

# **Marshall Early Learning Center Student/Family Handbook**

**2025-2026 School Year**



***“Be Respectful, Be Responsible, Be Safe”***

**Marshall Early Learning Center**

369 School Street

Marshall, WI 53559

(608 655-1588)

[www.marshallschools.org](http://www.marshallschools.org)

**Principal: Mr. Rich Peters**

**Administrative Assistant: Mrs. Elise Kleinheinz**

<b>MARSHALL PUBLIC SCHOOLS VISION STATEMENT</b>	<b>4</b>
<b>DAILY SCHEDULE</b>	<b>4</b>
<b>FAMILY/STUDENT INFORMATION</b>	<b>4</b>
<b>ADDRESS AND SCHOOL CONTACT INFORMATION</b>	<b>4</b>
<b>ADDRESS, TELEPHONE, AND EMAIL CHANGES</b>	<b>4</b>
<b>ARTICLES PROHIBITED IN SCHOOL</b>	<b>5</b>
<b>ATTENDANCE</b>	<b>5-9</b>
EXCUSED ABSENCES	
UNEXCUSED ABSENCES	
TARDINESS	
TRUANCY AND HABITUAL TRUANT DEFINITION	
PARENT/GUARDIAN NOTIFICATIONS RELATED TO TRUANCY	
<b>ASSEMBLIES</b>	<b>9</b>
<b>BOOKS (CLASSROOM/LIBRARY)</b>	<b>9</b>
<b>CHANGE OF RESIDENCE/WITHDRAWAL FROM SCHOOL</b>	<b>9</b>
<b>CLASS PLACEMENTS</b>	<b>9</b>
<b>COMMUNICATION</b>	<b>10</b>
<b>COMPUTER USE AND ACCESS</b>	<b>10-11</b>
<b>DAMAGED OR LOST SCHOOL PROPERTY</b>	<b>11</b>
<b>DANGEROUS WEAPONS AND FIREARMS</b>	<b>11</b>
<b>DISCIPLINE</b>	<b>11-13</b>
BOARD OF EDUCATION POLICY	
ELC POLICY - BEHAVIORAL EXPECTATIONS & PBIS	
CORPORAL PUNISHMENT	
<b>DISCIPLINARY PROCEDURES</b>	<b>13-15</b>
IN SCHOOL SUSPENSION OR TEMPORARY REMOVAL FROM CLASS	
SUSPENSION FROM SCHOOL	
EXPULSION	
INAPPROPRIATE PHYSICAL CONTACT	
SWEARING/PROFANITY	
BULLYING-VERBAL/Written THREATS OF PHYSICAL HARM AND OR DAMAGE TO PROPERTY	
SEXUAL HARASSMENT	
STEALING	
VERBAL ABUSE DIRECTED AT SCHOOL PERSONNEL	
<b>DOORS AND VISITORS</b>	<b>15</b>
<b>DRESS CODE</b>	<b>16</b>
<b>DRUG/ALCOHOL USE OR POSSESSION</b>	<b>16</b>
<b>FAMILY FEES</b>	<b>17</b>
<b>FIELD TRIPS</b>	<b>17</b>
<b>PHOTOGRAPHY RELEASE</b>	<b>17</b>

<b>HEAD LICE</b>	<b>17</b>
<b>HEALTH</b>	<b>17-20</b>
SCHOOL HEALTH SERVICES	
MEDICATION AT SCHOOL	
NON-PRESCRIPTION MEDICATION	
PRESCRIPTION MEDICATION	
EMERGENCY MEDICATION STANDING ORDERS: SEVERE ALLERGIC REACTION	
IMMUNIZATION REQUIREMENTS	
PHYSICAL EDUCATION EXCLUSIONS	
VISION AND HEARING SCREENING	
UNREPORTED ACCIDENTS OCCURRING AT SCHOOL OR WHILE PARTICIPATING IN SCHOOL EVENTS	
<b>INCLEMENT WEATHER</b>	<b>20-21</b>
<b>FOOD SERVICES</b>	<b>21</b>
<b>FAMILY CONCERNS</b>	<b>21</b>
<b>FAMILY INVOLVEMENT</b>	<b>21-22</b>
FAMILY-TEACHER CONFERENCES	
<b>PLAYGROUND/RECESS</b>	<b>22-24</b>
AM ARRIVAL SUPERVISION	
RECESS EQUIPMENT RULES	
RECESS NON-ACCEPTABLE BEHAVIORS	
RECESS WEATHER CONDITION RULES	
CONSEQUENCES FOR BREAKING PLAYGROUND RULES	
RECESS PARTICIPATION	
<b>SNACK</b>	<b>24</b>
<b>STUDENT DROP OFF AND PICK UP</b>	<b>24-25</b>
<b>STUDENT RECORDS</b>	<b>25</b>
<b>STUDENT VISITORS</b>	<b>25</b>
<b>TELEPHONE USE</b>	<b>25</b>
<b>TRANSPORTATION</b>	<b>25-26</b>
EXPECTATIONS	
GO RITEWAY BUS SERVICE STUDENT RIDING POLICY	
<b>STUDENT HARASSMENT AND NON-DISCRIMINATION</b>	<b>26-27</b>
<b>STATE LAWS AND VILLAGE ORDINANCES</b>	<b>27-28</b>
ALCOHOL AND/OR DRUGS	
FIGHTING/DISORDERLY CONDUCT	
FIRE DRILLS AND ALARMS	
POSSESSION OF WEAPONS	
TOBACCO	
TRUANCY	
VANDALISM	
<b>DISTRICT WELLNESS POLICY</b>	<b>28-31</b>
<b>MARSHALL PUBLIC SCHOOLS ACKNOWLEDGEMENT OF HANDBOOK FORM</b>	<b>32</b>

## **MARSHALL PUBLIC SCHOOLS VISION STATEMENT**

Marshall Public Schools will inspire and prepare each student to grow to their full potential to achieve productive lives as community members and lifelong learners.

### **DAILY SCHEDULE**

- The school day for ELC students is 8:00-3:20 Tuesday through Friday
- Monday school hours are 8:00 to 2:15
- *Please note that students are not allowed on school grounds until 7:40 AM.*

7:40-7:58-----Outdoor Recess and or Breakfast served in the gym

7:58-----Whistle Blows and Students begin to enter the school

8:00-----SCHOOL DAY BEGINS

2:15----- (EVERY - **MONDAY** - EARLY Dismissal Time)

3:20----- (Tuesday - Friday) STUDENTS DISMISSED, SCHOOL DAY ENDS

3:30-----BUSSES DEPART (from ELC)

### **FAMILY/STUDENT INFORMATION**

#### **Address and School Contact Information**

Marshall Early Learning Center  
369 School St.  
P.O. BOX 76  
Marshall WI, 53559

Phone: (608) 655-1588  
Fax: (608) 655-1592

To send email to any Marshall Public Schools staff employee, type in their first initial and last name @marshallschools.org

Website address: [www.marshallschools.org](http://www.marshallschools.org)

#### **Address, Telephone, and Email Changes:**

It is important that the school has current home and business addresses and respective telephone numbers for parents/guardians at all times. This information is especially important in case of an emergency. Please notify the ELC School Administrative Assistant and the district office immediately upon changing your address or telephone number. Email addresses are also an important way to provide access and outreach to families.

