

Welcome!

The entire Drought School faculty and staff welcome you. It is our wish that you have a successful school year, and we look forward to supporting you in your academic growth. We hope the 2011-12 school year will be an outstanding one.

Please read through this handbook, **sign and return the last page to the office** (if viewing from our website, please print the last page), and keep this book handy for future reference.

DROUGHT SCHOOL MISSION STATEMENT:

The mission statement of the Drought School District, in partnership with the community, is to develop responsible students who demonstrate positive self esteem, respect for all people, accountability for their actions and choices, and a commitment for life-long learning. The caring, sensitive and dedicated staff, and an innovative curriculum, will give all students opportunity to attain skills and knowledge necessary to sustain a successful and productive life.

Drought School District Information

District Name: Norway Jt. 7 School District

School: Drought School
Address: 21016 W. 7 Mile Rd.
Franksville, WI 53126

Phone: 262-895-7778 Fax: 414-425-6038
414-425-6020

Website: www.droughtschool.net
Email: office@droughtschool.net

Principal & Curriculum Coordinator: Carrie Reid

School Board Members

President	Don Walter	262-895-7884
Clerk	Deanna Stever	262-895-3506
Treasurer	Tim Kling	262-895-7398
Director	John Gultch	262-895-6227
Member	Lindsey Drought	414-640-0432

School Board Meetings are held every 4th Tuesday of every month*

* Unless otherwise noted

Drought School Staff and Faculty Information

Teaching Staff

4 Year Old Kindergarten	Mrs. Frye	frye@droughtschool.net
5 Year Old Kindergarten	Mrs. Frye	frye@droughtschool.net
1 st Grade	Mrs. Jaworski	jaworski@droughtschool.net
2 nd Grade	Mrs. Kostrzewa	kostrzewa@droughtschool.net
3 rd & 4 th Grade	Mrs. Schafer	schafer@droughtschool.net
5 th Grade Homeroom	Mrs. Ramczyk	ramczyk@droughtschool.net
6 th Grade Homeroom	Mrs. Ramczyk	ramczyk@droughtschool.net
7 th Grade Homeroom	Miss Kral	kral@droughtschool.net
8 th Grade Homeroom	Miss Cushing	cushing@droughtschool.net
Art	Mrs. Ailes	ailes@droughtschool.net
Foreign Language	Miss Kral	kral@droughtschool.net
Music	Mrs. Kreuzscher	kreuzscherl@droughtschool.net
Physical Education	Mr. Kolinske	kolinske@droughtschool.net
School Psychologist	Mr. Granger	cgranger@waterforduhs.k12.wi.us
Social Worker	Mrs. Bartels	rbartels@waterforduhs.k12.wi.us
Special Education	Miss Karweik	karweik@droughtschool.net
Speech Pathologist	Mrs. Krebsbach	dkrebsbach@waterfordhus.k12.us

Support Staff

A.M. Custodian	Mr. Sokolowski	
P.M. Custodian	Ms. Simonsen	
Bookkeeper	Mrs. Carroll	finances@droughtschool.net
Secretary	Mrs. Stephens	office@droughtschool.net
Webmaster	Mrs. Larsen	support@droughtschool.net

Athletics

Athletic Director	Mrs. Stephens	office@droughtschool.net
Softball Coach	Mr. Kolinske	kolinske@droughtschool.net
Volleyball Coach	Mrs. Schafer	schafer@droughtschool.net
Boys' Basketball Coach	Mr. Calewart	ckcalewart@earthlink.net
Cheerleading Coach	Miss Kral	kral@droughtschool.net
Girls' Basketball Coach	Miss Cushing	cushing@droughtschool.net
Track & Field Coach	Miss Karweik	karweik@droughtschool.net

PTO

President -Lynn Theys	bltheys@yahoo.com
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Booster Club

Lynn Conlee	lconlee@pdqtool.com
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SCHOOL ATTENDANCE AND ABSENCES

School Hours

The school day begins at 7:35 a.m. and ends at 2:35 p.m.(for 5K-8th grades). For safety and supervisory reasons, students should not be dropped off or arrive at school before 7:25 a.m. If students arrive before this time, the Drought School staff is not responsible for them.

Appointments

Please schedule regular doctor, dental, and other appointments after 2:35 p.m. If a student is to miss because of a vital appointment, the student is required to hand in assignments due that day to the teacher(s) of the class (es) they will be missing before they leave for their appointment. Failure to do so will result in a lower percent grade.

Sign In/Out Procedure

Students are not to leave the school premises during the school day without the permission of both parent and school office. In the event that you will be picking your student up prior to the 2:35 p.m. dismissal time, please notify the office as soon as possible with a written note, email, phone call, or fax. Include the date, time, and reason for the early dismissal.

When a student leaves the school building during school hours, the student must be signed out on the Sign In/Out form in the office by the parent or otherwise approved adult. Please indicate the time leaving, the name of the student, grade level, reason for leaving, and parent signature. Likewise, if you return your student, or bring him/her in late, we ask that you sign the same form. **Please do not leave this up to the student.**

To ensure the safety of all Drought School students, they will only be permitted to leave with someone who is listed on the emergency information form unless you as the parent/guardian let the office know ahead of time that someone different will be picking them up. Furthermore, this person will need to show their identification to the office/teacher before the student can be released to them.

Excused/unexcused absences

Regular school attendance is so important that special emphasis is worthwhile. One days' absence involves two days' work (the day missed and the day returned). It is recommended that a student be away from school the least amount of time possible.

