district at the semester.

MORNING ARRIVAL AND TARDINESS

Regular, punctual attendance sets students up for a successful day of learning. We expect all students to be in their classrooms and ready to learn by 7:25 a.m., as the first instructional block of the day begins promptly at 7:30 a.m.

We understand that extenuating circumstances happen from time to time. However, when a student arrives late, it causes them to miss critical morning announcements and disrupts the learning environment for the entire classroom.

Tardy Procedures & Expectations:

- Sign-In Requirement: Any student arriving after 7:30 a.m. is considered tardy. A parent or guardian must accompany the student into the main office to sign them in for the day.
- Excessive Tardiness: Attendance is monitored closely. If a student accumulates five (5) tardies within a single trimester, it is considered excessive.
- Intervention: Parents or guardians will be contacted by administration to discuss excessive tardiness. Continued unexcused lateness may require a formal attendance intervention plan and can be factored into partial-day truancy tracking under state guidelines.

PROCEDURES FOR DAYTIME APPOINTMENTS, LEAVING SCHOOL AFTER SCHOOL DAY HAS STARTED

Student safety is our number one priority. Students are not permitted to leave the school grounds after arrival in the morning for any reason and may not leave after the school day has started without administrative notification, either through parental permission through a signed note, email, or telephone call from the parent or legal guardian listed in Skyward. When 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. The legal guardian will need to check into the school office (door #2) and physically sign the student out for the day. If the student is returning for the remainder of the day after an appointment, the legal guardian will need to check into the school office with the student and physically sign the student back in when they return.

RELEASE OF STUDENTS TO AUTHORIZED PERSONS

[View Release of Students Policy 5230](#)

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court

order. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

ABSENCES FOR RELIGIOUS INSTRUCTION

[View Absences For Religious Instruction Policy #5223](#)

MAKE-UP WORK AND ASSESSMENTS

When students are absent from school they will have the opportunity to make up missed assignments and assessments when they return to school. It is the student's responsibility to contact his/her teachers to determine what assignments and assessments need to be completed. Students should adhere to the following guidelines regarding make-up work.

Students should complete learning and work within one day for each day of absence. 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.

Families and students may request schoolwork when students are absent from school. Requests must be made via email to the child's teacher(s) no later than 9:00 a.m. the day of the absence. The request should also be cc'd to the school attendance email, attendance@bristol.k12.wi.us, no later than 9:00 a.m. to be ready for families to pick up the make-up work in the school office by the end of the day.

Whenever possible, planned excused absences exceeding one school day should be approved one week in advance of the absence. If your child is going on vacation, please be sure to [Long Term Absence Planning Form](#) at least five (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.

BULLYING AND ANTI-HARASSMENT

[View Bullying Policy 5517.01](#)

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This policy covers bullying that would be defined as physical, verbal, and psychological abuse.

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.

Examples of bullying include but are not limited to:

- Hitting, kicking, spitting, pushing, pulling
- Taking and/or damaging personal belongings
- Extorting money
- Blocking or impeding student movement
- Unwelcome physical contact
- Taunting, malicious teasing, insulting, name-calling
- Making threats (verbal, written or online)
- Spreading rumors, manipulating social relationships, coercion
- Social exclusion/shunning
- Extortion or intimidation

This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business. (see also Policy 3362.01 and Policy 4362.01 - Threatening Behavior Toward Staff Members)

BULLYING REPORTING PROCEDURES

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against a building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board of Education.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The Bristol School District utilizes the *Speak Up, Speak Out* anonymous reporting tools developed by the Wisconsin Department of Justice as a venue to anonymously report bullying and school safety issues. Tips can be reported online at <http://speakup.wisdoj.gov> or 1-800-697-8761 or text "SUSO" to 738477.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

RETALIATION/FALSE CHARGES

Retaliation against any person who reports, is believed to have reported, or files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Retaliation and false charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as bullying.

ANTI-HARASSMENT

[View Anti-Harassment Policy 5517](#)

It is the policy of the Bristol School District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or group of students based on one or more of the student's or group of students' Protected Class that:

- A. Places a student or group of students in reasonable fear of harm to their person or damage to their property;
- B. Has the effect of substantially interfering with a student's or group of students' educational performance, opportunities, or benefits; or
- C. Has the effect of substantially disrupting the orderly operation of a school.

The Bristol School District will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Bristol School District will vigorously enforce its prohibition against harassment based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students, including at a group of students, for any reason, even if not based on one of the Protected Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

Bristol School District will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps designed to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

SEXUAL HARASSMENT DEFINITION

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome verbal harassment or abuse;
- Unwelcome pressure for sexual activity;
- Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- Unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status;
- Unwelcome behavior or words directed at an individual because of gender;

Examples include:

1. repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
2. rating a person's sexuality or attractiveness;
3. staring or leering at various parts of another person's body;
4. spreading rumors about a person's sexuality;
5. letters, notes, telephone calls, or materials of a sexual nature;
6. displaying pictures, calendars, cartoons, or other materials with sexual content.
7. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life;

Reporting procedures are as follows:

- A. Any student who believes they have been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- B. Any parent of a student who believes the student has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the student's teacher, building administrator or District Administrator.
- C. Teachers, administrators, and other school employees who have the knowledge or received notice that a student has or may have been the victim of harassment prohibited under this policy shall report the alleged harassment to one (1) of the Compliance Officer(s) within two (2) days.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the Board has designated both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

BRISTOL SCHOOL DISTRICT TITLE IX COORDINATORS:

Elizabeth Nielsen, Principal (Grades 5-8)
Title IX Investigator
20121 83rd Street, Bristol, WI 53104
PH: 262-857-2334
Email: nielsen.eli@bristol.k12.wi.us

Jorge Mayorga, Business Manager
Title IX Decision Maker
20121 83rd Street, Bristol, WI 53104
PH: 262-857-2334
Email: mayorga.jor@bristol.k12.wi.us

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES POLICIES

[View Personal Communication Devices Policy 5136](#)

While students may possess Personal Communication Devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school, during after school activities (e.g., extra-curricular activities), and on school buses or other Board provided vehicles.

Personal Communication Devices include the following items: Cellphones, smartphones, personal laptops, smartwatches, i-Pads and similar devices, e-readers, Kindles, beepers/pagers. **Please note that students will store PCD's in school approved PCD storage bins in the classroom starting with the 2026-2027 school year.*

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

PCDs with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

During participation in after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and/or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned over to law enforcement.

Exceptions: In certain cases, use of a personal electronic device will be permitted during instructional time: Monitoring of a medical condition; IEP or 504 Plan accommodation; Emergency event; Classroom Teacher allows for instructional purposes.