## **ARTICLES PROHIBITED IN SCHOOL**

### **Electronic Devices:**

Students are prohibited from the use of all telecommunication devices, including cell phones, smart watches, personal gaming devices, and all other electronic entertainment equipment at school and during school-sponsored or school-related activities on or off school property during the instructional school day. Students shall be allowed to possess such devices, however, such devices must not be visible and must remain turned off during the instructional school day. Families are asked to please call the office to get important messages delivered to their child(ren) rather than having a cell phone for the child at school. The school cannot assume responsibility for damage or loss of personal items such as cell phones, electronic entertainment equipment, jewelry, sports equipment, toys and other items of value. Refer to School Policy: 443.5.

### **Consequences for misuse of electronic devices:**

- **1<sup>st</sup> violation:** Confiscation of equipment until the end of the school day
- **2<sup>nd</sup> violation and beyond:** Confiscation of equipment until parents or guardians can pick it up from the principal's office.

### **Dangerous items:**

Dangerous items such as guns, knives, or other weapons, matches, lighters, laser pointers, fireworks, air horns, aerosol spray, etc. are prohibited at school. When a student brings something that is deemed dangerous to school, the dangerous item will be confiscated and the parents/guardians will be contacted. If a school employee has reasonable suspicion that a student has a dangerous item, they are permitted to search their backpack, cubby area, and desk. A family conference may be scheduled and the student may be subject to a loss of recess privileges or suspension. Students who bring weapons to school or use an object as a weapon may be suspended and recommended for expulsion, as provided in school board policy 443.81.

### **Non-Nutritional Items:**

Students are not allowed to bring non-nutritional items such as soda, candy, etc. to school with them. Students who bring soda/candy/gum to school may receive consequences as described in the Code of Conduct. Exceptions to this are during special celebrations (such as birthdays) with teacher permission.

## **ATTENDANCE**

We understand that there are various childhood diseases and other legitimate reasons for absences. However, we feel it is important to strive for a 95% attendance rate (ie. attendance a minimum of 170 out of 180 school days). This goal was established because of a powerful link between academic success in school (learning) and attendance. It is essential for children to attend school regularly in order to obtain maximum benefit from

public school education. It is the responsibility of the parent/guardian to have their children attend school regularly according to Wisconsin State Statute 118.15, 118.16, 118.163 and local ordinances.

**If a student in grades EC/4K-2nd is going to be absent or late, the parent or legal guardian should call the school (608-655-1588) no later than 8:30 a.m. that day.**

(Voicemail messages may be left before 7:30 a.m.). If a phone call is not received, the ELC administrative assistant will call the parent or legal guardian at home or at work to find out why the student is absent.

### **Excused Absences:**

- A child may not be excused by their parent or guardian for more than FIVE days during a semester. Additional absences may be excused with a note from a doctor.

The following absence types are considered excused, provided that the school has been contacted.

1. Students who are ill as determined by their parent/guardian provided that the parent/guardian contacts the school before 8:30 a.m. to explain the absence. If the absence extends to three or more days, the school reserves the right to require that the parent/guardian obtain a written statement from a physician or licensed practitioner describing the need for the student to be out of school and the specific dates the student should be considered medically unable to attend school.
2. Students with medical, dental, chiropractic, etc. appointments. When possible, these appointments should be made outside of school hours. If this is not possible, the parent/guardian must notify the office of the appointment by phone call or written notice indicating the time of the appointment and the time they need to be excused from school. The student is required to check in and out with the office as they leave for the appointment, and when they return. You should bring in a medical excuse from your child's physician for these absences.
3. Students confronted with short-term family emergencies as properly verified by the parent/guardian. Students with personal emergencies shall be allowed to leave the building with a parent or guardian.
4. Contemplated Absences: Teachers should be consulted about make-up work in advance when there is a planned absence. Make-up work may involve increased homework, staying in at recess or staying after school until work is complete. The following contemplated absences will be considered excused,
  - Family Trips where the parent/guardian accompanies the student.
  - Court appearances (A note from the clerk of courts must be turned into the office upon return to the school to verify the absence.)
  - Funerals
  - Religious holidays

### **Unexcused Absences:**

- Under Wisconsin Law, any person having control over a child between the ages of 6 and 18 must ensure the child attends school. A parent or guardian may excuse a child from school prior to an absence. **A child may not be excused for more than 10 days in a school year.** It is the policy of the school that work missed because of an unexcused absence or tardiness must be made up.
  1. Any absence that does not comply with the excused attendance reasons shall be considered unexcused.
  2. If no contact is made (phone, note or email) from the parent/guardian regarding a student's absence, and the office is unable to reach the family, the absence will be considered *unexcused*.
  3. When a child is unexcused for the day, the parent/guardian is to be notified by the school attendance officer that the child is truant. The parent or guardian is directed to return the child to school no later than the next day on which school is in session or to provide an excuse. This notice of truancy must be given before the end of the second school day after receiving a report of an unexcused absence. This may be done by telephone or with a personal visit.

### **Tardiness**

- A pattern of tardiness on the part of any student shall be brought to the attention of the student's parent(s)/guardian(s) by the classroom teacher and/or the principal. If it appears that the student is negligent, appropriate disciplinary action will be taken.

### **Truant and Habitual Truant Defined**

- A truant is a student who is absent from school without an acceptable excuse for part or all of a school day. A habitual truant is defined as a pupil who is absent without excuse for all or part of five or more school days during a semester or 90 day period, whether consecutive or not.
  1. After 3 unexcused absences or 8 excused absences, the first notice of truancy will be sent.
  2. After 5 unexcused absences or 10 excused absences, the second notice of truancy will be sent. A problem solving meeting with school staff will be scheduled where an attendance contract will be created to prevent further absences.
  3. After an additional 2-3 absences and/or the attendance contract is broken, a Truancy Review Board referral will be made and a letter to indicate such action taken.
  4. Any additional absences will result in a municipal truancy referral.

## **Parent/Guardian Notifications Related to Truancy:**

### **Excused Absences:**

1. After 5 excused absences in 1 semester
  - a. Students with a history of truancy: Attendance Letter of Concern is sent home to parent/guardian. The letter may indicate that a physician's note be provided for further absences to be considered excused.
2. After 8 excused absences in 1 semester:
  - a. Students with no history of truancy without known legitimate reasons for absences: Attendance Letter of Concern is sent home to parent/guardian. The letter may indicate that a physician's note be provided for further absences to be considered excused.
  - b. Students with a history of truancy or no legitimate reasons for absences: School staff will schedule a meeting with the parent/guardian to discuss attendance concerns. If illness is the documented reason for absences, the school nurse should be included at the problem-solving meeting. An Attendance Letter Problem Solving Meeting Request will be mailed to the parent/guardian.
3. After 10 excused absences without pre-approved or documented medical excuse/reason:
  - a. Students with no history of truancy who have received a letter of concern and the problem has not been resolved and/or no legitimate reasons for absences are known: School staff will schedule a meeting with the parent/guardian to discuss attendance concerns. If illness is the documented reason for absences, the school nurse should be included in the problem-solving meeting. An Attendance Letter Problem Solving Meeting Request will be mailed to the parent/guardian.
  - b. Students whose parents/guardians have participated in a problem solving meeting at the school level will be referred to the Truancy Review Board if the problem has not been resolved. A Truancy Review Board Referral will be mailed to the parent/guardian.