A parent/guardian must call the school office by 9:00 a.m. (or send a note) either prior to the day of the absence, or after the absence (but no later than 24 hours after) in order for an absence to be excused. If you call before or after school hours, please leave a message. ***If this procedure is not followed, the student will receive an unexcused absence. Students will not be allowed to make up any work that they missed due to an unexcused absence (unless dire circumstances dictate otherwise).***

Determination of Tardy/Absent

Teachers report all absences/tardies to the office by 8:00 a.m. Students are to be in their classrooms by the time attendance is taken, or they will be marked **tardy**. If a student is later than 8:00 a.m., they will be considered **absent** for all or part of the day. When a student must be taken out of class during any part of the school day, even if returned during the school day, it will be considered a **half-day**

absence. **We ask that parents to refrain from taking their student(s) of out of class five to ten minutes early on a regular basis unless it is absolutely necessary. Teachers use this time to go over daily assignments, check over assignment notebooks, and to answer any additional questions the students may have.**

In the event that the school bus is late, students will not be marked tardy providing they enter the classroom within the same time frame as others from the same bus.

Please note: If a 4K(out of district) student is late coming in and/or getting picked up from their session more than a total of 3 times without an excuse, the Administration reserves the right to remove the student from the 4K program indefinitely and fill their spot with another student on the waiting list.

Discipline for Tardies

After 4 unexcused tardies the student will be required to serve a 30-minute detention. Additional tardies during the rest of the quarter will result in detentions.

Perfect Attendance

A student cannot be absent from class, or tardy to class, during any part of the school day in order to be eligible for Perfect Attendance each quarter. Funerals and prior Administrative approval are the only exceptions.

According to the Wisconsin Department of Public Instruction, any student who is not in school during appropriate times without an acceptable excuse (s. 11816(4) and s.118.15) for part or all of five or more days out of 10 consecutive days on which school is held during a semester or part or all of 10 or more days on which school is held during a school semester, is considered to be a habitual truant and must be reported to the state.

ACADEMIC AREAS

Homework

The role of homework as a link between home and school is a vital one. Homework assignments can serve as a means of providing a bond of common effort between parent, student, and teacher. Most parents are found to be strongly supportive of the school's homework policies, and research shows routine homework and good achievement go hand in hand.

Recognizing that learning can take place after school also, Drought School students may be given homework regularly. Homework is a beneficial way for parents to be involved in their student(s) education. Teachers provide a minimum of 10 minutes per day of supervised study for the following day's classroom assignment. If your student seems to always have extensive homework, you should ask your student why he/she is not finishing the majority of his/her homework at school. If further information is needed, please contact his/her teacher(s).

Absent Homework

For students who will be out for some time due to illness, it is strongly suggested that parents pick up the homework, to allow the student to complete it during their absence. For every day the student is absent due to illness, they are granted two days to make up the work. The teachers request that you give them a reasonable amount of time to get the homework together, preferably by the end of the

day. **It is the students' responsibility to turn in homework upon return. Homework is posted daily on our website (www.droughtschool.net).**

Report of Student Progress

One of the methods Drought School staff members use to communicate your student's academic achievements and/or lack of progress is through emailing. Another method is by sending home a midterm progress report. Midterm progress reports are issued in approximately the fifth week of each quarter (see school calendar). Please sign and return these reports as acknowledgement that you are aware of your students' status.

All parents at Drought School receive report cards for their student's progress every quarter.

Grading System for K-2nd Grades

S=Satisfactory E=Excellent N=Needs Improvement

Grading System for 3rd-8th Grades

A+.....	100	GPA 4.00
A.....	99-94	GPA 4.00
A-.....	93-91	GPA 3.66
B+.....	90-88	GPA 3.33
B.....	87-84	GPA 3.00
B-.....	83-81	GPA 2.66
C+.....	80-78	GPA 2.33
C.....	77-74	GPA 2.00
C-.....	73-71	GPA 1.66
D+.....	70-68	GPA 1.33
D.....	67-64	GPA 1.00
D-.....	63-61	GPA 0.66
F.....	60	GPA 0.00
N/C.....	No Credit	
I.....	Incomplete (credit given upon completion)	

Midterms for the upper grades may include a "U", which is treated like an Incomplete.

Honor Roll

A student is placed on Honor Roll if he/she is in 5-8th grade, and has a 3.0 to 3.49 grade point average and on "High" Honor Roll if he/she has a 3.5 or better grade point average. Specials are averaged and calculated into the grade.

Vacation

Because it is difficult to give work in advance when not preceded by proper instruction, students who will be going on vacation will receive their work upon their return to school. They are then given seven consecutive days (weekends included) to make up homework, tests, and quizzes. It is the student's responsibility to schedule times with their teacher(s) to take makeup tests and quizzes. In order to be eligible for sporting events, all vacation homework must be turned in within the time allowed (see Eligibility Rules, page 8).

Study Hall

The purpose of scheduling study halls is to allow the students ample time to complete classroom assignments and study for upcoming tests or quizzes. Students are expected to enter with all necessary assignments and materials.

Testing

Students will be required to take certain tests during the school year. Classroom teachers may notify parents when these tests are given. The state mandated tests, Wisconsin Knowledge and Concept Examination – CRT (known as WKCE testing) are given in October/November for grades three through eight. Fourth graders and eighth graders take the extended version that includes Science, Social Studies, Language Arts, Reading, and Math. Third, fifth, sixth and seventh graders are tested in Reading and Math. Parents are notified of the results later in the school year. All students will be given the “Measures of Academic Progress” assessment (MAPS) in September, January, and May of each year. This assessment is used to measure growth and identify areas of need for instruction. Children who have demonstrated below-average scores for Reading and Math are tested on an annual basis using AIMSweb criteria (Response to Intervention (RtI)).

Field Trips

Class trips and/or field trips are considered part of the District’s educational program. Students are expected to be on their best behavior, representing Drought School in a positive manner. This includes proper dress, attitude, and language. Students may be denied attendance for academic and/or disciplinary reasons. It is required that all students have a signed permission slip from their parent/guardian turned in to the sponsoring teacher/organization. Some field trips may require a fee for admission or transportation purposes, in which case the parents will be notified on the permission slip. Students who do not have permission prior to departure will not be permitted to attend. Parents are encouraged to attend the field trips as chaperones with approval from the homeroom teacher (some limits may be necessary). Please note: non-school age children cannot be included on field trips using busing, as contracted by the school and the bus company. **Refunds for missed field trips will not be given if the field trip was such that tickets had to be purchased ahead of time.**

If a student is absent the day prior to a field trip, the work they missed must be made up before they can participate in the field trip. If the work is not made up, the student will be required to stay behind unless other arrangements have been made. Teachers use the day prior to a field trip to prepare the students for what they will experience. It is in the student’s best interest that they are aware of what is expected.

