



SOMERSET ELEMENTARY SCHOOL STUDENT & FAMILY HANDBOOK 2023-2024



WELCOME!

Welcome to Somerset Elementary School and to the 2023-2024 school year! Please take the time to carefully read our school handbook to be informed about the current school year. The first portion of this handbook is elementary specific and is meant to communicate the information family members need to know about the elementary school. The second section of this handbook is for the entire Somerset School District. This will also prove to be a valuable source of information to you. Please do not hesitate to contact me with any questions regarding what is or is not covered in this handbook. I look forward to partnering with you to make your student's time at Somerset Elementary School a successful one!

Pamela Phillippi, Principal of Somerset Elementary School
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WHO WE ARE

Somerset Elementary School provides full day instruction for students from kindergarten through 4th grade. Students receive sequential, developmentally appropriate instruction in the core subject areas of reading, language arts, mathematics, science and social studies as well as music, art, and physical education. They have regular access to the library/media center and computers. We are committed to providing a safe and respectful learning community for all students by helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs.

Somerset Elementary has a 1/2 day, every day Junior Kindergarten program for four year old children. Children must be the age of 4 by September 1st, 2023 and fully potty trained.

Students who are supported by an IEP receive services through our 1/2 day early childhood program that supports three year olds who have been identified with a disability. Somerset Elementary supports and provides programming to support all learners including students for whom English is a second language and students supported by an IEP.

Before and after school care is available through Spartan Kids Club. Please contact Leslie Thomas at 247-3311 ext. 584 if interested in Spartan Kids Club, which also includes JK Wrap Around-our all day junior kindergarten program.

OUR SCHOOL DAY

All students should arrive at school between 7:50 and 8:00 am and enter the building at the door nearest to their drop off location (Doors 1, 2, 3, or 17). Doors are automatically unlocked during arrival time and locked once school begins. Parent drop off students will enter any of the doors in the front of the building. Bus riders will enter the door near the bus drop off area. Students should hang up backpacks and outer garments, and be **ready for class to begin at 8:00 am.** Students **must not** be dropped off before **7:50 am** unless they are enrolled in Spartan Kids Club. **The school day ends at 3:00 pm.** Bus students will be dismissed at that time. Students who are walking or being picked up will be dismissed and available for pick-up at 3:05 pm. If you are picking your child up after school, **do not** go to the classroom. Please wait in the designated parking area, at the front of the building entrance, and pull forward. School staff will accompany students to the pick-up area. **Parents should not park in the lot on the north side of the school to drop off children in the morning or pick them up at the end of the school day as it is the bus zone. Please Do Not exit your car unless you are parked in the front parking lot. If you are walking your child to the sidewalk please honor the crosswalk in front of the school.**

SCHOOL HOURS

Office Hours	7:30 am - 4:00 pm	
Kindergarten – Grade 4	8:00 am - 3:00 pm	
Early Childhood	8:00 am - 10:40 am	
Junior Kindergarten	8:00 am - 10:40 am	Morning Session
	12:20 pm - 3:00 pm	Afternoon Session

Somerset Elementary School Information A to Z

ACCIDENTS

In the event of a serious accident at school, the parents or guardians will be called, or if necessary, the emergency number on Infinite Campus is called. In case neither parent can be contacted, school authorities will attempt to take necessary steps to assure the welfare of the child, including calling 911 if the situation deems necessary. Students are encouraged to report all cases of injury immediately, no matter how minor, to their teacher or the health care provider.

ANNOUNCEMENTS AND NOTICES

Announcements will be given daily over the intercom system, weekly in *The Spartan Scoop* district newsletter and via Infinite Campus School Messenger as needed. Announcement requests may be presented to the principal. Notices/posters must receive the principal's permission before they are posted anywhere in the building. Approved fliers home are sent via School Messenger on Fridays or posted in *The Spartan Scoop*.

APPOINTMENTS, LATE ARRIVALS, EARLY DEPARTURES

All students arriving after 8:00 am, or leaving before regular dismissal, **must** check in or out through the school office. To ensure safety and decrease classroom interruptions, parents/guardians must come to the office and sign your child out. After you arrive, we will contact the child's teacher and have him/her sent to the office. No child will be allowed to leave directly from the playground. Because of the effect upon your child's learning program, we encourage you to schedule doctor, dentist, and other appointments outside of school hours whenever possible.

ASSESSMENTS

Assessing students is an ongoing process at Somerset Elementary. Because children react differently to various assessments and testing situations, it is important to use a variety of methods and types of assessments to get an accurate picture of the child's progress. In addition to the teacher designed assessments, standardized tests are given to all children in grades K-4, annually. The results of these tests are available to parents.

ATTENDANCE PROCEDURES/POLICY

Attending school each and every day is critical to the educational success of our students. When a student misses classes the learning that occurred while they were out cannot be replicated. Because of this, the following procedures/policy is designed to encourage students to be in school.

● **Parent/Guardian Responsibility**

- If your child is absent, it is your responsibility to contact the Elementary School prior to the absence (pre-arranged) or on the day of the absence (illness related).
- Communication to the SES office regarding your child's absence can be done via a phone call, email, written note or in person.
 - Text messages will **NOT** be accepted to excuse absences.
- Failure to provide this information within two days of your child's absence will result in the absence being categorized as "Unexcused" and could result in your child being truant.
- You may contact the Somerset Elementary School attendance secretary at 715-247-3311, ext. 601, by email at scaroon@somerset.k12.wi.us, or in person at the Elementary School.