*When a medical excuse is provided (from a medical provider) or there is a pre-approved absence (i.e., vacation/funeral), those days are NOT counted toward the total excused absences used to generate attendance letters. Medical excuses and/or funeral documentation must address each day of absence (i.e., if a student is gone 3 days for chicken pox, excuse should state that).*

### **Unexcused Absences:**

- Any unexcused absence:



- Office or school staff will contact parents/guardians to inquire about the absence.
- After 2 unexcused absences:
  - Principal or other school staff contacts parents/guardians to discuss parent/guardian expectations/procedures for reporting student absences.
- After 3 unexcused absences:
  - A letter of concern will be sent to the parent/guardian.
- After 4 unexcused absences:
  - An Attendance Letter Problem Solving Meeting Request will be sent to the parent/guardian. A meeting will be held between the principal, pupil service member, and the parent/guardian to generate a problem-solving plan.
- After 5 unexcused absences:
  - The family is referred to the Truancy Review Board. A meeting is held to generate a plan and/or determine consequences.

*For more information on Wisconsin's Truancy Law or our district policy, please contact the principal or school social worker.*

### **ASSEMBLIES**

Assemblies, whether entertaining or educational, are a privilege and shall be treated as such. It is the responsibility of the student to be attentive and respectful. Classroom teachers and staff will supervise students during assemblies.

### **BOOKS**

Students are responsible for the care of text and library books. Families can be billed for excessive damage to books or multiple misplaced books.

### **CHANGE OF RESIDENCE/WITHDRAWAL FROM SCHOOL**

Any student who is withdrawing from school or transferring to another school must have a parent or guardian notify the school office and follow the formal checkout procedure. Any accrued fees/fines, including lunch balances, should be paid.

### **CLASS PLACEMENTS**

The class placement process is based on collaboration among teachers and specialists.

- **Placement Considerations:** Much time, thought and collaboration go into creating class lists that are equitable in size and include students with a variety of ability levels, talents, behaviors, study skills, and special needs. Teaching teams attempt to build learning communities where children are exposed to a wide spectrum of talents, backgrounds and experiences so all class members expand horizons, develop strengths, and address areas of growth.
- **Confidential Issues:** In a few circumstances, there is significant/confidential information that is critical to class placement. If such information is too sensitive to

share during family-teacher conferences, families may schedule a conference with the principal prior to the placement process with the assurance that the information will be used confidentially as one element of the placement process.

- **Teacher Assignment/Class Postings:** Students will be notified of their teacher once they are registered. This information will be given to families and the students individually.

### **COMMUNICATION**

Communication between school and home is the key to effective cooperation between families and school staff. A listing of staff names, phone extensions, and email addresses are in the front of the handbook. Call the school prior to 8:30 AM whenever your child is absent. Please include the reason for your child's absence.

- **Family Notes or letters:** are sent home by teachers on a regular basis for the purpose of alerting families of activities at school. Every child is given a red "Tuesday Folder" that is sent home weekly.
- **Newsletters:** are sent home or electronically mailed by the classroom teacher weekly/monthly. Our monthly building newsletter will be sent 1x per month both electronic and hard copies within the Tuesday Folder. Some teachers also publish their newsletters via a blog or web page.
- **Website:** [www.marshallschools.org](http://www.marshallschools.org) for both district and school information
- **Facebook:** Marshall Early Learning Center's Facebook page posts information regarding school events, activities, etc.  
<https://www.facebook.com/MarshallEarlyLearningCenter/?ref=bookmarks>
- **Phone Calls:** Are usually the most efficient means of communication in situations that should be dealt with immediately. Families and staff are strongly encouraged to phone one another in cases of student academic or behavior problems and when reporting student achievement and success. *If there is an emergency, reporting a student absence, or an urgent message for the teacher, please call the office at 608-655-1588 ext 221.*
- **Personal Invitations:** Personal invitations to parties (such as birthdays) and events should not be sent to school to be distributed to students during the school day.

### **COMPUTER USE AND ACCESS**

The instructional computer network is designed to give all students access to computer programs necessary for instructional purposes. Students are limited to computer programs provided in their student menu. Programs will be assigned as needed by staff or network administrators. Students are not allowed to work outside their assigned

programs. This operating system of the computer or network is off limits to students without written permission of the network administrator. Student directories shall contain only instructional related data files.

Students who use the ELC computers are required to abide by all laws regarding computer copyright (School District Policy: 363.2). Misuse of any computer, such as using non-assigned software, illegal network access, entry of inappropriate or sexually related material, access of another student's or administrative files, printing of non-school related materials, or vandalism will be dealt with by the loss of computer access and possible legal action. If you are uncertain if your actions violate any of the above requirements, please consult with our Technology Director. Each year the ELC must have an "Acceptable Use of Technology" form on file in order to gain access to computers and technology. The form will be given to families at the beginning of each school year to sign and return.

### **DAMAGED OR LOST SCHOOL PROPERTY**

School books and other school property destroyed, damaged or lost by students must be paid for. Books will be checked for damages at the close of the school year. The office will assess damages based on repair or replacement costs.

### **DANGEROUS WEAPONS AND FIREARMS**

Any illegal weapons (firearms, explosives, including smoke bombs and all fireworks, etc.) is prohibited on school property, school buses, school vehicles, and/or at any school-related event. Also prohibited are objects possessed with the intent to threaten, intimidate, and cause bodily harm and/or property damage. Toy guns or look-alike weapons are all prohibited. Any type of knife is also prohibited.

Weapons under control of certified law enforcement personnel are permitted.

Students violating this policy will be subject to disciplinary action, possible suspension and/or recommendation for expulsion. In the case of possession, with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officials will be notified. Parents/guardians will be notified and recommendations for suspension or expulsion reviewed. (School Board Policy 443.81)

### **DISCIPLINE**

#### **Board of Education Philosophy:**

The Board, in support of the aims of public education, believes that the behavior of students attending the Marshall Schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline is one of the important, ultimate goals of education. With this belief as a basis, the board has adopted the following discipline guidelines.

1. Each teacher shall analyze their own discipline cases and attempt to apply the appropriate corrective measures to the best of his/her ability. This would involve inclusion of parents/guardians and guidance personnel.
2. In the event the problem(s) continue(s) or warrant(s) additional aid, the teacher shall present the discipline problem to the principal. The principal shall give careful and definite consideration to all offenses brought to their attention. Providing all due processes have been fulfilled, the district administrator and principal shall have the authority and support of the Board to suspend students from school.
3. Students who continue to cause discipline problems shall have their cases presented to the School Board, with the recommendation for expulsion.
4. The Marshall Public Schools shall not discriminate in standards or rules of behavior or disciplinary measures, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Complaints regarding the interpretation or application of this policy shall be referred to the building principal and processed in accordance with established procedures.

#### **ELC Philosophy - Behavioral Expectations & PBIS:**

At the Early Learning Center, we believe that all children have the right to learn, and all teachers have the right to teach. We believe that this learning process can only occur in a safe and nurturing learning environment where students engage in behaviors that are appropriate, positive, and in the best interest of each member of our school community.

At our school, we strive to assist students to become responsible decision-makers and reflective problem solvers. We specifically focus our support on the development of respectful, responsible, and safe behavior. We foster an atmosphere where everyone's needs are considered and each person feels valued. We accomplish this through our school and district's Positive Behavioral Interventions & Support (PBIS).

Students are expected to follow school-wide agreements and behavioral expectations in classrooms, hallways, restrooms, lunchroom, playground, and at all school activities. Our school currently uses a system of School-Wide Acknowledgement called "Cardinal Cards," where staff members give individual students a "Cardinal Card" if they see a student exhibiting responsible, respectful, and safe behavior throughout the school day. Each week, two "Cardinal Card" winners will be selected to enjoy an extra incentive with a staff member.