CELL PHONE/PERSONAL COMMUNICATION DEVICE CONSEQUENCES

Students that do not follow the district's cell phone/PCD usage expectation above are subject to the following progressive consequences:

1. 1st Offense: Warning (Offense documented)
2. 2nd Offense: Student will turn over their phone to the teacher who will turn the phone into the school office. The student's parent will be contacted and a staff member will review PCD expectations with the student and parent.
3. 3rd Offense: Student's PCD will be turned over to the building principal who will ask parents to pick the device up at school.
4. 4th/Recurring Offense: Student will be referred to an administrator and may lose the privilege to bring a cell phone or personal device to school

Student Telephone & Cell Phone Use: Each classroom and office is equipped with a telephone. Students must obtain permission from a teacher or staff member before using a school telephone or their personal cell phone during the school day.

CONTACTING YOUR CHILD DURING THE SCHOOL DAY

If you need to reach your child during the day, please call the main office at 262-857-2334. Staff will assist in routing your call or delivering a message to your child at an appropriate time to avoid disrupting instruction.

The school is not responsible for any lost, damaged or stolen personal communication devices. Other personal electronic devices include, but are not limited to: smartwatches, Ipods, handheld games, voice recorders, cameras, etc.

COMMUNICATIONS-INCLEMENT WEATHER

COLD WEATHER PROTOCOL

Our goal is to have students outside for regularly scheduled recesses whenever safe. During the winter months, we use the following wind chill guidelines to determine recess placement and duration:

- 10°F and above: Full outdoor recess.
- Between 0°F and 9°F: Shortened outdoor recess.
- Below 0°F: Indoor recess.

Winter Clothing Reminder: Please ensure your child comes to school dressed appropriately for the weather. When outdoor recess is held, students are expected to wear warm coats, hats, and gloves or mittens. For snowy conditions, students must wear snow pants and boots to play in the snow; those without proper snow gear will be restricted to cleared blacktop areas.

COMMUNICATIONS AND SCHOOL CLOSINGS

If the school is to be closed due to inclement weather, an automated message will be sent to parents/guardians regarding the reason for the school closing and other pertinent information. Please do not call the school office to inquire if classes will be held. On rare occasions, a decision to close the school early might have to be made. In those instances parents/guardians will be notified via the automated messaging system through Skyward Messenger. If schools are closed due to emergency conditions, all other activities involving the use of the building or involving district staff and students are also cancelled for the day. Information regarding inclement weather closings will also be posted on our district website at www.bristol.k12.wi.us.

Early Dismissal Emergency Plans

We encourage all parents and guardians to develop an emergency procedure with their children in the event of an unexpected early school dismissal. Please ensure your child knows exactly what to do if they arrive home and no one is there.

Early Dismissal Emergency Plans–Recommended plans include:

- *Going to a designated neighbor's or babysitter's house*
- *Arranging for a trusted neighbor to have a spare house key*
- *Calling a parent or guardian at work immediately upon arriving home*

INFORMATION CHANGES (SKYWARD)

To ensure that school district staff can quickly reach parents/guardians in the event of an emergency or if a child has an illness or injury during the school day, please update your families contact information 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](#).

LEARN FROM HOME DAYS

If school closures threaten the minimum instructional minutes required by the Wisconsin DPI, Bristol School will transition to asynchronous "Learn from Home" days. Parents/guardians will be notified via an automated message.

- Learning Format: Students complete teacher-assigned activities from home at their own pace. Teachers will communicate assignments and provide designated office hours for student support.
- To Be Marked "Present": Students must engage in and complete the prepared lessons within three school days of the learn-from-home day.
- To Be Marked "Absent": Students who do not engage in the prepared lessons within the three-day window will be marked absent.

CRISIS AND SAFETY PLANS

[View School Safety Policy 8420](#)

SAFETY DRILLS AND SAFETY HOLDS

The School District of Bristol reviews its school safety plan and procedures throughout the year to ensure that staff are best prepared for any emergency situation. Each year the school board reviews and approves the District's safety plan in accordance with the Wisconsin Department of Justice school safety plan requirements.

Fire Drills are held monthly (including summer school) and tornado drills are held twice per year. Staff and students are trained to follow building emergency procedures and take shelter in predetermined locations depending on the nature of the emergency.

Bus evacuation drills are conducted at the beginning of the school year in collaboration with Dousman Transportation.

There may be times that students and staff may be asked to go into a hold or a lockdown due to the following situations:

- Medical Hold - A student or staff member somewhere in the building is having a medical emergency. Students in the area or classroom of the medical emergency will be removed to an area outside of the immediate medical emergency. Hallways are cleared and classroom doors are closed. Instruction continues as usual. No entry is allowed in or out of the portion of the building where the medical emergency is occurring with the exception of medical personnel.
- Secure Hold: A secure hold may take place for the following reasons: dangers outside of the building that may impact our safety, an upset parent or community member in the school or district office, a situation that has the potential to escalate. During a secure hold hallways are cleared and classroom doors are closed and locked. Instruction continues in classrooms. Students on the playground and in the cafeteria or commons areas are brought back into classrooms. No entry will be allowed into the school building during a secure hold.
- Lockdown: All students should immediately report to a classroom, doors will be locked and students should move out of view of the window and doors. This is used when there is danger in the building or there is an eminent situation outside of our building that may impact our safety. Evacuation may be necessary.
- ALICE- Bristol Staff are trained in ALICE procedures (Alert, Lockdown, Inform, Counter & Evaluate) in the event of an armed intruder situation. Staff are also trained on evacuation procedures and rally point processes.

CURRICULUM & INSTRUCTION

[View Curriculum Development Policy 2210](#)

The Bristol School District recognizes its responsibility for the quality of the educational program of the schools. To this end, a District curriculum plan shall be developed, evaluated, and adopted. The plan shall include overall program evaluation processes that provide for evaluation on a continuing basis and shall provide for the review of the evaluation process at least every seven (7) years. The District curriculum plan shall include sequential curriculum plans, which provides an organized set of learning experiences that build upon previously acquired knowledge and skills.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as all the planned activities of the school including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

ACADEMIC HONESTY

[View Academic Honesty Policy 5505](#)

The Board values honesty and expects integrity in the District's students. Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

USE OF ARTIFICIAL INTELLIGENCE/NATURAL LANGUAGE PROCESSING (AI/NLP) TOOLS

To ensure fairness and promote essential learning skills, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (like ChatGPT or similar programs) is generally not allowed for schoolwork. Relying on these tools without permission undermines a student's ability to learn and problem-solve, which are crucial for academic success. Unauthorized use of AI/NLP tools is considered plagiarism and will result in disciplinary action.

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.

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.

CLASSROOM ASSIGNMENT

[View Promotion, Placement & Retention Policy 5410](#)

To ensure the best learning environment for every student, our administration carefully balances class placements. While we cannot accept requests for specific teachers, we value your insights. If you would like to share your child's unique strengths or the teaching styles that work best for them, please submit your feedback to the principal by April 30th.