● **Tardiness**

- All students are expected to be in class by 8:00 a.m. each school day. Students who arrive between 8:10-8:30 am are considered tardy. Students arriving after 8:30 am are considered absent.
- When a student is late to school they must check in at the office and receive a pass to go to class. They may not report directly to class without a pass from the office.
- Choosing to excuse a tardy to school will count as one parent excuse day.

- **Parent Excused Days**
 - According to Wisconsin state law, “A parent may excuse their son/daughter for all or part of ten (10) school days for any reason that the parent chooses.”
 - A student may be excused by a parent from school no more than ten (10) school days per school year.
 - If a student is absent for any part of a school day, this will count as a parent excuse day used. If students leave during the day they are marked absent up until 2:45 pm. Attendance marks are updated in Infinite Campus. Attendance is reviewed by the school pupil service team at least monthly. Letters regarding student attendance will come home at that time for students who have missed a significant amount of time. A meeting may be requested to help improve attendance.
 - In order to use a parent excuse day, a parent/guardian must notify the Somerset Elementary School office attendance secretary via telephone, email, a written note or in person (with the required information listed above) within two (2) school days of the absence.
 - Failure to notify the Elementary School office within three (3) school days will result in the absence to school being counted as unexcused and subject to truancy.
- **Professional’s Notes**
 - Somerset Elementary School will honor professional’s notes excusing absences provided to the school within two school days of the absence. Somerset Elementary School will not honor professional notes which are unsigned or without a date of service.
 - A note of excuse will be accepted from the following professionals: licensed physicians, dentists/orthodontists, chiropractors, optometrists/ophthalmologists, physician assistants, nurse practitioners, certified practice nurses, licensed clinical counselors, licensed psychologists, licensed social workers, attorneys, clerk of courts, and judges.
 - Absences being excused by a professional’s note will not be considered a parent excuse day.

BREAKFAST

Somerset provides a breakfast meal for students. This is charged to the same account as their lunch. Breakfast is served beginning at 7:50 am until 8:10 a.m.

CHANGES IN THE DAY

Please plan how your child will end his/her school day before they leave home in the morning. If you must make a change, be sure to contact the school office **before 2:00 pm** to be sure there is time for the necessary notification. Please note: leaving a voice message does not confirm your message has been received.

CLASSROOM INTERRUPTIONS

Studies show that the amount of time a student is on task is a significant fact in school effectiveness. We will make every effort to keep students on task in a meaningful learning experience. When a classroom is interrupted, the students are distracted and taken off task. You can help us by observing the following:

1. If students forget their lunch or school items please complete the label and place it on the atrium table to be delivered

COMPUTER CARTS

Computer Carts are available for classroom and individual student use. Students are to use these devices for schoolwork. The devices are also used for interventions as well as state and local assessments.

CONCERTS/CLASS PROGRAMS

Traditionally a grade level concert occurs for students in JK through 4th grade at Somerset Elementary once each year. The performances will be held at 6:00 in the evening at our elementary school.

DEVICES, TOYS AND GAMES

Students may not bring trading cards, toys or games from home, except as pre-approved for a specific event. They are strongly discouraged from bringing electronic devices. These items are often expensive and the elementary school has cubbies, not secure lockers. Many students bring cell phones and electronic devices to use on their bus ride to and from school. Children are not allowed to carry these items with them during the day. While we encourage all students to be honest, there is no way to be sure these expensive items will be safe. The school will not be responsible for items that are lost or stolen. Children who bring them do so at their own risk. The privilege to bring devices for the bus may be revoked if a student cannot adhere to teacher directives in the classroom or if administration determines that a student is not using the device in a way that aligns with SES expectations.

ENTERING THE SCHOOL/HALLWAY POLICY

In the interest of student and staff safety, all school doors are locked throughout the school day. The vestibule is open from 6:00 am to 6:00 pm. In the vestibule, press the button and inform the office member the reason for your visit. They will then “buzz” you into the office. Student safety is a priority in the Somerset School District. Please check in at the office when entering the school. Student supervision and instruction requires the teacher’s undivided attention. If you wish to speak with your child’s teacher, the office staff can assist you with communication and making an appointment.

HEALTH CARE

A licensed school nurse is on staff during school hours. He/she checks the injuries and illnesses of our children. In accordance with the Wisconsin Division of Health Administration Rule H49.01, the school may send students home from school for health reasons. If a student is sent home with a fever or illness they are not to return to school until they are fever free without the use of medication for 24 hours. State law requires that all students entering a Wisconsin elementary school for the first time have a series of immunizations and the school needs a record of these. The requirements can be waived if a properly signed medical or religious exemption is filed with the school. Please see the health care office or our website for a complete list of required immunizations or an exemption form. Additional health care information can be found on our elementary school website under the health care office tab.

ILLNESS

Students who are ill should not come to school. Do not give them aspirin or Tylenol to reduce fever and then send them to school. Any students complaining of illness and/or running a temperature of 100.0 degrees or above may be sent home at the discretion of the district nurse or other appropriate school personnel. Students leaving school must be accompanied by an adult. A parent or someone designated by the parent is expected to pick up an ill child when called. Pupils are not permitted to stay indoors during recess time, except at their teacher’s request, or with a written notice from a physician.

INFINITE CAMPUS

You can access your student’s attendance, lunch account, and report card through Infinite Campus Parent Portal. When you are registered in Infinite Campus you are also notified of school closings. You can ~~also~~ change/update your contact information through the portal; address changes go through the school office. . If you have not yet accessed the Parent Portal of Infinite Campus please contact the office and they can provide you with your activation key.