Additionally, each month students will work towards a classroom and school-wide incentive to promote specific positive behavior (demonstrating behavioral expectations in the hallways, lunchroom, playground, etc.) Incentives may range from creating kindness banners to a tug-of-war between staff and students. Families will receive communication on the PBIS topic that is being discussed throughout the week and month. Classroom/school celebrations are for all students and no one will be excluded from a

classroom or school-wide celebration.

### **Corporal Punishment**

The School District of Marshall does not believe in the use of corporal punishment. Although corporal punishment is not used, **reasonable and necessary** force may be used (Board Policy 447.1) following the district's **Non-Violent Crisis Intervention (NVCi)** protocol, which supports the de-escalation of situations, utilizing transport or restraint as a last resort:

- To quell a disturbance or prevent an act that threatens injury to oneself or others
- To obtain possession of a weapon or other dangerous object
- As self-defense or the defense of others
- To remove a disruptive student
- Incidental, minor or reasonable physical contact designed to maintain order and control.

In the event that a situation requires **NVCi protocol and response**, the parent/guardian(s) will be immediately notified of the situation and will be provided with written documentation of the incident and the responses taken to ensure the safety of all children and staff.

## **DISCIPLINARY PROCEDURES**

### **In-School Suspension or Temporary Removal From Class:**

The purpose of in-school suspension is to provide a positive alternative to the out-of-school suspension. Students serving a half-day suspension in the morning will start at 8:00 a.m. and go through to the end of lunch recess. A student serving a half-day suspension in the afternoon will start with the lunch hour through the end of the school day.

When a student is assigned an in-school suspension, or in the event that a student is assigned to the office when removed from class, the student will:

1. Report to the office at 8:00 a.m. or at lunch (for 1/2 day) with all his/her books, notebooks and other necessary materials to do their work. If needed, the office will arrange for the student's teachers to have his/her work sent to the office.
2. Work individually the entire length of the suspension, with the exception of lunch, which will be eaten in the office or another alternative, supervised location.

*If a student breaks any of the suspension rules, their suspension will be extended or they will be suspended out of school.*

### **Suspension from School:**

When suspending a student from school, the principal will:

1. Give oral and written notification of the nature of the violation and the intended action.
2. Provide the student with the opportunity to tell his/her side of the story.
3. Contact the parents/guardians by telephone, if possible, and notify them of the decision to suspend the student and request that they come to school to pick up the suspended student.
4. Attempt to arrange a conference with the parents/guardians, if appropriate.
5. Notify the parents/guardians, in writing, of the facts and the duration of the suspension.

**Expulsion:**

By state statute, the school board may expel a student from school whenever it finds them guilty of repeated refusal or neglect to obey the rules, or finds that they have engaged in conduct while at school or while under supervision of school authority which endangers the property, health or safety of others, and is satisfied that the interest of the school demands their expulsion.

**Inappropriate Physical Contact:**

Students are prohibited from using physical contact to resolve conflicts on school property (playground, classroom, hallways, lunchroom, etc.). School Policy states that students are not to engage in fighting, nor are they to engage in unsafe activities that cause direct or indirect physical harm to another person. The school will consider all parties who engage in fighting ie: pushing, hitting, slapping, kicking, tackling, or grabbing to be responsible for their actions (including for the purpose of self-defense).

**Swearing/Profanity:**

School Policy 443: Profanity, vulgarity and indecent gestures are out of place in school and will not be tolerated. This includes both verbal and written communication.

**Bullying-Verbal/Written Threats of Physical Harm and or Damage to Property:**

School Policy 443.71: Verbal or written threats of physical harm and/or damage to property are unacceptable. Name calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves and Exclusion (starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends) are acts of aggression that will not be tolerated.

Bullying includes aggressive behavior that is intentional and involves an **imbalance of power** between the bully and the bullied. It is **repeated over time** by either an individual or a group. Bullying takes many forms, including, but not limited to, physical assaults, verbal assaults, and non-verbal or emotional threats. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Behaviors characterized as bullying may take place at school; during a school-sponsored activity; on school busses; or through the use of school equipment in the case of "cyber-bullying". Teasing is not the same as bullying.

Peer Conflict/Teasing	Bullying
<ul style="list-style-type: none"> <li>• Equal power or friends</li> <li>• Happens occasionally</li> <li>• Accidental</li> <li>• Not serious</li> <li>• Equal emotional reaction</li> <li>• Not seeking power or attention</li> <li>• Not trying to take something</li> <li>• Remorse - takes responsibility for actions</li> <li>• Effort to solve problems</li> </ul>	<ul style="list-style-type: none"> <li>• Not friends</li> <li>• Repeated negative actions</li> <li>• Purposeful</li> <li>• Serious with threat of physical or emotional harm</li> <li>• Strong emotional reaction from victim/ little or no emotional reaction from bully</li> <li>• Seeking power, control or material things</li> <li>• Attempt to gain material things or power</li> <li>• No remorse - blames victim</li> <li>• No effort to solve problems</li> </ul>

### **Sexual Harassment:**

School Policy 411.1: Sexual harassment is always unacceptable. Sexual harassment may be initiated by any gender, and may be initiated by and/or directed towards fellow students, faculty, parents/guardians or visitors to the school.

### **Stealing:**

Violating the rights of others by taking the property of another without permission will not be tolerated.

### **Verbal Abuse Directed at School Personnel:**

School Policy 443.8: Profanity, vulgarity, indecent gestures, and defiance of duly constituted authority are not tolerated.

## **DOORS AND VISITORS**

For security reasons, only the main entrance will be accessible during the school day. Visitors must push the button outside the front door to contact the office, so the office staff can identify the visitor waiting to enter.

Except for persons attending scheduled school programs, all persons who visit the Marshall Public Schools during the school day shall report to the respective school office upon arrival, sign in, announce the nature and purpose of the visit, obtain permission to visit, obtain a visitor's badge before proceeding to their destination, sign out when they leave, and return their visitor's badge. Office staff will call the staff member being visited to ensure the visitor has permission to visit the classroom. Identification to ensure the identity of the individual may be requested. Unauthorized visitors can be fined for trespassing and/or loitering under Marshall Village Ordinance.

## **DRESS CODE**

- **General:** We request the cooperation of families in encouraging students to take pride in their dress habits, grooming and cleanliness. Students are not allowed to wear clothing that is offensive, obscene, or disruptive to the school environment. Examples of inappropriate clothing include, but are not limited to: 1) alcohol or drug-related clothing, 2) gang related clothing, 3) clothes that have implicit or explicit discriminatory or negative messages regarding any race, religion, ethnicity or gender, 4) clothes that have implicit or explicit sexually suggestive messages.
- **Labeling:** We do highly encourage that clothing such as jackets, coats, sweaters, gym clothes, shoes, and boots be clearly labeled. This helps in returning lost or misplaced items to students.
- **Headgear:** Students are prohibited from wearing any headgear including hats, scarves, and bandanas while inside the school, except for religious purposes or when involved in a school-wide “spirit day” or celebration where it may be appropriate.
- **Safety:** Any clothing worn by students that could cause bodily harm is prohibited. This includes sharp objects on pants, wallet chains, or large pieces of jewelry. State law requires that shoes be worn at all times.
- **Physical Education:** P.E. students are required to wear tennis shoes during class. If students do not have tennis shoes, the teacher has extras that can be borrowed.