FIELD TRIP PARTICIPATION & EXPECTATIONS

[View Field Trip Policy 2340](#)

Bristol School recognizes that educational field trips are a valuable extension of the classroom curriculum. Every effort will be made to ensure all eligible students can participate. Eligibility Requirements: Student participation in field trips is subject to review by teachers and administration:

- **Curricular Field Trips:** Curricular Field trips are directly tied to academic coursework, as a result, attendance is required. A student may only be excluded from a curricular field trip by administration due to severe behavioral or safety concerns that would compromise the safety of the student or others during the trip.
- **Co-Curricular & Reward Trips:** Participation in non-required reward trips is a privilege. Students may be deemed ineligible based on poor attendance, behavioral history, or failing grades/excessive missing coursework.

Alternative Assignments: Parents and guardians will be notified if their child is determined to be ineligible for a trip. Students who do not attend a field trip are required to report to school, where they will be provided with supervised, alternative educational assignments for the day.

Chaperones & Transportation: All school-sponsored trips require adult chaperones, who must successfully pass a district-mandated background check prior to the event. Due to liability and insurance regulations, preschool children or non-enrolled siblings are not permitted to accompany chaperones on school trips. All field trip transportation must utilize district-approved school buses unless explicit, alternative arrangements are approved by the administration in advance.

GRADING & ASSESSMENTS

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. In some cases, students may be able to retake assessments on which they performed poorly. Classroom teachers will communicate the process, expectations, and requirements for when and how test retakes can occur.

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), MAP testing (Measure of Academic Progress), and aimsWeb Plus Early Reading assessment. 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 determine appropriate targeted instruction. 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.

LIBRARY MEDIA

[View Library Media Centers Policy 2522](#)

REPORT CARDS AND PARENT-TEACHER CONFERENCES

Strong school-family partnerships are key to ensuring students' academic growth and success. Student grades are available for students and parents to view in Skyward throughout each trimester. Student report cards are issued three times a year at the end of each trimester and are accessible to families through Skyward Family Access. If families would like to request a

paper copy of a report card, please contact the school office. For assistance with the Skyward: Family Access Portal, please contact the school office at 262-857-2334.

Parents/guardians and students are encouraged to attend annual parent teacher conferences which are scheduled for October of 2026 and February of 2027. Parents can sign up for conferences through their child's classroom teacher. If for some reason an appointment for a conference cannot be kept, please contact the teacher to make other arrangements. Parents/guardians, teachers or pupils may also request a conference at any time during the school year when a feeling of necessity exists. Please keep the teacher's normal workday in mind when making appointments between 7:15 a.m. and 3:15 p.m.

SCHOOL WORK COMPLETION EXPECTATIONS

[View Homework Policy 2330](#)

Schoolwork (both classwork and homework) is assigned to help students independently practice and master concepts they have already been taught in class. Completing work on time ensures students are prepared for assessments. Consistently missing deadlines directly impacts a student's learning progress and grades.

Communication & Self-Advocacy: We believe in building independence as students grow. We look to families to help us partner in this effort:

- Grades 4K-3: Parents/guardians should reach out directly to teachers if their child is struggling or needs extra time or support with assignments.
- Grades 4-5: Students begin learning to advocate for themselves. With parental encouragement, students should start communicating with teachers when they need help or extra time.
- Grades 6-8: Students are expected to take ownership of their learning by communicating directly with teachers when they need support, clarification, or extended deadlines.

LATE WORK POLICY

- Delayed Feedback: If work is submitted past the deadline, students should expect a delay in teacher feedback and grading.
- Students should complete learning and work within one day for each day of absence. 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.
- Trimester Cutoff: To ensure teachers have adequate time to grade and give students feedback, any late schoolwork due to absences incurred at the end of the trimester must be submitted at least five school days prior to the end of the trimester to be factored into that marking period's report card.

FOOD SERVICES

[View Food Services Policy 8500](#)

Payment Methods: Families can fund their child's meal account through Skyward: Family Access [E-Funds](#) or by submitting a check made payable to *Bristol School* to the school office. Checks must be placed in a sealed envelope and clearly labeled with the student's full name, grade, and notation "Meal Account". If money is for multiple children, please include details in the notation.

2026-2027 SCHOOL MEAL PRICES

Grade Level	Breakfast & Lunch Price	Cost
All	Student Breakfast	\$1.85
All	Student Lunch	\$3.15
All	Reduced Breakfast	\$0.30
All	Reduced Lunch	\$0.40
All	Milk (Carton)	\$0.35

FREE AND REDUCED-PRICE MEAL APPLICATIONS

Families requiring financial assistance are encouraged to complete the *Household Application for Free and Reduced Price School Meals*. This form is available during the school registration process, or it can be accessed on the link below.

Qualifications for Free and Reduced Meals must be renewed annually. [Review the Free and Reduced Lunch Application information available on the district webpage](#). Additional questions regarding the Free & Reduced applications can be directed to Jean Koessl at koessl.jean@bristol.k12.wi.us

WELLNESS

[View Wellness Policy 8510](#)

The Bristol School District recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

BRISTOL SCHOOL DISTRICT CLASSROOM SNACK GUIDELINES (PREFERRED SNACK CHOICES)

Food with long lasting energy such as fruits, vegetables, meat, dairy (yogurt, milk, and cheese), whole grains and water. Examples include (but are not limited to): applesauce pouches, fruit cups, raisins, peppers, string cheese, deli meat, baked crackers, cheese, snack crackers, juice boxes, 100% real fruit juice, pretzels, carrots, and celery sticks. When choosing a snack for your child, please consider an appropriate portion size so that it may be eaten in a reasonable amount of time and will take very little time to clean up.

Students in grades 3-8 are allowed to bring water bottles to school to keep them hydrated throughout the day. Students in these grades will only be permitted to drink water during classroom instruction. Additionally, students in grades 4K-2nd will be given the option of having a milk break during the day (if paid for during registration). Water bottle refilling stations are available in various sites throughout the school. Energy drinks are not allowed to be consumed during the school day. We want to remind parents and students that sharing lunch items and snacks is prohibited due to allergies.

*Students will have access to nut free tables if needed in our lunchrooms.

BIRTHDAY PARTY OR HOLIDAY CELEBRATIONS

Please be mindful of sending any food items that may contain nuts. Please consider sending non-food items to school (pencils, stickers, trading cards, etc.), donate a book to their classroom library, or talk with your child's teacher about ideas you might have to make your child feel special. If you choose to send food items, they must be pre-packaged in the original packaging.

If you wish to distribute party invitations at school, **all students** in the classroom must receive an invitation.

HEALTH ROOM SERVICES

[View Health Services Policy 5310](#)

STUDENT ILLNESS OR INJURY DURING THE SCHOOL DAY

When a student becomes ill or has an injury while at school, the student may be sent to the health room where their illness/injury will be assessed by the school nurse. If a child's temperature is at or exceeds 100.0F, the child's parent will be contacted to send the student home.

Any parent or guardian picking up a student during school hours must enter through the school office (Door #2) to sign the student out.

When a student becomes ill or injured at school, staff will use the following contact protocol:

1. Parents/Guardians: Office or health room personnel will attempt to contact the parents or guardians immediately.
2. Emergency Contacts: If parents or guardians cannot be reached, staff will call the individuals listed as emergency contacts in the student's file.
3. Emergency Medical Services (EMS): If emergency contacts are unavailable and school administration or health room personnel determine that the child requires immediate medical attention, the school will call 911 for emergency rescue transport to the nearest hospital.