LIBRARY/MEDIA CENTER

Students may check out materials at any time during LMC hours. Teachers will allow students to visit the LMC at various times during the day for check-out. If your child has finished reading an LMC book, please send it back to school with your child and encourage him/her to ask their teacher to visit the library. All materials will be checked-out to students for one week. There is no fine for overdue materials; however, check-out privileges can be suspended until all overdue materials are returned. If a material is lost or damaged beyond repair, the replacement value will be asked of the student’s parent or guardian so the item can be promptly replaced. LMC privileges may be affected by inappropriate use of the LMC or its materials.

NEWSLETTER

The Spartan Scoop highlights happenings at the elementary school and throughout the entire district. It will provide parents with updates on upcoming events such as field trips, programs, and so on. It is sent electronically every Friday. The *Spartan Scoop* is also available via the district webpage. Additional school information may be sent via school messenger as necessary.

PARENT PICK-UP OF STUDENTS

Parents picking up their child during the school day should:

- 1) Wait and meet their child in the office.
- 3) Sign out their child before leaving.
- 4) Office staff will page the child to the office so they can meet their parent.

The dismissal time is 3:00 pm. Please do not attempt to park in the north parking lot; this area must be kept clear for bus traffic. Students will exit the building from the door closest to their classroom and meet you at the front curb. Please pull your vehicle as far forward as you possibly can to accommodate other vehicles picking up students. Do not exit your vehicle unless you are parked in the front lot.

PARENT QUESTIONS

Do you have a question about school? Did your child come home and say something that concerned you? If you have a question about anything at school, we **encourage** you to ask about it immediately. Please telephone, e-mail or stop in and the office staff or principal can help you or set up an appointment to meet with your child's teacher. Getting more information is usually the first step in resolving any issue or concern that may arise.

PARENT/TEACHER CONFERENCES

Conferences between the parent(s)/guardian and the student's teacher(s) are scheduled twice per year; in October and January/February. Information regarding conferences will be available on ***The Scoop*** prior to conference dates. Additional conferences may be scheduled at the request of either adult.

PARTIES

If you wish to send treats (birthdays, holidays, etc.) they must be prepackaged (no homemade treats allowed), please contact the teacher in advance. We encourage nutritious snacks. To avoid hurt feelings, please do not have children distribute invitations at school for private parties. Sending flowers or balloons to school is not allowed. If the school receives deliveries of these items, they will remain in the office until the end of the school day at which time your child may pick them up.

PEANUT/NUT FREE CLASSROOM GUIDELINES

Somerset Elementary School may determine a peanut/nut free classroom is appropriate on an individual basis when presented with evidence of a life-threatening allergy from a qualified physician and upon the request of the parent/guardian:

1. All food eaten in a peanut/nut free classroom should not contain peanuts or nuts.
2. The classroom teacher will send a letter home to all parents in the classroom explaining that any snacks brought into the classroom throughout the year must be nut free.
3. Any food brought into the classroom must have a complete ingredient label and must be prepackaged (no homemade treats allowed), or it will not be served to any students in the classroom. Home baked or bakery bought foods will not be allowed.
4. A Peanut/Nut Free Classroom poster should be posted in the classroom and should include a copy of the Guidelines for a Peanut/Nut Free Classroom
5. Students in this classroom should wash their hands with soap and water upon the return from lunch or recess. This will be made a part of the daily routine.
6. There will be a nut free table in the lunchroom.

Even with all the above steps in place, we cannot guarantee a 100% nut free environment. In addition to the steps above, we believe in the importance of building awareness within the student to prevent any issues.

PERSONAL PROPERTY AT SCHOOL

Students frequently have similar personal items. To prevent confusion, **coats, book bags and other personal articles should be clearly labeled.** The school has lost and found locations in their pods and the main front hallway. If you lose something, check first with your child's teacher, then check the lost and found. Please claim lost items promptly. All unclaimed articles will be donated to clothing collection agencies monthly. Students are not permitted to bring trading cards or other toys and games from home, except for a specific purpose that has been pre-approved by their teacher. Please do not allow your child to bring cash to school, other than what is needed for a specific purpose.

PHYSICAL EDUCATION

Students are required to participate in physical education classes. A written statement from the parent/guardian may be provided to the physical education teacher to excuse a student from **one day** of class only. **A doctor's statement is needed for any longer period of time.** All students will need a pair of non-marking tennis shoes, to be left at school, for physical education class.

PLAYGROUND

Students receive time to be on the playground for recess each day, except during inclement weather. Students receive 30-40 minutes of recess each day. **While on the playground**, as everywhere at school, **students are expected to play safely, act responsibly, and treat others with respect.** They should wear clothing appropriate for the weather, follow the directions of the playground supervisors and report problems with other students or equipment immediately. No student should leave the playground without the permission of the supervisor. Skateboards, rollerblades, and sporting equipment from home are not permitted on the playground, except as pre-approved for a specific event.

RECESS AND COLD WEATHER

During winter months, students will have outdoor recess daily and should be dressed appropriately for outdoor play. They should always have hats, boots, and mittens to cover all extremities. In the event of actual or wind-chill temperature, at recess time, of 0 degrees or lower, students will be required to stay indoors. This will be closely monitored and announced to students as conditions change. Our official weather site is www.weather.com. This is the site we use to determine temperature/wind chill readings.