8th Grade Class Field Trips

The following is the criteria used to base the 8th Grade class field trip on. This is a PRIVILEGE, not a right:

- Grade point average of 1.5 without any incompletes at the time of the trip.
- 90 % average overall school attendance (including punctuality).
- Good behavior throughout the school year – the teachers and Administrator reserve the right to deny any student from attending the field trip if their behavior at any time was less than desirable.

Field Trip Chaperones

Chaperones must be at least 25 years old and are required to fill out and return the Chaperone Responsibility form located in the office or online at www.droughtschool.net. before attending any field trip. In addition, a chaperone must have a copy of their valid driver’s license and automobile insurance on file in the office before they are allowed to drive students to any destination as a chaperone. Chaperones are expected to pay their own way as necessary.

STUDENT CONDUCT AND EXPECTATIONS

Student Rights and Responsibilities

All student behavior should be based on respect and consideration for the rights of others. Students have the responsibility to know and follow the rules and regulations of the school. They are responsible for their actions and behavior. If it does not coincide with the expectations of the school, they must assume the consequences.

Pledge of Allegiance

At the opening of each school day, it is with great honor and reverence that the student body and staff engage in the Pledge of Allegiance. For any religious or political reason, those who wish to refrain may do so quietly.

Care of School and Personal Property

Because the school and nearly everything within its doors belongs to the community taxpayers, the building and materials within and associated with the school are on loan to the students. Therefore, students should use the utmost care with school items. Should abuse/damage to school property occur, the student(s) involved in the abuse/damage will be held responsible.

Electronics/Textbooks/School Supplies

Drought School provides various materials free of charge, such as Netbooks (grade specific), textbooks, flash drives, mice, etc. Steps must be taken to protect and prolong the possibility of damage. Textbooks must be covered (**Please do not tape book covers to textbooks or use the fabric-type book covers**). Electronics must be handled with care, etc. Students are responsible for lost or damaged textbooks, library books, or other school owned materials. **Report cards, diplomas and/or transfer records may be withheld until payment(s)/arrangements are made for damaged/lost items.**

*****If materials are damaged enough that they cannot be used, the student will be responsible for the cost of replacing the damaged item(s). The cost will be determined by such web sites as Amazon.com, Half.com, Used Books.com. etc. and at the discretion of the Administrator.**

A yearly fee is charged for consumable workbooks and supplies, paid at registration. Since these funds are used for consumable teaching materials, a refund is not available for students withdrawing from Drought School before the school year ends.

Lockers

Students may be assigned a locker and may possibly share one with another classmate. The locker can have one or more added shelves for adequately holding your books and supplies. Your homeroom teacher may assist you in organizing your locker. Here are some simple rules regarding locker privileges:

- Papers/notebooks are not to be thrown into a locker to pile up.
- Food is not to be kept in the locker overnight (Bring those lunches home!).
- Locks are not allowed on the locker, and therefore any valuables or large sums of money are not to be brought to school.
- Magnets work nicely to adhere items to the locker; tape cannot be used.
- Magnetic name cards are provided for the lockers by the office. These magnets assist parents, teachers, and other staff to identify a student's locker, are to remain on the outside of their lockers at all time. We ask that students do not deface other student's name cards.

Student Behavior

Students attending Drought School are expected to:

- Take full advantage of the educational opportunities offered, with their best efforts to learn.
- Come prepared with proper materials and supplies: notebooks, pencils, textbooks, Etc.
Students will not be permitted to return to their lockers during class time without permission from their teacher.
- Be attentive and respectful to teachers, and work hard to complete class work and homework.
- Respect the rights of others wanting to learn free of distractions and interruptions.
- Treat others as equals, recognizing the importance and value of individuals.
- Wait for dismissal from their teacher, not the bell.

Playground

Students are expected to follow the rules for safety and fair play (as outlined by the recess attendants, teachers, and Administrative staff), using the equipment as it is meant to be and staying away from parked cars. They are expected to dress appropriately according to the weather (boots for snow and wet asphalt). Respect for the safety of others must always be shown. If certain games are considered too dangerous by the above mentioned personnel, students will be notified to refrain from such activities (i.e. tackle football, hardballs, snowballs, king of the mountain, wrestling, boxing, fighting or any form of, etc.)

Appropriate Behavior On The Playground:

- Line up for recess inside and out QUIETLY (some classes are still in progress).
- Stand in line keeping your hands and any outside equipment to yourself.
- Stay within sight of the recess attendants. If you cannot see them, they cannot see you!
- The parking lot and dumpster areas are restricted to all students.
- Only Drought School staff will be allowed to retrieve equipment that lands on the roof of the building or out into the street unless authorized by the Administrator.
- The following behaviors are not appropriate and will not be tolerated by the recess attendants:

Kicking
Fighting
Swearing
Pushing/Pulling
Hitting with hands or other equipment
Throwing anything other than proper equipment
Verbal abuse: name calling, teasing, or threats of any kind

All students are expected to go out for recess, unless:

- Inclement weather dictates otherwise
- Teachers have requested them to stay in for academic reasons
- Health concerns (see Recess Excuse Due To Illness, page18).

Swearing and/or Profanity

Swearing and/or profanity of any kind are not allowed and will be reported to the students' parents. Repeated offenses could result in expulsion from school or classes. Please note: it is very difficult for teachers to maintain this standard when the child's role models set a different example.

Sexual Harassment

The Norway Jt7 School District does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of the School District to maintain and ensure a learning environment free of any form of sexual harassment or intimidation toward/between students.