Please note: All financial obligations and costs associated with emergency medical transportation and treatment remain the responsibility of the parent or guardian. It is vital that families keep their contact numbers and emergency contacts updated in the school database throughout the year.

IMMUNIZATION REQUIREMENTS

[View Immunization Policy 5320](#)

To safeguard the health of our school community and comply with Wisconsin State Law, Bristol School District requires all students to be fully immunized against vaccine-preventable diseases.

- Deadlines: Parents and guardians must provide an updated immunization record or a signed waiver form within thirty (30) school days of their child's first day of enrollment.
- Non-Compliance: Students who do not have the proper immunization records or an approved waiver on file by the 30-day deadline may be excluded from school.
- Waiver Exemptions: We understand that some families may choose not to immunize. A student may be exempted from these requirements if a parent or guardian submits a signed, written statement objecting to the immunizations based on religious grounds, personal convictions, or certified medical reasons provided by a licensed physician.
- Immunization forms and waiver paperwork can be obtained from the health room office.

MEDICATION ADMINISTRATION

[View Medication Administration Policy 5330](#)

Students requiring any medication at school will need a parent/guardian to complete and sign a [Medication Authorization Form](#) and bring the medication to the School Office in its original container. The medication authorization 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 the health room. 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 in the health room. 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.

Diagnosis and treatment of illness, including the prescribing or dispensing of drugs, are not the responsibility of the school and will not be practiced by school personnel. School staff will under no circumstance provide over-the-counter medications (such as acetaminophen, ibuprofen, or cough drops) or prescription drugs to students without meeting the authorization criteria outlined above.

STUDENT RESTRICTIONS & SAFETY GUIDELINES

- Possession and Transport: Students are strictly prohibited from carrying, self-administering, or storing any medication in their pockets, desks, or lockers without a signed medication authorization form on file.
- Controlled Substances: Students are never permitted to transport controlled substances to or from school. Medications classified as controlled substances must be delivered directly to the school office by a parent, guardian, or designated responsible adult.
- Distribution: Students are strictly prohibited from sharing, selling, or distributing any type of medication to other students.

LONG-TERM MEDICATION MONITORING

Teachers working with a student on long-term medication will be confidentially notified of the student's medical needs. Staff may be asked to observe and document any unusual behavioral changes or side effects to ensure student safety.

PHYSICAL EDUCATION EXCUSES

Full participation in physical education classes is expected of every student. We understand there are circumstances, such as an illness or minor injury, where a parent or guardian may request that a child be exempted from class. In these cases, a signed note from a parent or guardian will excuse the student from physical participation for that day.

If the illness or injury persists for longer than two consecutive physical education class periods, a formal medical excuse from a physician is required and must be submitted to the school health office.

Participation Restriction: To ensure student safety, any student excused from physical education class will not be allowed to actively participate in outdoor recess, sports practices, or any athletic extracurricular activities for the entire duration of the written excuse.

RECESS EXCUSES DUE TO ILLNESS/INJURY

All students in attendance are strongly encouraged to participate in outdoor recess. However, if a parent or guardian determines that a child should remain indoors for temporary health reasons, a written note must be sent to the classroom teacher. For prolonged recess exclusions lasting two (2) or more consecutive days, a formal note from the attending physician must be submitted to the school health office.

MANDATORY REPORTING: LEGAL REFERENCE; WISCONSIN STATUTE

To combat child abuse and neglect and in compliance with state law, any school personnel 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.

INFORMATION (GENERAL)

MCKINNEY-VENTO HOMELESS ASSISTANCE PROGRAM

[View Homeless Students Policy 5111.01](#)

Children and youth, including unaccompanied youth who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, students who are homeless will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Questions regarding the McKinney-Vento Homeless Assistance program can be addressed by the District's McKinney-Vento Homeless liaison at 262-857-2334 ext 1222.

MEDIA AUTHORIZATION (VISUAL IMAGE 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.

The District cannot guarantee that a student will not appear in photos of public events. Once selections are completed during the registration process, changes needed to the three levels of publication permissions can be made by emailing Linda Emon, Student Services Administrative Assistant, at emon.lin@bristol.k12.wi.com for further information.

PUPIL NON-DISCRIMINATION

[View Pupil Non-Discrimination Policy 2260](#)

The Bristol School District is committed to providing an equal educational opportunity for all students in the District.

The Bristol School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities.

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District’s Compliance Officer within two (2) days.

District Compliance Officer:

Mr. Jorge Mayorga, Business Manager

Bristol School District #1

20121 83rd Street, Bristol, WI 53104

PH: 262-857-2334

Email: mayorga.jor@bristol.k12.wi.us

STUDENT RECORDS

[View Student Records Policy 8330](#)

[View Student Records Administrative Guidelines 8330](#)

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Reference in this policy to "directory data," includes reference to "directory information," in the context of the Family Educational Rights and Privacy Act (FERPA). If parents and/or students believe their rights under Federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated, they can 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).

SCHOOL FEES & MONEY COLLECTION

[View School Fees, Fines & Charges Policy 6152](#)

[View Waiver of School Fees Policy 6152.01](#)

The Board shall waive fees or fines assessed only for students whose parent(s) are unable to afford them and such fees and fines are barriers to the educational program. The District Administrator may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding requests for the waiver of fees.

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. Families are encouraged to [use the E-Funds website](#) to pay for school fees and field trips.

2026-2027 SCHOOL FEE SCHEDULE

Grade Level	Fee	Cost
4K-8	Registration	\$60.00
4K-8	Classroom Activity Fee	\$10.00
5-8	Sport Fee (Per Sport)*	\$20.00
	Athletic Fees capped at \$100 per family	

STUDENT CODE OF CONDUCT

[View Student Code of Conduct Policy 5500](#)

[View Student Code of Conduct Administrative Guideline 5500a](#)

BRISTOL STUDENT CODE OF CONDUCT (THE RENEGADE WAY)

[Renegade Way](#)

Our Core Philosophy: At Bristol Elementary School, we believe that learning is a journey that requires teamwork. We believe behavior is taught just like reading or math. Our goal is to maintain a safe, welcoming, and positive learning environment where every child feels valued, safe, and ready to learn.

The Bristol School District is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, the administration, and their classroom teachers.

The Renegade Way! Be Safe, Be Respectful, Be Responsible!

Be Safe

- In the Building: Use walking feet inside the hallways, classrooms, and cafeteria.
- On the Playground: Use recess equipment the way it was designed to be used. Keep contact playful—roughhousing or "play-fighting" is not allowed.
- On the Bus: Remain seated at all times facing forward, and keep voices at a conversational level so the driver can focus.

Be Respectful

- To Staff: Follow the directions of teachers, educational assistants, principal, lunchroom staff, and bus drivers the first time they are given.