SCHOOL WIDE EXPECTATIONS

At SES we strive to build a positive school culture and community based on the belief that the continual teaching, modeling and reinforcement of positive behaviors will support children and reduce discipline problems; thus promoting a climate of greater productivity, safety and learning. At Somerset Elementary School there are school-wide expectations, "The Spartan Way" that apply to student behavior at all times. Students are expected to:

- **Be Kind**
- **Be Respectful**
- **Be Safe**
- **Be your Best**

It is our hope that all students will abide by these expectations at all times, as they are the rules of good citizenship. Much of the focus of the elementary school discipline plan will be directed toward helping students to learn, understand, and live by these rules.

Our plan is based on children learning how to control their own behavior. Decision making and self regulation is taught just as reading and mathematics are taught. A plan is not a punishment, but an opportunity for good decision making and growth. Children are encouraged to think about the consequences of their behaviors and fix and learn from their mistakes while maintaining their dignity.

When children have made a poor choice, they are expected to work with an adult to:

- Acknowledge what they have done
- Apologize for their behavior
- Fix it or repair the relationship through the use of an apology or action
- Learn from the situation so the poor choice is not repeated

*Depending on the nature of the behavior, any of these steps may be passed for immediate action on the situation in compliance with district and state policy.

STUDENT BEHAVIOR FORMS

If a staff member sends a child to the office due to a major behavior issue, an office referral form will be completed and the student will meet with a member of the school behavior team (principal, behavior coach, guidance counselor or school psychologist) Parents and guardians will be contacted by a team member. If you have any questions regarding the behavior incident, please contact the principal.

TELEPHONE CALLS

Classrooms are equipped with telephones. Feel free to leave a voice message during the day, please realize teachers do not answer telephones while they are teaching. If you leave a voice message teachers may not be able to hear it before the 3:00 pm end of the school day.

WATER BOTTLE USAGE

Students are encouraged to bring labeled water bottles to Somerset Elementary School and to use them during the day. Somerset Elementary School has four water bottle filling stations. Students must follow classroom and school rules with their water bottles and use them in a responsible fashion.

WELLNESS/SNACKS/LUNCHES

Student wellness is very important to the Somerset School District. We work hard to provide healthy breakfasts and lunches for students. Please consider sending a healthy, individually packaged (no homemade treats allowed) treat to school for a student's birthday. Students are allowed to have healthy and nutritious snacks at school and classes take regular snack breaks. They are strongly discouraged from bringing pop, candy, gum, etc. at any time.



SOMERSET SCHOOLS ALL-SCHOOL HANDBOOK 2023-2024



Together we **engage, educate, and empower** all learners; bridging their passions to pathways to create successful futures and positively contribute to our local and global communities.

BACKPACKS/PURSES

Backpacks should be used for transporting materials to and from school.

- HS--Students may leave their backpacks/purses in their lockers during the school day or choose to keep their backpacks with them throughout the school day. Backpacks/purses are subject to search per our search and seizure protocols.
- MS--Students should leave their backpacks/purses in their lockers during the school day, and only take the materials they need for class. Backpacks/purses are subject to search per our search and seizure protocols.
- ES--Elementary students will empty their backpacks and leave them in their cubby area during the school day.

BULLYING

The Somerset School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is deliberate or intentional behavior using words, or action, intending to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involve an imbalance of power. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior).
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks).
- Psychological (e.g. spreading cruel rumors, intimidation through gestures, social exclusion).
- Cyberbullying (e.g. sending insulting messages or pictures by mobile phone or using the internet).

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

A student who is either a victim of the bullying, is aware of the bullying, or any other concerned individual is encouraged to report the conduct to a teacher, counselor, school administrator or any other staff member. Reports of bullying may be made verbally or in writing and may be made confidentially. All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5517.01 Bullying for more detailed information.

BUS TRANSPORTATION

As per board policy, transportation to and from school is a service provided by the school district, and as such is a privilege. The following procedures apply to all students, both public and private, who ride a school bus.

These have been developed with the primary concern of safety for all individuals in mind. All school administrative staff and bus transportation staff shall be fair and consistent in the administration of these procedures.

All students participating in an event must travel to and from the event in a vehicle supervised by their coach, advisor, or designated chaperone; “to and from” being defined as from the Somerset School Campus to the host site and back. The only other exception will be if arrangements have been made prior to the event between the parent/ or guardian and the coach, advisor, or chaperone, and approved by the building principal. The permission will be granted with the understanding that the student will be traveling with the parent/guardian, not relatives or friends. Non-compliance will result in disciplinary action.

The school is not responsible for transportation from the home to the school or back from the school to the home. After an event the students will be returned to the school building from which the student must secure his/her own transportation home.

CARE OF THE BUILDING

Everyone should take pride in our school building and school grounds and do everything that can be done to keep them clean and attractive. Instead of walking by, please pick up paper and rubbish when you see it.

CHANGES IN ADDRESS, PHONE NUMBERS, OR EMERGENCY CONTACTS

Correct information for contacting families is vital. **If, during the year, you have a change in address, please contact the school immediately. All families will be required to provide proof of residency in their new residence, even if you are currently living within the Somerset School District boundaries.** If you need to change your phone number, emergency contact, email, etc., please log in to your Infinite Campus Parent Portal and make those changes.

CHARACTER EDUCATION

The School District of Somerset believes in supporting the social-emotional health of our students. In order to foster this development, character education will be taught at each of the schools using age-appropriate materials and activities.