Weapons

In order to provide a safe and harmless environment, possession and/or use of a weapon are strictly forbidden. **As a state law, a dangerous weapon is any firearm, loaded or unloaded, or any device designated as a weapon and capable of producing death or great bodily harm;** any electrical device, or instrument which, in the manner it is used or intended, is calculated to likely produce great bodily harm or even death. Any student found to be in possession of a dangerous weapon/firearm will be referred to law enforcement officials and will face possible expulsion.

Gum Chewing

Gum chewing is not allowed except for designated days (to be announced).

Distractions

It is inappropriate for students to bring electrical devices to school, including but not limited to games, toys, trinkets, mp3 players and Ipods, etc. except for designated days (to be announced). If these devices are brought into the building, they will be held in the office and returned to the student at the end of the day.

Purses will not be allowed in the classroom. They are to remain in the locker unless prior authorization has been obtained or given by the Administration.

Cell Phones

If you need to carry a cell phone to school, a Cell Phone Release Form must be filled out and on file in the office before you can keep the cell phone at school. This form is located in the office or found online at www.droughtschool.net. Cell phones are to be turned off upon entering the school premises and placed in the locker/backpack. If the cell phone is not turned off and put in the locker/backpack while on the school premises, the school staff/Administration will confiscate it. A parent or legal guardian will then need to make arrangements to pick it up in the school office.

Hallways

Hallways are to be used for orderly passing between classes and to enter and leave the school building. Teachers supervise them and students are expected to follow the rules of conduct outlined throughout this handbook. Students need to have permission from their teacher (as noted inside their assignment notebook) to be occupying the hallway.

Assembly Programs

Students are expected to remain quiet and respectful to the presenters. Failure to do so may result in being removed from the assembly or denied the privilege to attend the next one. Positive gestures are encouraged, whereas negative gestures toward any part of the assembly will not be tolerated. In addition, failure to act in a manner deemed appropriate by the Administration is immediate grounds for disciplinary action.

Walking/Bicycle Use

The district will allow students in 5th-8th grades to walk and/or ride their bicycles to and from school. They must heed all state laws and school rules involving such privileges. Prior to walking/riding to school, the student must obtain a walking/bicycle permit from the office, have their parent/guardian sign it and return it to be authorized by the Administrator. The students cannot ride around in the parking lot (especially behind parked cars), and must wait for the buses to leave in the afternoon before they can ride their bikes home. Forms are located in the office and on our website (www.droughtschool.net).

Busing

Students will not be permitted to ride another bus other than the one assigned. General rules apply to riding the bus: no eating/drinking on the bus, voices are to be kept at a quiet level as respect for the bus driver, and ABOVE ALL, remain seated while the bus is moving. Failure to comply with these rules may result in discipline measures, to include loss of riding privileges:

1st bus slip – verbal warning

2nd bus slip – written warning

3rd bus slip – 2 days off the bus

2nd consecutive bus slip after 2 days off bus – 1 week off

1(next) bus slip after 1 week off – 2 weeks off

Any more will result in loss of bus privileges indefinitely

Student Council

In the nature of a democratic society, Drought School allows the student body to assemble. The Student Council will develop guidelines and policies to enable the students' needs to be met. An Advisor will be provided to guide the students in their efforts.

Graduation

The Drought School Board, Administration, and staff regard graduation as a privilege, not a right of the student. If an 8th grade student does not conform to expected standards set within the 8th grade level, he/she will be given a Certificate of Attendance at Drought School in place of a diploma. It is at the discretion of the Administrator and/or School Board to hold a student from graduating and/or the graduation ceremony if they deem it necessary. Excessive absenteeism, continued failure to follow academic requirements and/or failure to follow school rules, are a few examples of what could keep a student from graduating. The School Board reserves the right to change graduation standards when needed.

Retention

Students who fail to perform academically to an adequate level will be held back the following year to repeat the same grade level. This is to be determined by the Administrator and/or School Board.

Dress and Personal Appearance

In order to provide an environment that is safe, healthy and free of disruption, hostility, and distraction, the following dress restrictions have been developed:

1. "Sagging" (wearing pants that fall off the hips) is not permitted.
2. "Short Shorts" or "Daisy Dukes" are not permitted.
3. Appropriate footwear must be worn. Sandals, open-toed shoes, etc. are not advised. Shoes that damage flooring will not be allowed.
4. The wearing or carrying of outerwear garments (including headwear) will not be permitted in the school. The Administration may make exceptions to this rule.
5. Students will wear safety or special purpose equipment whenever it is required. Clothing (or jewelry) that could constitute a safety problem in any class can be prohibited by that specific instructor.
6. Clothing, jewelry or other items promoting alcohol, tobacco, or other illegal substances will not be permitted.
7. Any clothing (or jewelry) worn with the intent to identify with a gang or gang related activity will not be permitted.
8. Clothing displaying print that is offensive in nature will not be permitted. Offensive print would include words, statements, or graphics referencing sexual activity, profanity, obscenity, violence, or racial/ethnic slurs.
9. Students are expected to wear clothing that covers their torso.
10. Net shirts, halter-tops, spaghetti straps, torn clothing and half shirts are not appropriate for a school setting and therefore not permitted.
11. Pajama pants are not to be worn unless it is a school sanctioned special day (to be announced).
12. Chains or other items that could be used as weapons are not allowed.
13. Winter coats will be stored in student lockers and not worn to classes during the school day.

The Administration reserves the right to decide what is considered inappropriate, and with the Administrator's approval can require a student to be sent home to change into appropriate attire.

Guidelines for Discipline

When it deems necessary to discipline a student due to inappropriate behavior, the following guidelines will be followed:

1. The student will be asked to refrain from their disruptive behavior.
2. If student continues, he/she will be removed from others to minimize distraction. The staff will follow this order of removal:
 - a. Student will be removed from the group
 - b. If the behavior continues, the student will be sent to another classroom.
 - c. If necessary, the student will be given a detention.
 - d. Finally, the student will be sent to the office, where additional discipline procedures will be enforced as necessary, as well as an automatic detention for needing to be sent to the office.