- To Peers: Use kind words. Keep hands, feet, and objects to yourself. Bullying, teasing, or exclusionary behavior will not be tolerated.
- To Property: Treat school supplies, books, tablets, and the building with care.

Be Responsible

- Preparedness: Arrive at school on time, ready to learn. Empty backpacks daily and turn in notes/folders to the teacher.
- Personal Belongings: Leave personal toys, trading cards, and electronics at home unless specifically requested by a teacher for a special event.
- Digital Citizenship: Use school-issued devices solely for educational purposes as outlined by the teacher.

DRESS CODE EXPECTATIONS

[View Dress Code Policy 5511](#)

The Bristol School District recognizes that each student’s mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the school.

Accordingly, the District Administrator shall establish such dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or appearance practices that:

- Present a hazard to the health or safety of the individual student or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- Interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- Cause excessive wear or damage to school property;
- Prevent the student from achieving educational objectives because of blocked vision or restricted movement.

I. Core Requirements (What Students Must Wear)

- Tops: Clothing must fully cover the midsection (stomach), chest, and all undergarments with opaque (non-see-through) fabric while standing upright.
- Bottoms: Pants, shorts, skirts, skorts, dresses, or leggings must fully cover the buttocks and all undergarments with opaque fabric. Rips or holes in pants are permissible as long as undergarments or private areas are not exposed.

- Footwear: Shoes must be worn at all times and be securely fastened to the feet. No house slippers are permitted. For safety during recess and gym class, students in grades 4K–8 must wear shoes with a heel strap (no flip-flops).

2. Prohibited Attire (What Students Cannot wear)

- Clothing or accessories that feature language, images, or symbols promoting or depicting:
 - Alcohol, tobacco, nicotine products (including vapes), or illegal drugs
 - Profanity, obscenity, sexual references or imagery, or lewd gestures
 - Hate speech, bigoted epithets, or harassment targeting race, ethnicity, religion, gender identity or sexual orientation
- Clothing that poses a physical safety hazard (e.g., chains, spikes, or accessories that could be used as a weapon).
- Shoes that prevent safe movement during recess or emergencies (e.g., high heels, wheelies, loose flip flops)
- Clothing that entirely obscures a student's face, including sunglasses (except as mandated for medical or safety accommodations).

3. Headwear Guidelines

Hats, caps, and hoods must be removed upon entering the school building and remain down during the school day.* Exceptions will be strictly granted for documented medical needs, accommodations approved by administration, or recognized religious headwear/practices.

DIGNITY-FIRST DRESS-CODE ENFORCEMENT PROTOCOL

Staff will use the following positive guidelines to handle any dress code adjustments:

1. Keep it Private: Immediate. (Staff should never address a dress code concern in front of other students).
2. Offer a Menu of Options: 1-2 minutes.

If an item violates the policy, the student will be given the following options:

- Put on a jacket or hoodie they already have
- Turn a graphic shirt inside out
- Change into a clean, brand-new school spirit shirt provided by the office (theirs to keep!)
- Call Home and have a parent/guardian bring a change of clothes

3. Return Immediately to Class: As Soon as practicably possible.

Once the adjustment is made, the student returns straight to learning. School staff are expected to enforce this policy consistently. Conversations regarding dress choices will always focus on function, safety, and the rules outlined above (never on "modesty," "distraction," or subjective social norms).

RENEGADE WAY SCHOOL WIDE EXPECTATIONS MATRIX

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
ALL SETTINGS	<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>
BUS / TRANSPORTATION	<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 & 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>
HALLWAY	<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>
PLAYGROUND	<p>Stay in your designated area</p> <p>Use equipment as taught & 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 & body to yourself</p>	<p>Dress for the weather</p> <p>Bring in everything you take out</p> <p>Line up promptly</p>
CAFETERIA	<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>
BATHROOM	<p>Wash hands with soap & 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>
LOCKER ROOM	<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>

STUDENT DISCIPLINE

[View Student Discipline Administrative Guideline 5600a](#)

The Bristol School District uses a Positive Behavioral Intervention and Support system (PBIS) referred to as the Renegade Way. Bristol staff explicitly model, teach and positively reinforce expectations in all academic and nonacademic school settings (bus, hallway, playground, cafeteria, bathroom, locker room, and online).

The Bristol School District uses a progressive system of discipline when students do not follow the Renegade Way. We treat behavioral mistakes the same way we treat reading or math mistakes: with instruction, practice, and support. When a student’s behavior falls outside school expectations, staff use age-appropriate, restorative steps. The goal is always to repair any harm done and teach the correct replacement behavior.

Progressive Discipline

For younger students (4K–2nd grade), the timeline between a behavior and its consequence must be as short as possible for the student to connect the two. For older students (3rd–8th grade), consequences focus heavily on accountability and logical restitution (e.g., repairing what was broken or restoring broken trust).

4K-8 DISTRICT PROGRESSIVE DISCIPLINE & BEHAVIOR INTERVENTION MATRIX

LEVEL 1: MINOR CLASSROOM BEHAVIORS

Managed by the classroom teacher, electives teacher or staff member present. These are behaviors that disrupt learning but do not compromise physical or emotional safety.

Behavior Level and Description	Examples of Behavior	Proactive and Positive Interventions	Progressive Consequences
Level 1: Minor Classroom Disruption	Calling out/Disrupting Instruction	Explicitly Model the correct behavior	1st Offense: Verbal Redirection and/or Visual Cue
	Off Task Behavior/Minor Non-Compliance	Proximity Control: Move closer to the student	2nd Offense: Classroom Reset Time (5 minutes to calm down and reflect)
	Inappropriate Hallway Transition Horseplay (Roughhousing not	Praise the Positive: Verbally acknowledge nearby students meeting expectations	3rd Offense: Teacher led restorative conversation and mandatory parent contact (email or

	intended to harm anyone)		phone)
	Dress Code Violation	Discreet conversation with student outside of the classroom (no public shaming) *Give student options to change with other items they may have at school or call parent to bring a change of clothing	Once the adjustment is made, the student returns straight to learning. (See Dress Code Policy Protocol on page 41)
	Public Displays of Affection: Public displays of affection between two individuals such as kissing or prolonged physical touch.	Discreet Conversation with each individual student (contact parents/guardian)	

**Please note the behaviors listed as examples as minor behaviors are not an exhaustive list of minor behaviors, but examples that will be managed by the classroom or electives teacher.*

LEVEL 2: REPEATED MINORS OR ELEVATED DISRUPTIONS

*Managed by the teacher, with potential support from the Student Services team (School Counselor, Behavioral Coach or Principal). These are persistent Level 1 behaviors or behaviors requiring brief removal from the environment. *Student may be referred for a Tier 2 Behavioral Intervention*