CHEATING, PLAGIARISM, OR FORGERY

The acts of cheating, plagiarism, or forgery in connection with academic endeavors or school processes or procedures are detrimental to the education process and are subject to disciplinary action by the teacher and/or the administration.

DRESS AND GROOMING

Students are expected to be dressed in an appropriate manner while in school or at any school-sponsored event. Headgear (hats, caps, bandanas, hoods, etc.), jackets, and items that cover the face or ears are outdoor wear. All will be left in the student’s locker/backpack during the school day and not worn in school, except on specially designated days, or for religious observance (ES/MS only). Face coverings may be worn to control communicable diseases.

Students will not be permitted to wear dress that causes a distraction or is unsafe; clothing or jewelry that refers to drugs, sex, violence, death, alcohol, tobacco products, obscenity, racism (i.e. the Confederate flag), gangs, or slogans that are suggestive of any of the above; clothing that may cause a disruption to the wearer or viewer. Very short skirts or shorts are not appropriate school attire. Undershirts, cutoff shirts, muscle shirts, etc; all underwear items (including bras and boxers) must be completely covered. Shoes or sandals must be worn at all times. Unless specifically approved, bedroom slippers are not appropriate school attire. In addition, students are not allowed to wear or carry items such as flags and blankets with them during the school day. Students wearing clothing judged to be inappropriate will be asked to change and parents will be notified.

EMERGENCY MANAGEMENT

All Somerset School District staff and students will be trained in ALICE procedures. Building specific drills will be done periodically as well as ongoing discussions regarding school safety.

EMERGENCY SCHOOL CLOSINGS

In the event of school closing or delay of start, information will be shared by phone/email/text messages by the contact information listed in Infinite Campus. Additionally, local news/radio stations will be contacted as close to 6:00 a.m. as possible. Parents should be alert to the forecast of bad weather conditions and tune in to local radio/television stations to receive information on school closings/delays. In the event of an emergency closing during the day, the same messaging will be used and media will be contacted. The information will also be posted

on the district website.

In the event of a severe snow season with a larger than expected number of inclement weather days, families will need to be prepared for students to complete learning from home.

FIELD TRIPS

Periodic field trips are taken during the school year to enhance the knowledge and understanding of students. Attempts will be made to limit the cost of these trips. No student will be denied the opportunity to participate due to inability to pay. A parent/guardian permission slip must be signed and returned to the supervising teacher prior to each trip departure. All students are expected to depart from and return to the school campus with their group. Parents/guardians wishing to transport their child home from the event must request written permission in advance. All buses and school vehicles are to be cleaned out by the group using them when the trip is complete.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 2340 Field and Other District Sponsored Trips for more detailed information.

FIRE ALARMS

An Emergency Procedure Plan has been established by the Somerset School District for fire safety procedures. We are required by law to hold regular fire drills to safely evacuate the buildings, weather permitting.

Causing a false fire alarm is not only a violation of school rules but also a criminal offense. It is mandatory that the school report the individual to the police and the result, depending on the age of the child, may be a fine, a jail sentence, or both.

FOOD AND BEVERAGE

Food or drink may be consumed in the multipurpose room/commons during lunch and before and after school. There shall be no food or drink in the classrooms or the gym areas except in special circumstances as approved by school staff. Students with food or drink at other times or areas will have the items confiscated.

INSURANCE

The school district does not insure students with primary coverage for health and/or accidents, nor do we insure their personal property.

LEAVING THE BUILDING/CAMPUS

The district has a "closed campus". This means that unless a student has an approved pass from the office, he/she cannot leave the building/campus during school hours or at lunchtime.

- HS - students in grade 12 may have the opportunity to participate in Spartan Flex if they meet the outlined criteria for that program.

LIBRARY/MEDIA CENTER

The library is to be used for study, reading, research, and class projects. Books and periodicals may be checked out for a two-week period, while reference materials may be checked out overnight.

If a student loses library materials he/she will be assessed the replacement cost of the material. If a student has paid for lost materials and the materials are returned, the price of the item will be refunded.

Students are expected to return or renew materials by the due date. Library privileges may be lost due to inappropriate use of the library or library materials.

LIBRARY MATERIALS OPT-OUT

Reading is a fundamental skill for success in school and in life. To create a lifelong love of reading and learning, the Somerset School District provides three library media centers for all students. Parents and Guardians can see what resources are available at their child's library media center through our [digital catalog system](#). In addition, at the beginning of each school year, the district will publish, on the district website, a list of library books that were added to each library the previous school year.

The District's policy is to allow any student to check out any book that they would like from the school library. However, the District recognizes and respects a Parent or Guardian's right to participate in the education of their child. In light of this, the District offers the opportunity for Parents or Guardians to review or restrict the materials that their child may checkout of a library media center. Parents or Guardians who want to restrict their child's

checkout privileges may complete the [Library Materials Opt Out Form](#). The children of any Parents or Guardians who do not submit this Form will continue to have full access to all library materials.

The Library Materials Opt Out Form is completely optional, and offers Parents or Guardians the ability to prescreen and approve all materials that their child wants to check out of the library before the child is allowed to do so. If a parent completes the Library Materials Opt Out Form, the District will notify the parent of the specific library material(s) their child has requested to check out of the library. Before their child may check the material out of the library, the Parent or Guardian will need to give their permission. The District encourages Parents and Guardians to talk to their child's teacher, the school principal or the library media specialist before restricting their child from checking out library materials. The District further encourages Parents or Guardians to talk to their children often about what materials they may want to check out from the library should the Parent or Guardian choose to restrict their child from checking out library materials without permission.