### **Dress Code Consequence:**

Students not complying with the dress code will be expected to change. Repeated violations will result in additional consequences. Students needing to leave school to change will be considered unexcused.

## **DRUG/ALCOHOL USE OR POSSESSION**

The school strives to protect students from harmful drugs and chemicals and from those who sell or dispense these substances. Students may not use, sell, possess, or be under the influence of such substances on school grounds. This policy includes, but is not limited to, alcohol, cigarettes, and any other drug. (Please refer to the Medication Policy for exceptions to this policy for prescribed and over the counter medications. School Policy: 453.4). If a school employee has reasonable suspicion that a student has drugs or alcohol, they are permitted to search their backpack, cubby area, and desk.

### **Should students be found in violation of this policy, the following actions will take place:**

1. Parent/guardian notified
2. Possible suspension or expulsion
3. Police Referral
4. Presentation of Student Support Programs Options
5. Reinstatement conference with student, parent/guardian and the principal (others may attend when deemed appropriate.)



## 6. Co-curricular/athletic suspension

### **FAMILY FEES**

The Marshall Public Schools require a registration fee for each student. The registration fee is \$35 for students attending the Marshall ELC. Each school has a different fee. The fee will go towards supply costs such as paper for copying, staples, newsletters, and other school-wide school supplies.

### **FIELD TRIPS**

Field trips are correlated with the educational program and are often used to enrich, introduce, or culminate a unit. Field trips are an extension of the classroom. Adequate preparations in the subject area and definite objectives are made before each trip. No child is allowed to go on a trip without a signed permission slip from his parent or guardian. Safety rules are strictly enforced on these trips.

### **PHOTOGRAPHY RELEASE**

Throughout the year, photographs may be taken of students recognized for achievements, student activities, and assemblies. Occasionally these photographs may be used in public materials, such as the local newspaper, social media, newsletters, etc. Student names will not be used except for the purpose of recognizing a student for a specific reason. Any parent/guardian who does not want to have their child's image used in these ways must contact the main office and fill out the "Request to Withhold Directory Data/Information" per school board policy 347, Ex. A

### **HEAD LICE**

Any student who is suspected of having head lice shall be removed from the classroom as unobtrusively as possible. If a child is infected, parents/guardians will be contacted, and the child will be sent home. Treatment of the student and environment will be explained to the parent/guardian. Parents/guardians will be encouraged to remove all nits and casings after shampooing. The child will be readmitted to school only after written parent/guardian verification that the child has received appropriate treatment for lice and the student is inspected at school and found not to have live lice. Presence of live lice shall constitute exclusion and treatment shall be repeated. Excessive absence from school may result in referral for suspected truancy. You may contact the school nurse, at 608-655-4403 (ext. 1112) with further questions. Refer to School Policy: 453.31

### **HEALTH**

#### **School Health Services:**

- Parents/guardians are to complete the Student Annual Health Update at the beginning of each school year during online registration. Indicate on the Student Health Update any medical/health conditions that your child has that you want the school staff to be aware of. Parents/guardians are encouraged to call the school nurse with any student health changes that may occur during the school year.

- Health counseling is available by the school nurse and may be requested by families, students or staff.
- Regular school attendance is encouraged for optimal school success. However if your child has a rash, fever, a significant cold with a hacking cough, vomiting or diarrhea, you are asked to keep them home from school and call your healthcare provider. In the event that your child is diagnosed with a communicable disease, please notify the school immediately. Students may return to school when free of vomiting, diarrhea and fever (with no medication) for 24 hours.
- All injuries on school grounds must be reported immediately to the teacher in charge. In the event of a serious injury or illness, the building Medical Emergency Response Team is summoned. For minor first aid, the student should report to the office for assistance.
- If your child becomes ill or seriously injured at school, school personnel will try to notify parents/guardians by phone. In the event that parents/guardians cannot be reached by phone, the emergency contact(s) listed by parents/guardians will be called. It is the parents/guardians responsibility to make arrangements to pick up the students. Students are not to leave school during the day without permission confirmed by the office staff. If you have questions regarding medication administration at school, immunization requirements or school health services, please contact the District Nurse at the main office at your child's school.

#### **Medication at School:**

Medication should be administered at home whenever possible. If it is necessary for a student to take medication at school, please follow the district policy as follows (School District Policy: 453.4):

- Medication administration forms will need to be completed and turned into the school's main office for prescription medications.
- For the safety of our students, school staff will not be able to administer medication at school until the above steps are completed.
- Parents/guardians are responsible for restocking and safe delivery of medication to school. Parents/guardians will need to make arrangements for the removal of medication from school within two weeks of the end of the school year or school personnel will dispose of it.

#### **Non-prescription Medication:**

- Turn into the school's main office the Medication Administration form completed and signed by the parents/guardians authorizing school staff to administer medication.
- Medication must be in the original container. No envelopes or bags will be accepted.
- Dose of medication cannot exceed the manufacturer's recommended dosage; otherwise a physician's signature will also be needed.
- All students are required to keep non-prescription medication in the school's main office. School staff will administer as prescribed.

**Prescription Medication:**

- Turn into the school's main office the Medication Administration form completed and signed **by both parent/guardian and physician/dentist** authorizing school staff to give medication.
- Students should not be in possession of prescription medication at any time, including for transport purposes.
- Medication must be in a labeled bottle containing the name and number of the pharmacy, student's name, name of physician/dentist, and name of drug and dosage to be given.
- All students are required to keep prescription medication in the school's main office.
- Please note that no student will be allowed to self-administer any prescribed controlled substance while at school. Examples would be Ritalin, Tylenol, etc. These medications will need to be kept in the school's main office and dispensed by school staff as prescribed. Students may not share their prescription medication with other students.
- If there is a change/discontinuation in a prescription medication, parents/guardians must give the office written direction from the physician.

**Emergency Medication Standing Orders: Severe Allergic Reaction:**

The Medical Advisor for the Marshall Public Schools has evaluated and signed medication standing orders for a medication within the district. If the student has a severe allergic reaction at school, known as anaphylaxis, they may be administered epinephrine. The school will attempt to contact the parent/guardian prior to the administration of this medication. However, due to the life-threatening nature of anaphylaxis, the medication may be administered without speaking with the parents/guardians. If epinephrine is administered, 911 will be called, and the student will be transported by them for further medical evaluation.

NOTE: While the schools will have stock epinephrine on hand, this does not mean students with known allergies do not need to provide their own supply of epinephrine. The stock epinephrine is to be used by the schools only in emergency situations. Students are still required to provide their own medications for known conditions.

For further questions, please contact the school nurse by calling the school office.

**Immunization Requirements:**

- The Wisconsin Student Immunization Law mandates that all children in grades K-12 have the following vaccinations: Students in grades ranging from Kindergarten to 12<sup>th</sup> grade must have: 4 DTP, 4 Polio, 3 Hepatitis B, 2 MMR and 1 Varicella vaccine or evidence of the disease. Students attending Pre-K must have: 4 DTP, 3 Polio, 3 Hepatitis B, 1 MMR and 1 Varicella vaccine or evidence of the disease. Your child must be compliant with their immunization or you must have a signed waiver (for

personal, religious, or medical reasons) in the office by the 30<sup>th</sup> day of school. Immunization sheets are located in the school office.