Behavior Level and Description:	Behavior Examples	Proactive and Positive Interventions (Examples)	Progressive Consequences (Examples)
Level 2: Repeated Minors or Elevated Disruptions	Chronic Level 1 Behaviors (4+ Times in a Week)	Behavior Contract (Simple Check In/Check Out System (CICO)	1st Offense- Admin/Behavioral Coach Consultation (Parent-Teacher Conference)
	Outright	Skills Building-	2nd

	defiance/refusing to follow directions	Working with behavioral coach or counselor and teacher on emotional regulation, social skills	Offense-Temporary alternative learning space (supervised buddy classroom) to complete work
	Minor Property Destruction (Writing on desks/tearing books)	Environmental Check-Adjust seating Provide sensory tools	3rd Offense- Loss of a specific privilege tied to behavior (ex: structured recess, alternative seating in the classroom)
	Chronic Acceptable Use Violations (playing online games, attempting to by-pass filter)	Individual contract between student and behavioral coach/classroom teacher (Daily checks on Securly)	*See progressive consequences for technology violations (Loss of chromebook privileges) *Please note that all behaviors are on a continuum- continued level 2 violations may escalate to level 3 interventions by administration
	Inappropriate language or gestures towards peers/staff		
	Academic Honesty Violations (Cheating, Plagiarism)	Determine the function or "why" of the behavior *Time management support *Skill Deficit *Performance Anxiety *Developmental Confusion	Re-assign assignment with direct supervision or after school support w/behavioral interventionist or other staff member

*Please note that the list of level 2 behavioral examples is not an exhaustive list of level 2 behaviors, but examples of chronic behaviors that would necessitate level 2 interventions.

 LEVEL 3: MAJOR BEHAVIORS (OFFICE DISCIPLINE REFERRAL-ODR)

Managed by School Administration (Principal or Principal Designee). These are behaviors that directly compromise the safety, health, or emotional well-being of the school community.

*Student may be referred for a Tier 3 behavioral intervention

Behavior Level and Description	Behavior Examples	Proactive and Positive Interventions (Examples)	Progressive Consequences (Examples)
These are behaviors that directly compromise the safety, health and/or emotional well-being of the community			Admin handles 4K-2nd grade with high-flexibility learning tools, while 3rd-8th grade faces firmer structural accountability.
	Physical Aggression (Fighting, Hitting, Kicking, Biting)	Functional Behavioral Assessment (Determine “Why” the behavior is occurring)	In-School Suspension (ISS) with mandatory behavior instruction module.
	Bullying, cyberbullying, or discriminatory harassment	Restorative Circle: Facilitated conversation to repair harm between parties (if appropriate).	Out-of-School Suspension (OSS) (<i>per Wis. Stat. § 120.13, used only when a student is dangerous to property or people</i>). *Threat assessment protocol may be triggered
	Repeated Refusal or Neglect to Obey the Rules: If a student has exhausted every intervention in Level 1,		

	<p>2, and 3, and their documented behavior continually prevents the school from maintaining an educational atmosphere.</p>		
	<p>Dress Code Violations: Expressive dress may not be protected speech if the Dress involves: a) obscenity; b) language or depictions intended to incite violence or foment hatred of others.</p> <p>Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit</p>	<p>Discreet conversation with student outside of the classroom (no public shaming)</p> <p><i>Before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech insofar as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.</i></p> <p>*Give student options to change with other items they may have at school or call parent to bring a change of clothing</p>	<p>Dress Code Policy 5511</p> <p>*In-School Suspension with restorative assignment</p> <p>*Out of School Suspension with restorative assignment</p>

		Phone call to parent/guardian	
	Verbal, written or digital threats toward staff or students	Safety Plan: Individualized plan detailing triggers and de-escalation spaces.	Manifestation Determination (for students with IEPs/504s) Threat Assessment Protocol Triggered Possible Law Enforcement Intervention
	Major property destruction or theft		Possible Law Enforcement Intervention Restitution for damaged or stolen property
	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 a drug (this includes imitation or look-a-like product).</i>		Out of School Suspension Possible Law Enforcement Intervention Expulsion
	Use and/or Possession of Weapons: <i>The possession or use of a weapon on school property, including but not limited to firearms,</i>	*Triggers Mandatory Threat Assessment	Expulsion: Possession of a Firearm: If a student brings a firearm to school or a school-sponsored event, the district

	<i>knives, look-a-like weapons, or other objects capable of causing physical harm.</i>		<p><i>must pursue expulsion for not less than one year.</i></p> <p>Possible Law Enforcement Intervention (situation specific)</p> <p>The statute allows the school board to modify the expulsion requirement on a case-by-case basis (which is frequently utilized if a 4K–2nd grader brings a weapon due to a lack of developmental understanding).</p>
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***Please note that the behaviors listed on the Level 3 Majors chart are not exhaustive, but examples of behaviors that compromise the health, safety and emotional well-being of others.*

GROUPS FOR REMOVAL OF A STUDENT FROM CLASS

Disturbances that interrupt the learning process cannot be permitted by any teacher. A rule of reason, restraint and understanding applied to any difficult situation will go furthest in resolving such matters. Our staff will work with our student services team to apply positive behavioral interventions and progressive discipline consequences. However, there may be circumstances that are most effectively addressed by removing a student from class. Removal may serve many purposes. Removing a student from class may eliminate disruption and give the student time to consider the wisdom of his/her actions. Addressing inappropriate behavior by removing a student from class may also avoid imposing more substantial disciplinary measures such as suspension or expulsion.

A teacher may temporarily remove a student from the teacher’s class if the student violates the Code of Classroom Conduct. Additionally, the student may be removed from the class for a longer period of time within the discretion of the building principal. A student removed from class may also be placed in an alternative education setting. Removal of a student from class for violating the Code of Classroom Conduct or placement of the student in an alternative educational setting does not prohibit the District from further disciplining the student for the

conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

It is neither possible nor necessary to specify every type of improper or inappropriate behavior for which a teacher may remove a student from class. Provided below, however, are examples of reasons a student may be removed from class. A teacher may remove a student from class for conduct or behavior that:

- A. Violates the behavioral rules and expectations in the Parent/Student Handbook;
- B. Is dangerous, disruptive or unruly
- C. Such behavior includes, but is not limited to the following:
 - 1. Possession or use of a weapon or look-alike or other item that might cause bodily harm to persons in the classroom
 - 2. Being under the influence of alcohol or controlled substances or otherwise violating the District alcohol and drug policy
 - 3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, harassing, or offensive classroom environment
 - 4. Arguing, taunting, baiting, inciting or encouraging an argument or disruption or group posturing to provoke altercations or confrontations
 - 5. Disruption or intimidation caused by gang or group symbols or gestures, or gang or group posturing to provoke altercations or confrontations
 - 6. Pushing, striking, or other inappropriate physical contact with a student or staff member
 - 7. Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
 - 8. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder
 - 9. Restricting another person's freedom to properly utilize classroom facilities or equipment
 - 10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions
 - 11. Throwing objects in the classroom
 - 12. Repeated disruptions or violations of classroom rules, or excessive or disruptive talking
 - 13. Behavior that causes the teacher or other students fear of physical or psychological harm
 - 14. Willful damage to or theft of school property or the property of others.
 - 15. Repeated use of profanity
- D. Interferes with the ability of the teacher to teach effectively. Such conduct includes, but is not limited to, the following:
 - 1. Repeatedly reporting to class without bringing necessary materials to participate in class activities

2. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others
3. Shows disrespect or defiance of the teacher, exhibited in words, gestures or other behavior
4. Is inconsistent with class decorum and the ability of others to learn
5. Such behavior includes, but is not limited to, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities

**It is the responsibility of school staff to communicate with parents/guardians in the event a child is removed from class due to a behavioral violation. No student shall receive an in-school or out-of school suspension without being afforded their due process rights.