At the discretion of the Administrator, the student will be suspended for excessive behavior including but not limited to the following actions:

*Fighting	Strong language	Insubordination
Disrespectful attitude		4 Disciplinary Detentions in any one quarter
	Bullying	

*Fighting is defined as any physical action taken against another person with the intent to harm them.

*Bullying is defined as any aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. For more information, definitions, etc. please see Policy 440.1 “Bullying Policy” at the end of this student handbook.

If excessive behavior continues, the administration will be forced to proceed with expulsion.

PLEASE NOTE: Depending on the severity of the situation, and at the discretion of the Administrator, any of the above may be changed for a more effective discipline result.

EXTRACURRICULAR ACTIVITIES

Athletics

Athletics are an integral and relative part of the school experience. As such, it provides certain opportunities difficult to experience or duplicate in other school activities that emphasize values aimed in and for later in life. Students must understand that participating in these activities is a privilege, and that there are obligations and responsibilities involved with that privilege.

The following requirements are necessary in order for a student to participate in these activities:

Scholastic Requirements: All students planning to participate in any extracurricular athletics **MUST** maintain a passing grade in ALL subjects at eligibility review time in order to be eligible to participate. Student eligibility will be reviewed at least 8 times a year (at midterm and report card times). If a student fails a class, they will not be allowed to practice or continue in their sport until the next eligibility review time. However, if a student has a failing grade at **midterm**, a grace period of two weeks may be allowed to bring the grade to passing. The student is allowed to participate in practices and/or any scheduled games during this two-week period. If, at the end of this two-week period the student has not brought the grade to passing, they will not be allowed to participate until the **next** grading period.

Vacations: If a student is eligible when they leave, homework must be completed within seven consecutive days (upon return) to remain eligible.

Absences: If a student is absent (excused or not) at the end of a grading period and receives an incomplete on their report card, they must complete work within seven consecutive days upon return, or remain ineligible through the next eligibility period.

Physical Form: An up-to-date physical form must be signed by a physician and returned to school **prior to** participation in interscholastic athletic activities and practices.

Parental Approval: The parent/guardian must give preliminary approval for their student to participate in each selected activity. This approval also includes a liability disclaimer.

School Attendance: A student may not play in a game or practice with the team unless in attendance at school that day. A **“School day” is considered to be 4 hours or greater.** Certain circumstances such as funerals, weddings, and field trips may waive this requirement but only with the approval of the Administrator.

Grade Levels For Athletic Participation: The degree and nature of each event will be the determining factors for what grade level a student may participate at and/or at what grade students are selected. Students in grades 6-8 may participate in athletic competition with the approval of the coach and permission of a parent/guardian. Generally, 5th grade students will not be allowed to participate in competitive athletics. However, at the discretion of the Administrator, they may be allowed to participate to fill out a team, if necessary.

Tryouts for team selection and membership will be at the discretion of the coach.

Alcohol/Drugs/Tobacco: Any and/or all of the mentioned are not allowed within 500 feet of the school premises, and will not be tolerated at any time whatsoever. Any student found to be in violation of this policy will be immediately suspended from school, and will also be subject to the consequences of board policy. This may include expulsion from the team.

Code of Conduct: Since athletes and program participants are highly visible representatives of the student body, their behavior and conduct should be exemplary, both in and out of school. Coaches and the Athletic Director will make known the acceptable rules and standards for their activity as well as following these same standards.

Appearance: Since students and coaches represent Drought School, the Athletic Director will set the acceptable standard of apparel. Uniforms are to be worn in their proper manner. Coaches are also to be aware that when they wear Drought School apparel they are expected to conduct themselves as representatives of Drought School whether they wear the apparel for Drought School functions or not.

Discharge From An Activity: The coach or Athletic Director may discharge a participant because of tryouts, requirements, or inappropriate behavior. If a student wishes to quit an activity, he/she must have written parental permission with good cause (illness, deficiency in academics, etc.).

Equipment: Whenever uniforms or equipment are issued to students, it is to be returned on or before their due date, and in good condition. The cooperation from parents is needed for this. Participants will be required to pay for equipment that is damaged or not returned.

Language: Profanity is unacceptable, whether by the students or the coaches. It is the responsibility of each coach or Athletic Director to establish standards of acceptable language for the team/group.

Travel: Participants will travel together in school provided transportation. The exception will be only when parents specifically, in person or in written notice, provide another means of

transportation to or from the activity for their student. Spectators can ride the team bus to an activity in extreme circumstances, only with prior permission from the Administrator.

****As part of your child's participation in the Drought School Athletic program, all parents are expected to help at least once per sport- related event (per student) your child is participating in. To ensure this participation, each family is required to submit a check in the amount of \$25.00 per student participating, per sport. This check will be returned to you at the end of each sporting event your students have participated in IF your obligations have been fulfilled. In other words, if you have two students participating in a sport, than you must turn in a check in the amount of \$50.00 (made out to DROUGHT), and help with concessions, etc. twice in the one sporting event (season) in order to get the \$50.00 back. If you have not fulfilled your obligation for that sporting season, the check will be cashed and deposited in the Drought School Athletic fund. Each sporting season (softball, volleyball, basketball, etc.) requires this deposit.**

Fund-raisers

It is the policy of our school district to allow only school sponsored organizations to raise funds for activities that will provide a service to either the school or the community. Furthermore, policy states that fund-raisers are to be approved by the Fund-raising Committee (if one exists), the Administrator, or the Drought School Board. Funds raised by any student organization can be used at the discretion of the organization if used appropriately. The Administrator/School Board has ultimate say over how any school-raised funds are spent.