A Parent or Guardian's completion of the Library Materials Opt Out Form may take up to 7 business days to process. Once processed, parents will receive a message in their Infinite Campus Inbox and will remain in place for the entire school year.

LOCKERS (HS and MS)

All students will be assigned a locker. It is each student's responsibility to keep the locker orderly and clean.

Students are advised not to keep money or valuables in their lockers. The district will not be liable for any losses incurred.

Hall and physical education lockers are the property of the school and may be searched by school officials if there is a reasonable suspicion to believe the contents may threaten the safety, health or welfare of the students, or include stolen property.

LOST AND FOUND

Lost and found items are located in the front lobby (HS), commons (ES/MS). Please check immediately if you have lost an item. Unclaimed items will be donated several times per year.

LUNCH/LUNCHROOM

A school hot lunch program is provided for students and staff. This is a prepay program. Individuals must pay in advance for their lunches. Payment should be made to the District Office, school offices, or online. Please contact the District Office at 247-3313 for complete details. While in the lunchroom area students will be expected to conduct themselves in a respectful and responsible manner. This includes waiting patiently in line and returning trays and trash to the proper place. All lunches are to be eaten in the lunchroom area (HS students may be allowed to eat in the front lobby at the designated tables or the designated area in the back front of the HS building).

At the start of the school year, free/reduced lunch application forms will be made available to all families. If you require one later in the year, please contact the District Office or each building's website.

MEDIA OPT-OUT

If you do not want your child(ren)'s image used by the media (television, newspaper, web, school publications and/or displays), please print and complete the media opt-out form located on the school district website under Families/Information/Opt Out Forms and turn in the completed form to your child(ren)'s teacher.

MEDICATION POLICY

All students needing prescription medication during school hours are required to have a completed, signed, Medication Administration Permission Slip on file in the health office. Medication is to be in a properly labeled container and kept in the health office. Pupils requiring medication at school shall be identified by parents to the health office. The health office in turn shall assume authority for involving designated school personnel in the administration of the medication. Students are to come to the health office at the scheduled time for medication to be administered. No student may carry or self-administer medication unless a signed consent form is obtained from his/her doctor.

Over-the-counter (OTC) medications will be administered with parent permission. Before OTC medications may be administered to students, parents/guardians must complete and update their student(s) online registration through Infinite Campus. The recommended dosage will be given, unless written orders by the doctor indicate otherwise.

Forms with complete information are available from the health office or by accessing the Somerset

School District website. If you have any questions, call one of the school health-care providers at 247-3311 (elementary school), 247-4400 (middle school), or 247-3355 (high school) Monday through Friday. Diagnosis and treatment of illness and the prescribing of drugs are never the responsibility of the school and will not be practiced by school personnel. Please see Board Policy 5330 Administration of Medication and Emergency Care for more detailed information.

PROPER LANGUAGE/RESPECT FOR ALL

Everyone deserves to be treated respectfully while in school. Students and staff are expected to use respectful language and behaviors while in school.

We expect every staff member to be treated with respect and dignity, just as students should receive respect from the staff. A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.

RESTORATIVE PRACTICES

The School District of Somerset utilizes Restorative Practices. Restorative chats, circles, and conferences may be used to build and maintain relationships when things go wrong to repair harm.

SEARCH AND SEIZURE

Per federal law, school officials may search students and their belongings with reasonable suspicion of them possessing contraband. Students will be required to surrender their cell phone during the search. Items that may be searched include, but are not limited to, backpacks, jackets, lockers, pockets, purses or other bags, as well as any vehicle that is owned or operated by a student and parked on school grounds.

STUDENT USE OF CELL PHONES, OTHER TWO-WAY COMMUNICATION DEVICES AND LASER POINTERS (Board Policy) AND PERSONAL MUSIC DEVICES

While in some instances the possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting, or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use (make phone calls/access websites otherwise blocked by the district) or possess any electronic equipment on school property without the permission of the classroom teacher or principal.

Students may use the following electronic equipment/devices on school property for an educational or instructional purpose with the teacher's permission and supervision: cameras, laptops, personal digital assistants, or portable MP3 players with headphones. Students using devices at school-sponsored events must follow activity/building expectations such as but not limited to locker rooms, bathrooms, and concert etiquette.

Laser pointers or look-alikes are not permitted on school premises or at school-sponsored activities. Students violating this policy will be disciplined according to established building procedures.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5136 Personal Communication Devices and 5136.01 Electronic Equipment for more detailed information.

TEXTBOOKS

All textbooks and supplementary books are furnished by the school and are the property of the school district. Students are responsible for taking care of school materials that are issued to them. Restitution will be required for any lost or damaged materials.

TORNADO DRILLS

Staff Emergency Procedures have been established in the Somerset School District for the purpose of protecting the health and safety of every pupil as well as the school staff. In the event of a tornado warning, all students and staff will move to the shelter areas in the school. Practice drills are held in preparation for such an event.

VISITORS

Visits by parents are welcome and encouraged at Somerset Schools. All visitors must check-in at the office first, and get a visitor's badge. Visitors must return to the office and sign out at departure time. Somerset students must check in and out at each office when visiting or working in other school buildings. Student visitors

are not allowed in any of our buildings. Students who do not attend Somerset are not permitted to stay during the day, at the building, on school grounds, or to go on field trips.