SHARED PARTNERSHIP FOR A SAFE SCHOOL ENVIRONMENT

Shared Partnership: A successful and safe school environment requires a partnership between the home, the student, and the school staff.

- Parents & Guardians: Ensure your child arrives at school healthy and on time. Wisconsin state law (Wis. Stat. § 118.15) mandates regular school attendance. Families are allowed up to 10 parent-excused absences per school year; beyond that, medical or legal documentation is required to avoid truancy procedures. Keep your child home if they have a fever of 100°F or higher, or have vomited within the last 24 hours.
- Teachers & Staff: Provide a nurturing, structured environment. Teach and model classroom routines. Communicate behavior milestones and struggles with families transparently and promptly.
- Students: Practice accountability. Acknowledge mistakes when they happen, and work with adults to fix them.

STUDENT DUE PROCESS

[View Suspension & Expulsion Policy 5610](#)

[View In School Discipline Policy 5610.02](#)

A student accused of a rule or policy infraction that rises to the level of suspension or expulsion is afforded 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. If a student's behavioral choice results in an in-school or out-of-school suspension, the student's parent/guardian will be notified of the reason for the removal as soon as practicably possible via phone call. The parent/guardian will also be notified by a formal suspension letter that includes the reasons for the suspension, dates of the suspension, and a confirmed re-admittance meeting between the student, parent, principal and a student services team member. The re-admittance meeting may include the formulation of a behavioral contract, restorative agreement or other behavioral interventions to reduce a recurrence of the behavior.

SEARCH AND SEIZURE

[View Search and Seizure Policy 5771](#)

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. Lockers, desks and storage areas used by the students are school property under the control of the School District. These areas are subject to random searches

THREAT ASSESSMENT PROTOCOL

[View Student Weapons Policy 5772](#)

[View Professional Staff Weapons Policy 3217](#)

[View Support Staff Weapons Policy 4217](#)

[View Weapons Policy 7217](#)

Per Wisconsin State Statutes 120.13; 948.605 & 948.61, weapons on any school site or at any school related events are prohibited.

The Bristol School District utilizes a multidisciplinary Behavioral Threat Assessment and Management (BTAM) process to evaluate concerning behaviors, determine if a student poses a risk of harm, assess threats (verbal, written and digital) and deploy preventative interventions. Our goal is to ensure the physical safety and emotional well-being of our students and staff. Bristol staff are trained on the use of the BTAM process through Wisconsin Department of Justice training.

COMMUNICATION TIMELINES: IMMIDENT VS. NON-IMMIDENT THREATS

The District classifies safety concerns into two categories to determine the appropriate response and notification timeline.

1. IMMIDENT /CREDIBLE THREATS

An Imminent Threat is defined as an active, urgent, or highly credible risk of violence to an individual, a classroom, or the school community (e.g., a weapon brought to school, a highly specific bomb threat, or a documented intent to commit immediate bodily harm).

- District Action: Immediate implementation of Standard Response Protocols (e.g., Secure, Lockdown) and immediate notification to local law enforcement.
- Parent Communication Timeline: The district will notify the community or the specific parents of affected classrooms as close to immediate as safely possible, and always within 24 hours of the initial incident.

- *Note:* Initial communication may be brief to allow administrators to focus on immediate physical safety, followed by a detailed electronic update once the building is secured.

2. NON-IMMINENT /UNSUBSTANTIATED THREATS

A Non-Imminent Threat includes low-level expressions of frustration, venting, drawing/writing concerns, anonymous online rumors that are quickly vetted as a hoax, or behaviors determined to be "transient" (made without a sustained or realistic intent to do harm).

- District Action: The BTAM team will log the report, complete a triage/inquiry assessment, and build a positive student support plan.
- Parent Communication Timeline: General community-wide alerts are usually not sent for non-imminent threats to avoid creating unnecessary panic. However, parents of the students directly involved (both the student of concern and any targeted students) will be contacted within 24 to 48 hours of the BTAM team completing their inquiry.

What the District CAN and WILL Communicate (Imminent or School Wide Threats)

The district will always maximize transparency regarding structural safety measures and high-level outcomes.

- Status of the Threat: The district will explicitly state whether the threat has been thoroughly vetted, resolved, and whether it is deemed credible or non-credible.
- Law Enforcement Involvement: The district will confirm if local police or School Resource Officers (SROs) are involved in the investigation.
- Facility Safety Status: The district will outline operational changes, such as an increased police presence, bag checks, or modifications to the school day schedule.
- General Accountability Assurance: The district will assure families that *"appropriate disciplinary and therapeutic protocols are being enforced in strict alignment with District Policy and state law."*

What the District CANNOT Communicate to the Public/Other Parents

Under FERPA, a student's disciplinary records, mental health history, and behavioral threat assessment documentation are protected "educational records."

- No Personally Identifiable Information (PII): The district cannot share the name, age, grade level, or identity of the student who made the threat with other parents or the media.
- No Specific Medical/Mental Health Status: The district cannot share details about a student's medical conditions, psychological evaluations, or special education status.
- No Specific Punitive Action Detail: The district cannot publicly state the exact duration of a suspension or confirm if they are pursuing formal expulsion against a specific student.

***Please note that the Kenosha County Sheriff's Department works proactively with the School District of Bristol and engages in pro-active walkthroughs from time to time. The District will only communicate law enforcement presence to families if there is a safety concern that is part of an imminent threat.*

MANIFESTATION DETERMINATION

Students with severe, chronic Level 3 behaviors may have an Individualized Education Program (IEP) or a 504 Plan. Before any expulsion hearing can take place, the district must host a Manifestation Determination Review (MDR).

If the team determines that the misbehavior was a manifestation of the student's disability, or a result of the school failing to implement their IEP correctly, the student cannot be expelled. The school must instead modify the student's behavior intervention plan. Placement can only be changed if the parent and the school agree to a change of placement.

TECHNOLOGY EXPECTATIONS

STUDENT USE OF AI/NLP TOOLS

Students can use AI/NLP tools in school if they have express permission from their teacher and use them responsibly. Teachers have the discretion to allow AI/NLP tools for:

- Research Assistance: To quickly find information for projects.
- Data Analysis: To help understand large amounts of data (e.g., for science experiments or marketing research).
- Language Translation: To translate texts into different languages.
- Writing Assistance: To get help with grammar, spelling, and suggestions for improving your writing.
- Accessibility: To assist students with disabilities in accessing and understanding written materials (e.g., text-to-speech).