- Meningitis disease, commonly known as bacterial meningitis, is a rare but potentially fatal infection that can occur among teenagers and college students. While meningococcal disease is rare and difficult to contract, it is very serious. There is now a vaccine that may help to prevent this infection. The meningococcal vaccine is recommended by the Centers for Disease Control for students living in dormitories, children ages 11-15 and those planning to attend college. Please contact your health care provider or public health department for vaccine information.
- Local health departments will give immunizations to uninsured students free of charge. If you would like to take part in these free immunizations, call Public Health Madison and Dane County at [\(608\) 266-4821](tel:6082664821).

### **Physical Education Exclusions:**

All students are required to participate in physical education classes unless they have a written, signed, and dated excuse from their physician. These excuses should state the length of time the child is to be excused and the reason for the excuse.

### **Vision and Hearing Screening:**

The school nurse will conduct an eye- and ear-screening program each year. If the screening raises a concern, parents/guardians will be notified by letter and urged to have a complete check by a doctor or optometrist.

### **Unreported Accidents Occurring at School or While Participating in School Events:**

In cases where a child receives an injury during the school day or while participating in school-sponsored activities and the injury does not become evident until the child has left school or the school activity, the parent/guardian should contact the principal as soon as possible.

### **INCLEMENT WEATHER**

On days when the weather conditions make it too dangerous to transport students or building failures make it unhealthy to have students in school, school will be delayed, canceled or dismissed early. The decision is made by the Superintendent of Schools and will be announced over the following radio and television stations and the district website:

WOLX - 94.9 FM  
WIBA - 101.5 FM  
WSJY - 107.3 FM  
WMMM - 105.5 FM  
WYZM - 105.1 FM  
WXRO - 95.3 FM  
WISC - Channel 3  
WMTV - Channel 15

WIBA - Madison 1310 AM  
WFAW - 940 AM  
WTSO - 1070 AM  
WBEV - 1430 AM  
WTTN - 1580 AM  
WMNI - 92.1 FM  
WCJC - 96.3 FM  
WKOW - Channel 27

*Please keep in mind that these decisions are periodically made and announced after 6:00 a.m. Families are encouraged to become familiar with daily forecasts and to send children to school ready for weather emergencies.*

If school is dismissed before the end of the day due to inclement weather, families must make arrangements for the care of their children. Due to the large amount of phone calls coming into the office on these days, students should not be expected to call home.

### **FOOD SERVICES**

Applications for Free or Reduced meal benefits can be found online in your parent portal under the MORE tab then and then click on MEAL Benefits. Applications are also available at each school office. Remember, families must reapply for meal benefits each school year.

If your child has been approved for meal benefits but wishes to have an extra milk (in addition to the one that comes with the meal) each additional milk costs \$.50. Each milk also costs \$.50 for scholars eating a cold lunch and choosing to take a milk (since the full meal is not being taken).

Please remember to send checks payable to Marshall Public Schools for meal deposits or pay online through your parent portal. Please check your child's meal balance regularly (Infinite Campus portal).

### **NEGATIVE MEAL BALANCES**

The District recognizes that, at times, a scholar's meal account may have a negative balance. Efforts will be made to communicate with families regarding the status of their child's negative balance while maintaining confidentiality.

The District will permit scholars to continue to consume school meals until their unpaid balance reaches -\$50. When a balance reaches -\$50, the scholar will receive a free bag lunch (no free breakfast) for up to ten lunch meals. Families are encouraged to make an arrangement with our Business Office (608) 655-3466 to develop a payment plan.

### **FAMILY CONCERNS**

Should a concern develop with regard to a particular situation at school, families are encouraged to contact the classroom teacher to discuss and seek a resolution to the problem. Teachers will likewise contact families when they become aware of problems that require joint attention from school and home. The open communication process allows us to resolve problems in a positive way before they grow to uncomfortable proportions. If a problem cannot be resolved between the student, family and classroom teacher, the principal should be contacted. For questions regarding school policy, families should contact the principal.

## **FAMILY INVOLVEMENT**

The Early Learning Center consistently works to enhance communication and develop stronger bonds between home and school. We feel that it is important for families to be partners with us in the process of educating our students. Family involvement and concern for our school's programs is critical in the process of continued program improvement. If you want to volunteer at the ELC, please fill out a "Volunteer Application". The application can be found on the Marshall School's website [www.marshallschools.org](http://www.marshallschools.org) under "Students & Families". A background check will be performed each year to ensure the safety of the students, and then a letter will be sent communicating an approval or disapproval of your volunteer application. Please allow a minimum of 48 hrs for processing.

- **Family Volunteers:** Families may volunteer in their child's classroom with permission from their child's teacher. Families may also volunteer to assist with school wide programs such as chaperoning field trips, etc. Please contact the ELC office for available volunteering opportunities.
- **Family Attendance:** Family attendance at conferences as well as school sponsored evening programs such as Ready, Set, Go, Family Fun Nights, and music concerts is encouraged. Participation in these events is also a means of being involved and informed of the school's programs.

### **Family-Teacher Conferences:**

One essential way student progress is communicated is through Family-Teacher conferences. Conferences are scheduled generally in later fall and winter. They are generally 15 to 20 minutes in length and will be offered in person or remotely via Google Meet. Families are encouraged to communicate frequently with their child about school experiences and consult the teacher whenever they feel it is necessary.

## **PLAYGROUND/RECESS**

At all times playground behavior must show a concern for other students' welfare. Students are expected to adhere to school-wide behavioral expectations on the playground.

Playground supervisors are expected to be alert for any problems that may occur and to respond accordingly. Supervisors may involve paraprofessionals, classroom teachers or the principal. The number of supervisors will vary depending on the number of students on the playground.

### **AM Arrival Supervision**

1. Following the arrival of the buses, students will proceed directly to our playground for recess if they are not choosing school breakfast, which is located in our gym/cafeteria. If students would like to eat breakfast, they need to go to the gym/cafeteria first before playing outside. When students are finished eating breakfast, they will go outside for recess. All students will have the time they need

- to eat breakfast. In the case of inclement weather, students will have indoor recess.
2. Students are not to be on school grounds prior to the designated and supervised period in the morning (7:40 a.m.) and following dismissal in the afternoon.
  3. Students are not to be on the playground during a recess period until a supervisor is present.

#### **Recess Equipment Rules:**

1. Slides are for going DOWN only.
2. Swings are for sitting on your bottom and swinging (no jumping from swing or doing acrobatics on swings).
3. Jump ropes are only for playing jump rope. (Do not tie people up with the jump ropes or use the ropes as a harness to play horsy).

#### **Recess Non-Acceptable Behaviors:**

1. Rough play such as tackling, pushing, kicking, tripping, and hitting will not be tolerated. King of the Hill is NOT allowed. Any child engaging in rough play or rough housing will be subject to disciplinary consequences (see Code of Conduct).
2. Throwing snowballs or ice chunks.
3. Swearing, foul language, teasing, name-calling and put-downs will not be tolerated. Any child using unacceptable language will be subject to disciplinary consequences (see Code of Conduct).
4. Students are not allowed to go back indoors for clothing or play equipment. (Bathroom use is allowed in an emergency).
5. Students are not allowed to block doorways and will be encouraged to play away from doors.
6. Going beyond the playground boundaries is not allowed.
7. When the whistle blows, all play must stop and students must line up.