VOLUNTEERS

The Somerset School District appreciates the strong support and assistance provided by volunteers. The Board of Education supports community involvement as an integral part of the educational goals of the school district. For the safety of everyone, the district shall conduct criminal background checks on all volunteers. Background checks shall be conducted prior to the first time the individual volunteers for the district. School volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when volunteering. Please contact a teacher or school principal to begin the application process. You can access the volunteer handbook on the Somerset School District website under "Families/Getting Involved/School Volunteers." All volunteers are role models for students. Their dress should reflect this and follow the same dress code guidelines required of staff members.

WITHDRAWAL FROM SCHOOL

Students who are moving out of the Somerset School District and plan to attend another school should notify the school as soon as possible of the final day for the student's attendance. All school books and materials need to be returned to the school and any fines paid. No transfer of grades will be made unless all fines are paid and all text and library materials returned.

STUDENT ATTENDANCE

Regular attendance is an important factor contributing to school success. School attendance is necessary in order that students may fulfill the assigned requirements as scheduled.

The School District of Somerset will comply with state laws related to compulsory school attendance and truancy. All students in the district who are between the ages of 6 and 18 shall attend school regularly.

STUDENT ABSENCES AND EXCUSES

The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian. Parent(s)/Guardian(s) are requested to call the school whenever their child is going to be absent. If a parent or guardian has not contacted the school, the school will call to verify the reason for the absence.

Personal contact, telephone call, handwritten, or e-mail messages are acceptable; text messages will not be accepted to excuse absences. If verbal or written verification is not received within three days, the student's absence will be unexcused.

The district administrator/attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Bona fide religious holiday.
2. Personal Illness - A showing that the student is not in the proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian of the student, after three consecutive or ten total days of absences, to obtain a written statement from a physician, licensed psychologist, licensed chiropractor, or Christian Science practitioner as proof of the physical and mental condition of the student. Such excuse shall be in writing, shall state the period of time for which it is valid, and shall not exceed thirty (30) days.
3. Non-emergency medical appointments.
4. A death in the immediate family.
5. An accident, illness, or other emergency in the immediate family that requires the attendance of the student.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. A quarantine as imposed by the public health officer.
8. School busing delay beyond the control of the student.
9. A family trip that can be taken only during the normal school term. The intent of this statement is to provide an opportunity for students to accompany their parent/guardian on a vacation that cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the principal or designee prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record, overall performance record and to provide make-up work.
10. Approved school activities during class time and/or special events of educational value.
11. A bona fide suspension/expulsion pursuant to section 120.13. Wisconsin Statutes.

12. Other times, where in the judgment of the building principal, it is in the best interest of the student to be absent from school. Such absences shall be judged on the merits of each individual case.

ATTENDANCE AT SCHOOL EVENTS-ABSENCE (HS/MS only)

Students who participate in athletics and activities are required to be in school no later than 10:00 am in order to participate in practice or competition that day. The only exception to this is if the student provides a signed and dated professional's note excusing the student late to school, or has the permission from the school administration to be late to school beyond 10:00 am. This means that students absent due to illness the morning of an event must report to school before the aforementioned times to be eligible to participate in an event that evening. Any student absent due to truancy any period of the day will not be allowed to participate in an event after school that day.

MAKE-UP WORK

If work is incomplete due to an excused absence, a student will normally have two days for each day absent in which to make up the work missed during the absence. Work missed in an activity class such as choir or physical education may be impossible to make up. If extenuating circumstances exist, the teacher may extend the time allowed to complete the work. For HS and MS students, Incompletes must be made up within two weeks of the end of the previous grading period or students will be graded on work previously completed. If you wish to pick up daily make-up work for your child, please notify the school in the morning that work will be picked up that afternoon. Teachers need time to get books and/or assignments together.

TARDINESS TO CLASS

Students need to be in school in order for maximum learning to take place. Students should be present and on time for all school classes and activities. A student is considered tardy to school if he/she arrives after the first bell and before 8:15 am. A tardy is excused if it is for one of the reasons outlined as an excused absence. Habitual tardiness may result in the creation of an attendance plan to address the late arrivals.

A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s) or guardian. Habitual tardiness will be handled in the same procedure as habitual truancy. The definition of State Statute 118.16 will be interpreted to apply to tardiness as well as truancy.

UNEXCUSED ABSENCES-TRUANCY

Under state statutes 118.16, an unexcused absence for part or all of a school day is considered truancy. Notification of the truancy is mailed to the student's parent or guardian. Truant students may be referred to law enforcement officials. Students who are absent from school without a professional note excusing part or all of five or more days during a school semester are defined as habitual truants. Habitual truants have five days to meet with their parents and the building principal to resolve the truancy issue. If truancy continues to be an issue, the habitual truant will be referred to the appropriate authorities.

Students who are truant will be given the opportunity to make up class work missed during their truancy. The amount of credit given for work will be determined by the teacher.

DUE PROCESS

The handling of discipline cases at Somerset School District is directed toward the end of developing the best possible solution for the individual pupil, while at the same time protecting the rights of the total student group in a particular class. Students' behavior controls will always be compatible with the philosophy, beliefs, and objectives of the school and in no way will be detrimental to the total student body.

Students will be assured due process according to the following procedures:

1. Notice. The principal, his/her designee, or the superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. Such notice shall be given in person or by phone call. If written, delivery may be by United States mail or by personal delivery. If written, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail, addressed to the last known address of the student or his/her parent/guardian.
2. Contents of Notice. The notice shall contain the following basic information:
 - a. A statement of charges.
 - b. A statement of the basis of the allegation.Note: specific names may be withheld if necessary to shield witness.
3. Informal Hearing. The student shall be given an opportunity to admit or deny the accusation and to give

his/her version of the events. The administrator may further allow the student to present witnesses or may also call the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.