School Dances

School dances will be sponsored for students in grades 6-8 (exceptions for 5th grade). High school students will not be allowed to attend the dances (exceptions can be made pending Administrator approval). A total of six dances may be scheduled per year (2 dances per grade). If students desire a dance for a special occasion that would exceed the above limit, they must make a written request to the Administrator at least 2 weeks prior to the event, including the reason for the request, and the names of the chaperones (chaperones must include at least one male and one female, one of which may be a staff or School Board member, and are to maintain supervision of all students at all times). Dances will be held from 6:30-9:00 p.m., or as designated by the Administrator. Students will not be allowed to leave and re-enter the building at any time, and therefore parents are required to enter the building when picking up their children. Each school will need to provide a minimum of one chaperone; this also applies to our students attending other school-sponsored dances.

PLEASE NOTE: If your child is attending a dance at another school, your child will not be permitted to enter the dance until the chaperone from Drought School is present. Please do not leave your child until you are certain their chaperone is present. Under no circumstances will students be outside the building or in any unauthorized area of the building that is not supervised. It is the responsibility of the sponsoring class/group to make all the necessary arrangements and to inform other participating schools of rules and regulations.

Spectators/Participants At Extracurricular Activities

Spectators **MUST** be in the event area at all times (unless using the restroom). Children below the age of 12 must be under parental supervision at all times. The outside play area and parking lot are not supervised and therefore are off limits during an extra curricular activity.

Students will not be permitted to remain after school to wait for an activity without an adult chaperone. All students in grades 5-8 who are spectators must have **written permission from a parent/guardian** to stay after school for an extracurricular activity. Students will **not** be allowed to make phone calls on the day of the event and must remain at the activity.

Any athlete who is either eligible or ineligible must sit with the team during any athletic event.

There is to be NO:

- Running in the halls
- Going into lockers
- Loitering in the halls
- Loitering outside

In the event that students do not follow these rules they will be required to call their parents and get picked up immediately.

Activity Programs (PRIMARY GRADES 5-8)

Athletics, music, drama, and forensics are an integral and related part of the school experience. As such, it provides certain opportunities difficult to experience or duplicate in other school activities that emphasize values aimed in and for later in life. Students must understand that participating in these activities is a privilege, and that there are obligations and responsibilities involved with that privilege.

HEALTH & SAFETY ISSUES

Immunization

All students are required to present evidence of completed necessary immunizations. Once students are admitted to school, they have a short grace period to get all immunizations current. By the 15th and 25th school day accrued, the school nurse will notify (in writing) any parent/guardians of noncompliant students (any child who has not met the immunization or waiver requirements.) The notices will cite the terms of those requirements and will state that court action and forfeiture penalty could result due to noncompliance. If a student fails to satisfy these requirements, the school will exclude them from attending classes until they have proof of met requirements. For immunization requirements, please call the Racine County Health Department at 1-800-688-4930.

Communicable Diseases

The Administrator (or any authorized office personnel) or may send home, for the purpose of diagnosis and treatment, any student suspected of having a communicable disease or of having any other disease or condition having the potential to affect the health of other students and staff including, but not limited to Pediculosis (Lice), Fifth's Disease and Scabies. If a student has a temperature of 100° or higher they will be sent home immediately. The person authorizing the action shall ensure that the school nurse is informed of the action and disease being circulated. Notes sent home related to outbreaks such as Lice or Fifth Disease are at the discretion of the school Administration.

Failure to cooperate with the local health officer and the health department in their investigation and control procedures could result in disciplinary action. The officer is obligated to report all cases to the county public health nurse and strives to maintain all confidentiality.

Over-The-Counter Medication

Supplies of nonprescription medication (aspirin, cough syrup, cough drops, asthma inhalers, and other forms of medication, etc.) must be kept in the school office. Students are not allowed to keep medicine in their lockers or school bags at any time (with the exception of inhalers and even then a Doctor's signature must be attained in the office).

Once medication is brought to the office, it cannot be distributed (per State regulations) unless the following procedures are followed:

- Medicine **must** be in original container. NO ZIP-LOC™ BAGGIES WITH UNIDENTIFIED MEDICINE WILL BE ACCEPTED – NO EXCEPTIONS
- **Last name** must be written on the container.
- Completed form (“Medication Request – Non prescription”) located online at www.droughtschool.net or in the school office. If the Medication Request is unavailable or documentation is still pending physician authorization, distribution of medication can be allowed only if a **permission slip is accompanying the medication that allows the distribution of the medicine to include the following information:**
 - a. **Date**
 - b. **Child's name**
 - c. **Name of medicine, time, and dosage given**
 - d. **Name of physician**
 - e. **Reason for medication**
 - f. **Signature of parent/guardian**

If the medicine will be given at school for more than 10 days, a medication form needs to be completed by the child's doctor.

Prescription Medication - New Medication Request forms must be received annually at the beginning of the school year for those on yearly prescriptions.

If the Medication Request is unavailable or pending physician authorization, distribution of medication can be allowed only if the criteria below are followed:

- Medication must be in the original container, including child's full name, name of drug and dosage, pharmacy name and phone number, prescription number, and physician's name.

All medication will be kept in a locked cabinet. The administration of medication will be supervised by the designated school personnel at a time conforming to the indicated schedule. A record is kept of each time medication is administered, along with the signature of the person giving the medication.

Parents must notify the school when a drug is to be discontinued or dosages/times change.

Emergency Information

The office maintains emergency forms on file. When a student becomes ill or injured, parents will be contacted to pick up their child. If no one is home, we will try to contact the parent at work. If parents are unavailable, the person listed on the emergency form will be contacted. If no one can be reached, and it deems necessary, the student will be taken by rescue squad to the emergency room of the nearest hospital. The cost will remain the obligation of the parent or guardian. **IF AT ANY TIME THE EMERGENCY INFORMATION CHANGES, PLEASE NOTIFY THE OFFICE IMMEDIATELY.**

Accident Or Illness

Any accident or illness is reported immediately to the Administration. When the Administration receives an accident or illness report that is considered serious or questionable, the student's parents will be immediately contacted. The school does not assume the responsibility in questionable cases, or those that occur on school property or school functions. In the event emergency personnel must be summoned, the school will not be held responsible for any incurred costs.