#### **Recess Weather Condition Rules:**

1. Students must wear boots to walk in the snow.
2. Students must stay out of puddles. If a ball goes in a puddle, look for an adult or student with boots to go after the ball.
3. Students are asked to stay off the ice for the safety of all. Injuries can result as part of sliding.

#### **Consequences for Breaking Playground Rules:**

Step 1: Redirection / Reminder

Step 2: Verbal warning letting student know what agreement they are breaking.

Step 3: Ask student to sit on the bench for a time out to interrupt inappropriate play (1-2 minutes). Before dismissing a student from the bench, ask the student

to say what rule they must follow in order to play successfully.

**\*For *major* infractions, student will be referred to the principal and will be required to complete a “Fix-IT” as a restorative practice.**

### **Recess Participation:**

Recess breaks are provided at least three times each day. Students are expected to go outdoors when weather permits unless they provide the school with one of the following:

1. A written doctor's excuse for that day or days specifying why the child should stay in from recess and the period of time the child will be unable to participate.
2. A note from a family member to the teacher specifically requesting that a child be kept in for recess on a specific date. Families should relate specific details regarding the child's health condition. In situations in which the teacher is in doubt that there is a valid reason for the student to stay in for recess, the student will be asked to go outside and the teacher will contact the family. A request for more than two days should be covered by a doctor's excuse.
3. Frequent ongoing or periodic health conditions, which necessitate a child to be indoors, should also be covered with a physician's note. These health concerns should also be addressed on the child's health concern form.

**Recess Inclement Weather:** (rain, unacceptable wind chill, or extreme cold)

All students will stay indoors. ***When the temperature and wind combine for a wind chill of zero or below, students will be kept inside for recess.***

### **SNACK**

Our district has a Health and Wellness Policy (See policy in this handbook) that is in place to help students understand and make healthy decisions about the things they eat. Please adhere to our policy when you send your child's snack in for the day. If you would like a list of items that would be good snacks to send with your child, a small list is provided below:

- Pretzels, vegetables and dip, fruit of any kind, crackers, beef sticks, yogurt, applesauces, raisins, chex-mix.

If you would like more clarification, please contact your child's teacher. If a snack is sent in that does not adhere to the district policy, the snack will be sent back home and the child may choose another snack from the school supply of snacks.

### **Candy and Soda:**

Candy and soda are not allowed in school. A student who possesses candy or soda on school grounds will be asked to leave items in the office for pick up at the end of the day.

### **STUDENT DROP OFF AND PICK UP**

Please consider the safety of all children as you drop off and pick up your ELC children by following these guidelines:



- Families should drop off students along the fence adjacent to the playground or in the parking lot next to our playground. This parking lot is much easier for students to safely be dropped off and picked up. ***The lane next to the ELC is for buses only.***
- When picking up a child at the end of the day, families should use the parking lot next to our playground and meet their child outside the front doors of the ELC. Keeping the halls clear is a priority to help teachers finish their day of instruction with as little distraction as possible, and to keep the end of the day safe for all involved.
- Families that are picking their child up from school should wait outside the school's front doors until 2:15 pm on Mondays and 3:20 pm Tuesday through Friday in order to keep the hallways safe and clear.
- Drivers should be watching for children continuously and exercise extreme caution.
- ***STUDENTS CAN NOT BE DROPPED OFF BEFORE 7:40 AM.***

### **STUDENT RECORDS**

State law requires the Marshall Public Schools to maintain student school records. Student records are made up of progress and behavioral records. These records include a statement of the student's courses or subjects, grades, standardized test scores, disciplinary records, health concerns and attendance. The parents/guardians of minor pupils have the right upon request to be shown and/or provided a copy of the pupil's records. The parent or guardian of a minor pupil, upon request, must be shown such records in the presence of a person qualified to explain and interpret the enclosed content. No other person, except for school personnel, may see the records without the written permission from the parent/guardian.

### **STUDENT VISITORS**

Any students visiting an ELC classroom should request prior approval from the classroom teacher and the ELC principal. Visitors are expected to directly report to the ELC Office after entering the school, sign in on the visitor's log in the office, wear a visitor's badge for the entirety of their stay, and then sign out at the office, returning the visitor's badge when they leave. Office staff will call the staff member being visited to ensure the visitor has permission to visit the classroom. Identification to ensure the identity of the individual may be requested.

### **TELEPHONE USE**

Families and students are expected to make plans for after school care the evening before. In an emergency, students may use the phones in their classrooms to contact families when the teacher/staff member feels it is warranted.

### **TRANSPORTATION**

The Marshall Public Schools follows the policy established by the Department of Public Instruction which states in part, *"Parents/guardians must realize that school bus transportation is a PRIVILEGE, NOT A RIGHT. Pupils who misbehave may be denied the privilege of riding on the bus."*

Due to our concern for the safe transport of all children, all students using school provided transportation must observe the following behavioral **EXPECTATIONS**:

**Expectations at the bus stop:**

1. BE ON TIME at the designated school bus stop. Keep the bus on schedule. The driver will not blow the horn. The bus will come to a full stop, but it will not wait.
2. STAY OFF THE ROAD at all times while waiting for the bus, and act in a safe manner at all times while waiting for the bus.
3. Wait for the bus to come to a complete stop before moving toward the service door.

**Expectations while on the bus:**

1. Sit FACING FORWARD with your back against the seat back.
2. Stay out of the aisle, keep your body behind the padded seat back ahead of you.
3. Remain seated and keep your hands to yourself.
4. Speak softly.
5. Listen and obey all instructions from the bus driver.
6. Absolutely NO EATING or DRINKING is permitted on the bus.
7. DO NOT STAND when the bus is approaching your bus stop. REMAIN SEATED until the bus has come to a COMPLETE STOP.

**When leaving the bus:**

1. Move away from the side of the bus immediately.
2. Students who must cross the road should walk ahead of the bus and LOOK AT THE DRIVER. The driver will signal when it is safe for you to cross the road.

**GO RITEWAY Bus Service Student Riding Policy:**

**1<sup>st</sup> Conduct Report:** Student meets with principal - parents/guardians notified.

**2<sup>nd</sup> Conduct Report:** Student meets with principal - parents/guardians notified-behavioral consequence assigned by principal.

**3<sup>rd</sup> Conduct Report:** Student meets with principal - parents/guardians notified-student removed from the bus for up to three days.

**4<sup>th</sup> Conduct Report:** Student meets with principal - parents/guardians notified-student removed from the bus for up to five days - parents/guardians must meet with the bus company and principal before the child can resume riding.

**5<sup>th</sup> Conduct Report:** Student meets with principal - parents/guardians notified - student removed from the bus for remainder of the year - parents/guardians must meet with bus company and principal before the child can resume riding.

*If you have any questions regarding the above policy, please contact GORITEWAY at [608-655-3862](tel:608-655-3862).*

Please call the ELC by 3:00 p.m. if there are any last minute or emergency changes to transportation for your child. Do not contact your child's teacher because they might not

be able to answer their phone or retrieve the message before students are dismissed.

### **STUDENT HARASSMENT AND NON-DISCRIMINATION**

It is the policy of the Marshall Public Schools that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefit of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex (which includes gender identity, gender expression, transgender status, and gender non-conforming behaviors), race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wisconsin Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (color), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability, and for students who are identified as multilingual learners (students who are identified as needing additional English language services through the use of a home language survey and qualified screener). The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

#### **Anti-Retaliation Policy:**

The Marshall Public Schools strictly prohibits retaliation against any individual by an employee or student because that individual has opposed any act or practice made unlawful under federal and state laws prohibiting discrimination on the basis of sex (which includes gender identity, gender expression, transgender status, and gender non-conforming behaviors), race, color, national origin, or qualifying disability, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under these laws. Further, employees and students are prohibited from coercing, intimidating, threatening, discriminating or interfering with any individual in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right granted or protected by federal and state anti-discrimination laws. Anyone who violates this policy may be subject to disciplinary action, including the suspension or expulsion of students and suspension or termination of employees.