Remember, if students have questions or need help, they should always ask their teacher first instead of relying solely on AI/NLP tools.

DISTRICT ISSUED CHROMEBOOK GUIDELINES & EXPECTATIONS

All Bristol students in grades 3–8 will sign a Chromebook User Agreement, after staff have reviewed Chromebook use expectations and the District's Acceptable Use Policy. Bristol staff are committed to ensuring a safe digital experience for our students.

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.

2026–2027 ESTIMATED CHROMEBOOK REPAIR COSTS

Item	Cost
Broken Screen	\$35.00
Keyboards	\$25.00–\$40.00

Physical Damage- Plastic Case	\$30.00-\$70.00
Lost Charger	\$19.95-\$35.00
Total Replacement	\$235.00-\$300.00

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

TOTAL LOSS

If a student-issued Chromebook is damaged beyond repair, lost, stolen, or unreturned to the school, the total replacement cost will be assessed as a fine. If the Chromebook damage is found to be the result of vandalism, the Network Administrator in collaboration with the building principal will determine if the student will be re-issued a Chromebook.

STUDENT NETWORK/INTERNET ACCEPTABLE USE & SAFETY

[View Student Network Acceptable Use Policy 7540.03](#)

Students are assigned the use of 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.

SCHOOL SUPPLIES

School supply lists can be found on Bristol School District's website, under the School tab. [School Supply lists are also available on Teacher Lists](#). 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.

SCHOOL VISITORS, GUESTS, VOLUNTEERS, PARENTS/GUARDIANS & RELATIVES

[View School Visitor Policy 9150](#)

[View School Visitor Administrative Guideline 9150](#)

[View Volunteer Policy 8120](#)

District staff encourage visits to school by parents, other adult residents of the community and interested educators. To ensure the safety of students and staff as well as for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

All visitors, volunteers and guests to Bristol School must follow the visitor procedures outlined below when coming into the school building during normal school hours.

1. Schedule an Appointment: Visitors must have or schedule an appointment with school staff, including meetings with administration. Visitors who do not have an appointment will be asked to schedule an appointment with the office staff and may need to return at a later date/time.
2. Complete Security Check:
 - First visit during the school year: Visitors are required to provide state identification (i.e. driver's license) that will be run through the Verkada Guest Security system prior to being allowed into the building. For most visits, this will occur in the school office. For large events, guests will be provided with a registration link to complete prior to their visit.
 - Second Visit and Beyond: Visitors will check in the office and provide their name or phone number.
3. Wear Adhesive Badge: All visitors must wear the provided badge when in the building. Any visitor not wearing a badge will be asked by staff to return to the office to get a badge.
4. Exit Through School Office: Visitors should remove their badges and check out using the Verkada system in the school office.

All visitors, volunteers and guests to Bristol School must follow the visitor procedures outlined below when coming into the school building during normal school hours.

*Please note that visitors are only permitted to use bathroom facilities designated for adults only during the school day. School visitors are not permitted to use student bathroom facilities during school hours.

*Any items that parents or guardians bring for students during school hours will be dropped off in the school office. School staff will ensure that the items are sent to the classroom in order to keep interruptions to a minimum.

VOLUNTEERS & CHAPERONES

[View Volunteer Policy 8120](#)

Classroom volunteers and chaperones work directly with students and require more stringent background checks than visitors and guests. In addition to the steps above, all classroom volunteers and chaperones must have a valid background check on file with Bristol School ~~within the last 2 years~~. Volunteers and chaperones who falsify information on their background check application will not be allowed to volunteer or chaperone.

Visitation of students from other schools must be pre-arranged with school administration.

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 the school principal. Concerns regarding academics can be directed to the Principal assigned to your child's grade level. Concerns regarding staff response to student behavior can be directed to the building principal corresponding to your child's current grade level. 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.
3. If after meeting with the appropriate teacher and principal the situation is still not resolved, families can direct concerns to the District Administrator.

OTHER SCHOOL RELATED INFORMATION

ATHLETICS & EXTRA CURRICULAR OPPORTUNITIES

Bristol School offers the following athletic programs: Softball (grades 6-8), 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. This does not apply to cross country.*

Participating in an athletic activity is a privilege for the students at Bristol School. Beginning with the 2026-2027 school year, all Bristol athletes will sign an athletic contract. Eligibility will be determined through a weekly eligibility checklist based on academics and behaviors. 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. The athletic handbook and other important information relating to Bristol School athletics can be found on Bristol School's [Athletics webpage](#).

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 in grades 4K-4th grade MUST be accompanied by an adult to any school sponsored events. Students in grades 5-8 are allowed to attend school sponsored events, but if they are attending without a guardian the student must have a note from their parent or guardian indicating they have permission to attend the event. That note will be given to the extra-curricular supervisor on site. Students who attend school sponsored after school events are expected to stay in the area of the school where the event is occurring. Students will remain in the designated area for the event and be given permission to use the restroom or visit the concession stand. Students attending school sponsored events are not allowed to leave the event before it is finished unless they are picked up by a parent or guardian and checked out by the extra curricular supervisor. Students could be denied this privilege if positive behaviors are not being exhibited during either the school day or during a school sponsored event.

*Please note that beginning with the 2026-2027 school year, any students in Grades 5-8 planning on attending Bristol School District extra-curricular activities will sign a spectator contract that will also be signed by their parent/guardian indicating that they understand the rules and behavioral expectations regarding attendance at athletics and extra-curricular events.

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.

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 six to seven 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 Damage Fines	
Broken Back	\$2.00-\$5.00
Torn page(s)	\$0.50 per page
Bent corner (s)	\$0.25-\$0.50 per page
Water Damage	\$2.00 or a certain % of the cost of the book
Writing In a Book	A certain % of the cost of the book
Irreparable Damage	A certain\$ of the cost of the book (or replacement cost)

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

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

[View Video Surveillance & Electronic Monitoring Policy 7440.01](#)

FILING A COMPLAINT UNDER FERPA

[View Administrative Guidelines 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)

SUICIDE PREVENTION, INTERVENTION AND POSTVENTION

[View Suicide Prevention, Intervention & Postvention Policy 5350](#)

Bristol School District recognizes that suicide is a leading cause of death among youth and must be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families the District shall develop prevention, intervention and postvention strategies and procedures.

2026-2027 STUDENT/PARENT HANDBOOK ACKNOWLEDGMENT

As part of the registration process, you electronically acknowledged and agreed to the policies and guidelines outlined in our Student-Parent Handbook. *Beginning with the 2026-2027 school year, staff will review the student code of conduct (expectations, interventions, and consequences), acceptable use policy and Chromebook expectations with students in grades 4-8 and students will also be given a paper acknowledgment to sign and be kept with the student's classroom or homeroom teacher. This acknowledgment confirms your understanding and acceptance of the expectations, procedures, and responsibilities for both students and families throughout the school year. If you would like to review the handbook again, it is available on our website by clicking under school and families. [View Bristol Student Handbook.](#)*