Recess Excuse Due To Illness

We encourage parents to keep their children home if they are too sick to go out for recess. If this is not possible, please be sure to send a note to the office requesting the student to remain inside. If there is a prolonged excuse from recess(es) for 2 or more days, a note from the child's physician will be requested.

FOURTH AND EIGHTH GRADE ADVANCEMENT POLICY

Drought School uses four criteria to advance students from fourth to fifth grade and from eighth to ninth grade. These criteria include:

1. Academic performance
2. Performance on the Wisconsin Knowledge and Concepts Examination
3. Teacher recommendation
4. Other academic criteria

Prior to applying these criteria for determining advancement at the fourth and eighth grade levels, student progress must be monitored in a manner consistent with the promotion and advancement policies currently in place in the district. Also, the possibility of retention should be referenced at the end of the 1st, 2nd and 3rd quarters in both fourth and eighth grade if the student is not meeting the academic performance criteria at that time. The decision to not advance a student at the fourth and eighth grade levels will be made by the final week of the school year after all grades are finalized.

Criteria For Advancement:

1. **Academic Performance:** A student must receive a passing grade of D- in five of five core area subjects to be promoted at the fourth and eighth grade levels. The core area subjects are Math, Science, Social Studies, Reading and Language Arts. In conjunction with meeting the academic performance criteria, students must also meet the requirements outlined below for the Wisconsin Knowledge and Concepts Examination.
2. **Performance on the WKCE:** In addition to the academic performance criteria, students are also required to perform at the basic proficiency level or above on four of the six WKCE sub tests. Those sub tests include math, reading, language arts, social studies, science and writing. The four content areas that are at basic performance or higher must include reading and math. Since proficiency levels are not established for the writing portion of the test, basic performance on the writing test has been identified as 3.0 or higher on the six-point holistic score system used by WKCE.

- 3. Teacher Recommendations:** If a student is not promoted based on achieving the established criteria for both academic performance and the Wisconsin Knowledge and Concepts Examination, a student may be promoted based on a recommendation from a teacher/administration review committee. At the minimum, this committee shall consist of the building principal and all teachers responsible for providing the student instruction in the core area subjects. This committee can consider some or all of the following:
- i. Written recommendations regarding the student's readiness to be advanced to the next grade from teachers having responsibility for core area subjects.
 - ii. A portfolio of student generated materials assembled by the parent/guardian illustrating achievement of grade level academic objectives.
 - iii. Other academic criteria as outlined, if appropriate.
- 4. Other Academic Criteria:** Other academic criteria the teacher/administration review committee may consider includes the student's grades in non core subjects, daily assignments, cognitive ability, school attendance, previous retentions, experiential background and progress LEP and 504 students are making on goals outlined in a student education plan. The application of this policy for students with disabilities is further outlined below.

Exceptions for Students with Disabilities: Students with disabilities (special education) that do not meet the academic performance and WKCE criteria outlined in this policy may be promoted if the student's IEP team determines the child has achieved the objectives as outlined in his/her current Individual Education Plan (IEP).

Participation in the WKCE: Pursuant to Wisconsin Stat., 118.30(2) (3), a pupil's parent or guardian shall have the right to excuse their child from taking the Wisconsin Knowledge and Concepts Examination. If a student is excused from the WKCE, the decision to advance the student will be based on academic performance (as outlined above), teacher recommendation (as outlined above), and, if necessary, other academic criteria as defined above. Federal and state laws exempt certain students from taking the WKCE based on the following exceptions:

- Parent opt-out
- Special education-individual educational plan (IEP). This only applies if the exemption is specified in the IEP
- Rehabilitation Act 504. This only applies if the exemption is specified in the regular education accommodation plan.
- Limited English Proficiency (LEP). This exemption only applies if the student's Limited English Proficiency level is #1, #2, and #3 as defined by the Wisconsin Department Public Instruction in PI 13.03(3) (a)-(e). DPI recommends that students at English proficiency levels #4 and #5 participate in all WKCE content domains, with appropriate accommodations.

Recommendations: The district shall develop a student educational plan for any student that is retained for an additional year based on not achieving the criteria outlined in this policy. This plan is to be in place by the second week of school in the school year following the retention.

Appeal Process: The advancement or retention decision rendered based on the application of this policy may be appealed by the parents of a minor child to the district administrator within 30 days and if satisfaction is not received by the parent, the decision may be appealed to the School Board within 30 days. The decision of the School Board will be final.

MISCELLANEOUS INFORMATION

After School Policy

Parents are to make sure their children are picked up by 2:45 P.M. If a student is staying after school, they must let the office know the exact time they are being picked up and the circumstances that revolve around the intent to stay after school. **Please note: Students will only be allowed to stay after school if the office ahead of time approves it.**

Concerns

When a parent has a concern regarding their child's academic progression, behavior, classroom dynamics, etc., they are encouraged to make an appointment with their child's teacher to voice their concern. After conversing with the classroom teacher and appropriate time has been given to see a resolution to the concern but to no avail, the parent may make an appointment with the Administrator to discuss the matter. To make an appointment, please call the office at 262-895-7778 but only after the proper steps (listed above) has been taken.

Financial Responsibility

It is Drought's policy to require full reimbursement plus \$30.00 for any checked returned for insufficient funds. No minimum payment will be accepted. After two weeks in which the party has not cleared this fine with us, we will turn it over to the Racine County Sheriff's Department for collection.

Inclement Weather and Emergency Closings

If the school is to be closed due to inclement weather, Fox 6, WTMJ 620AM or WRJN 1400AM will carry the closing announcement. When you hear Waterford High School is closed, that means Drought School is closed also (Drought School may or may not be mentioned separately). We are not included in the Racine County Schools. On rare occasion, a decision to close the school early may occur. If a student is concerned that they cannot gain access into the house or will be alone, the school will take all steps necessary to make contact with parents or childcare providers to see that they will be tended to. **This is one reason why the emergency card on file in the office needs to be kept up to date, with any changes immediately noted.**

Lunch/Milk Program

Hot lunch will be offered daily through Taher, Inc. for \$2.30 a day. An account will be established for your student(s) in Powerschool. Please send money to cover lunches, milk, etc. on Tuesdays and this money will be deposited in your account. Your student must have money in their account in order to receive a lunch or a cold-lunch milk. For safety's sake, please do not send cash with your child. Checks can be made out to Taher, Inc. (not Drought School).