### **STATE LAWS AND VILLAGE ORDINANCES**

#### **Alcohol and/or Drugs:**

Any student found under the influence of using or possession of these materials is in violation of and subject to Wisconsin State Statute 161 and 125.07, Marshall Village Ordinance and Chapter 298 of Wisconsin Law (Expulsion). NOTE: Student found with

look-alike drugs is in violation of Wisconsin State Statute 161.4(4)

**Fighting/Disorderly Conduct:**

Fighting and disorderly conduct is handled under Wisconsin State Statute 940.19(1)(Battery). Whoever causes bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of that person so harmed is guilty of a Class A misdemeanor and/or SS947.01: 1) (Disorderly Conduct). Whoever, in public or private place, engages in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly behavior is subject to a Class B misdemeanor.

**Fire Drills and Alarms:**

Fire drills are important to the safety of all staff and students, as are the fire alarms and fire extinguishers. Persons who interfere with or tamper with these safety devices are in violation of Wisconsin State Statute 941.12 and 941.13.

SS 941.12: 1) Whoever intentionally interferes with the proper functioning of a fire alarm system or the efforts of firefighters to extinguish a fire is guilty of a Class E felony.  
2) Whoever interferes with, tampers with, or removes without authorization, any fire extinguisher, fire hose, or other fire fighting equipment, is guilty of a Class A misdemeanor.  
SS941.13: 1) Whoever intentionally gives a false alarm to any public officer or employee, whether by means of a fire alarm system or otherwise, is guilty of a Class A misdemeanor.

**Possession of Weapons:**

Persons, except a peace officer, who are in violation of this policy, are subject to Board Policies and Wisconsin State Statute 941.

SS 941.23: Any person, except a peace officer, who is armed with a concealed and dangerous weapon is guilty of a Class A misdemeanor.

**Tobacco:**

Persons who use tobacco on school grounds are in violation and subject to Wisconsin State Statute 120.12 (19 and 101.23)

**Truancy:**

Students found to be "Habitual Truants" are in violation and subject to Wisconsin State Statute 118.16, Marshall Village Ordinance and Dane County Ordinance.

**Vandalism:**

A person who willfully and maliciously damages school property will pay for the cost of replacement and/or repair of the property and could face charges under Wisconsin State Statute 943.01.SS943.01: 1) Persons who intentionally cause damage to any physical property of another, without consent is guilty of a Class A misdemeanor or Class A felony.

## **DISTRICT WELLNESS POLICY**

SERIES 400 STUDENTS

458.1

### **I. GENERAL POLICY STATEMENT:**

The Health Council of the Marshall Public School District (hereafter referred to as the District) creates this wellness policy because it recognizes its responsibility to promote a healthy learning environment by supporting wellness, good nutrition and regular physical activity. Student and staff wellness is an integral part of a healthy school learning environment and staff members serve as daily role models for healthy behavior.

The District recognizes that each individual is multi-dimensional. The physical, mental/emotional and family/social dimensions of each person are dynamically intertwined. Acknowledgement and nurturing of these interactions, both within the individual and between individuals, are critical to successful health and wellness promotion. This district-wide wellness policy encourages all members of the school community to promote an environment that supports lifelong healthy eating habits, physical activity and general well-being.

### **II. POLICY GOALS:**

A district health council consisting of various stakeholders including the food service manager, school nurse, director of instruction, a community member, a teacher, a student, and a school board member will meet at least annually. A review of the wellness policy will be conducted and reported to the Board of Education.

#### **A. Healthy Food Choices**

The Health Council recognizes the importance of nutrition as part of a comprehensive wellness policy. In accordance with this belief it establishes systems and guidelines that focus efforts toward supporting nutrition within the schools and community.

#### **Goals:**

The District will operate School Meal Programs in accordance with United States Department of Agriculture (USDA) and the Wisconsin Department of Public Instruction (DPI) guidelines. As part of that effort the District will educate students, staff and community members about healthy foods and nutrition. In order to model healthy choices at school, the District aims to reduce student access to foods of minimal nutritional value during the school day as defined in USDA regulations including, but not limited to:

#### **Actions:**

- Prohibiting food and beverage sales that are in conflict with the School Meal Programs.

- Defining class snack time.
- Limiting celebrations and rewards that involve food during the school day.
- Encouraging the use of non-food rewards.

## B. Physical, Health and Guidance Education

It is the belief of the District that physical, health, nutrition and guidance education are essential components of the total educational program. These programs contribute to the physical, cognitive, social, and emotional development of all students at all grade levels and support student development of cognitive skills related to physical maturation, self-understanding, social attitudes, and personal behaviors.

### Goals:

The goal of these curricular activities is to guide young people in understanding the importance of lifelong wellness through physical activity, healthy choices and positive social interactions. The following wellness action steps are connected to the District curriculum and are implemented as an essential component of student learning district-wide.

### Actions:

PK-12 Health Actions Related to Wellness. The District will:

- Develop student understandings of health promotion and disease prevention.
- Guide students in analyzing the influence of peers, family, culture, technology and media on health behaviors.
- Provide access to information and products that support healthy lifestyles.
- Demonstrate interpersonal communication skills that enhance health and help avoid risks.
- Support students in decision-making to enhance health.
- Encourage student goal-setting around healthy lifestyles.
- Demonstrate and encourage health-enhancing behaviors to avoid health risks.
- Advocate for personal, family and community health. K-12 Physical Education Actions
- Related to Wellness The District will:
- Develop student knowledge, skills, and abilities in a wide range of individually or group oriented physical, recreation, and wellness activities.
- Develop student understanding of self-concept and personal attitude toward health and physical activity.
- Support achievement and maintenance of a health enhancing level of physical fitness for students.
- Promote physical activity connected to health, enjoyment, challenge, self-expression and/or social interaction.
- Encourage responsible personal and social behavior that respects self and others.

PK 12 Guidance Actions Related to Wellness The District will:

- Develop student understandings, attitudes and interpersonal skills that support respect for self, others and individuals from different cultural backgrounds.
- Promote student decision-making, goal setting, and action planning to achieve wellness goals.
- Encourage and demonstrate self-management and responsibility for health-promoting behavior. PK-12 Nutrition Actions Related to Wellness The District will:
- Develop student understanding of nutrition's impact on energy and growth.
- Scaffold critical thinking and practical reasoning as tools for nutrition decision-making.
- Promote attitudes of acceptance and openness around physical and cultural diversity regarding choices in nutrition.
- Promote nutrition education for students, staff, families and community.

### III. MARSHALL SCHOOL DISTRICT NUTRITION GUIDELINES FOR IMPLEMENTATION:

The United States Department of Agriculture (USDA) offers Dietary Guidelines for all foods and beverages provided to students by the Marshall School District on school property during the instructional school day. The building principals, district administrators, school board members and community stakeholders in cooperation with the food service director, are responsible for communication and compliance with this regulation and any related guidelines. Administrative exhibit 458.1 details guidelines that support implementation at each school.