Registration Fees

Registration fees are set in accordance to the yearly needs of Drought School students. As part of collecting these fees, there is a late fee of \$10.00 per student for anyone who fails to register (or fails to make arrangements to register) by the designated day.

School Visitors

School Board policy requires all visitors coming in to and leaving the school building to report to the office so that office personnel have knowledge of the visit. This includes all employees and volunteers not regularly assigned to the facility by design or schedule.

School Volunteers

Volunteers are a valued resource when used in conjunction with teacher supervision and instructional planning. Any parent or community member wishing to volunteer specific services are asked to please contact the Administrator prior to any involvement with the instructional staff or student body.

Smoke/Drug Free Environment

Drought School is a smoke/drug free environment. Any and/or all of the mentioned, including alcohol is not allowed within 500 feet of the school premises, and will not be tolerated at any time whatsoever. If a student is found to be in violation of this policy, they will be immediately suspended from school, and will also be subject to the consequences of board policy. This applies to all students, not just those involved in extra-curricular activities. If an adult is found to be in violation of this policy, they will be asked to remove themselves from the premises, and/or the proper authorities will be involved.

Snack

Students may bring a light, nutritious, and easily manageable snack for morning break (please remember this is just a snack, lunch will follow shortly).

It is the policy of the Norway Jt. 7 School District, pursuant to s.118.13, Wis. Stats., that no person, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or handicap may be denied admission to any school in this district or be denied participation in, be denied benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other school sponsored program/activities. Discrimination includes harassment of pupils because of any protected class statutes.

440.1**BULLYING POLICY**

The Drought School District is committed to providing a safe, caring, secure and respectful learning environment for all students and staff, and addresses bullying to maintain the mission of the school district so that there is no disruption to the learning process and environment. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims, and bystanders.

DEFINITION: “Bullying” can include, but is not limited to:

- Aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. The behavior is typically repeated over time.
- Intimidation and/or harassment such as teasing, put-downs, cruel rumors, false accusations, hazing, name-calling or making threats (nonverbal or emotional).
- Social alienation, exclusion and isolation such as shunning or spreading rumors
- Extortion
- Written notes, phone calls or electronic messages that are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping, or annoying
- Verbal aggression or verbal assaults which are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping, or annoying
- Any act, attempted act or threat of physical aggression such as assaults on a student or attacks on a student's property
- Any act which threatens or intimidates any person or group because of sex, race, religion, national origin, color, disability, sexual orientation, age or other protected status.

PROHIBITION: Bullying behavior by students, parents, and staff is prohibited whether it is of the nature of student(s) to student(s), staff member to staff member, staff member to student, student to staff member, and parent to student, etc. Bullying is prohibited at school, on school premises, during school-sponsored activities, on school buses and at bus stops, or through the use of electronic, computer and telecommunications messaging devices (cyber bullying).

PROCEDURE FOR REPORTING/RETALIATION: It is considered a responsibility of all students and staff members to watch for and report acts of bullying in any of the above-described situations to a member of the school staff or administration. Students are requested and encouraged to report acts of bullying to a school staff member, District Administrator or, at a minimum, a parent or other adult. All school district staff members are required to report acts of student bullying to the District Administrator.

All reports are to be taken seriously by the party designated by policy to receive such reports. School staff and administrators will support students and coworkers making such reports and protect against any potential retaliation for making such a report. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Students and staff making prompt, accurate, and thorough reports, either verbally or in writing will have those reports recorded by the staff receiving the same. An investigation may take place in order to verify the validity and seriousness of the report.

PROCEDURE FOR INVESTIGATING REPORTS OF BULLYING: The District Administrator or his/her designee will conduct an investigation of the bullying report to collect whatever information is necessary to determine the facts and seriousness of the report. The investigation of a complaint should be initiated as soon as possible. The district shall maintain the confidentiality of the investigation and any related pupil records to the extent required by law.

CONSEQUENCES: Where it is determined that students participated in bullying behavior in violation of the policy, the school may take disciplinary actions including suspension, expulsion and referral to law enforcement for legal action when deemed appropriate. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to take action or to report the behavior, are considered to be in violation of the prohibition expressed by the policy and, therefore, subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

DISCLOSURE AND PUBLIC REPORTING: The policy will be distributed annually to all students enrolled in the school district, their parents and/pr guardians, and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it. This policy will be made available on the school's website (drougthschool.net).

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. No individuals, either complainants or violators, will be named in such reports.

LEGAL REF.:	SECTION 118.13	WISCONSIN STATUTES
	PI9 and 41	WISCONSIN ADMINISTRATIVE CODE
	Title IX	EDUCATION AMMENDMENTS OF 1972
	Title VI	CIVIL RIGHTS ACT OF 1964
	Section 504	REHABILITATION ACT OF 1973

Americans with Disabilities Act of 1990

Individuals with Disabilities Education Act

Civil Rights Act of 1991

McKinney-Veto Homeless Assistance Act

CROSS REF.: 440 – Student Rights DROUGHT SCHOOL BOARD POLICY
 And responsibilities

441 – Student Due DROUGHT SCHOOL BOARD POLICY
 Process

443 – Student Conduct DROUGHT SCHOOL BOARD POLICY

APPROVED AS REWRITTEN APRIL 28TH, 2009

Please sign (parents and students) and return this page to state that you have read the Drought Student Handbook and agree to abide by the rules and regulations thereof.



I have read and agree to abide by the rules and regulations of the Drought School Student Handbook:

Student Name _____ **Signature of student:** _____

Parent Name _____ **Signature of parent:** _____