4. Timing. The notice and informal hearing should precede removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.

Notice and an informal hearing need not be given prior to removal from school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

ALCOHOL AND DRUGS

The Somerset School Board prohibits students from possessing, using, selling, distributing or being under the influence of alcoholic beverages or controlled substances (drugs) as defined by state law (other than a drug legally prescribed to the specific student) while:

1. on school grounds before, during or after school.
2. off school grounds at school activities or functions.
3. in a school-owned vehicle, school-rented vehicle, or in a private vehicle the use for which was arranged by the school.

Consequences for possession, use, or being under the influence of alcoholic beverages or controlled substances as described in 1, 2, or 3 above:

- First Violation:* The student will be suspended (in or out of school) for one day and will be referred to the District AODA Coordinator. Law enforcement may be contacted as well.
- Second Violation:* The student will be suspended (in or out of school) for three days, be referred for formal assessment, and must follow the recommendations resulting from that assessment. Law enforcement will be contacted as well. The student may be recommended for expulsion.
- Third Violation:* The student will be referred to the School Board for expulsion. Law enforcement will be contacted as well.

Any student guilty of selling or distribution or assisting in selling or distributing alcoholic beverages or controlled substances as described in 1, 2, or 3 above shall be recommended to the Board of Education for expulsion and will be reported to law enforcement agencies in accordance with state law.

DAMAGING SCHOOL PROPERTY

Students involved in vandalism or defacing school property will be expected to reimburse the school for the amount of the damage and will be subject to other disciplinary action such as assignment to custodial duty in the school in order to repair the harm and/or suspension from school. Students participating in such types of behavior may be referred to appropriate law enforcement authorities; criminal behavior will be referred to law enforcement authorities.

EXPULSION FROM SCHOOL

The Board may expel a student from school for the following types of conduct if it is determined that the student is guilty of the conduct charged, and that the interest of the school demands the student's expulsion:

1. Repeated refusal or neglect to obey school rules or regulations;
2. Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
4. Engaging in conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or Board member of the district. Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property; or
5. Repeatedly engaging in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under (1) through (4) above. (This reason for expulsion only applies to

students 16 years of age or older.)

The Board shall expel a student for engaging in conduct outlined in state law which requires the student's expulsion (e.g., possession of a firearm).

Student expulsion proceedings shall be conducted in accordance with state law and established district procedures. Any consideration of expulsion for an exceptional educational need student will conform to legal requirements. Legal Ref: Sections 118.16(4) & 120.13(1) Wisconsin Statutes

EXCLUSION FROM SCHOOL EVENTS

Students who are under suspension by administrative action are not permitted to participate in or attend any school-sponsored activities during the period of suspension.

FIGHTING-BATTERY

Fighting is defined as mutual, aggressive, hostile actions in which both parties have contributed to the situation by verbal and/or physical action. If the action is decidedly one-sided, where only one individual is responsible for the physical action, only that individual will be held responsible. Battery is more severe and is defined as causing bodily harm to another by an act done with intent to cause bodily harm without the consent of the person harmed. Students involved in conduct of this nature before, after, or during the school day in the school building, on school property, or at a school sponsored activity will be suspended from school or school activities, and a parent conference will be held. Students participating in such types of behavior may be referred to appropriate law enforcement authorities; criminal assaults and felonies will be referred to law enforcement authorities.

HARASSMENT

Harassment is verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment or interferes with the individual's work or learning performance. It may consist of a single act or a course of conduct. Harassment may include, but is not limited to, conduct relating to an individual's membership in a protected class, including but not limited to, an individual's age, sex, race, creed, national origin, color, marital status, pregnancy, etc. and may include sexual harassment.

Examples of conduct and behavior prohibited under this policy include, but are not limited to the following:

- Verbal comments or other expressions which insult, degrade, or stereotype any person or group because of that person's membership in a protected class, including but not limited to an individual's sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical, mental, emotional or learning disability.
- Discriminatory remarks or symbols (*on clothing, vehicles on District property, etc.*) which are offensive or objectionable to the recipient or which cause the recipient discomfort, anger, or humiliation or which interfere with the recipient's academic performance.

Sexual harassment may include, but is not limited to, the following:

- Unsolicited verbal sexual comments and harassment.
- Subtle pressure for sexual activity.
- Sexist remarks spoken or written about a person's body or sexual activities.
- Patting, pinching or unnecessary touching.
- Sexually oriented jokes, stories and materials (e.g., calendars, posters, magazines).
- Demanding sexual favors accompanied by implied or overt threats concerning one's employment or academic status.
- Attempted or actual physical assault.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5517 Student Anti-Harassment for more detailed information on harassment reporting procedures.

FORMAL HARASSMENT COMPLAINT PROCEDURES

Sexual Harassment Complaints

The formal complaint process shall be as follows:

Step 1: The person who has experienced or observed sexual harassment must file a written or oral complaint with his/her teacher, supervisor, the building principal, the District Administrator, the Board President or their designee. All oral complaints shall be reduced to writing. The written or oral complaint should contain as much specific factual information as the individual can provide. The

complainant will also be given the opportunity to provide suggestions as to what he/she would like to see done to resolve the problem. The recipient of the written or oral complaint shall refer the matter to the building principal or, if the principal is the source of the complaint, to the District Administrator, or if the District Administrator is the source of the complaint, the Board President or designee and that recipient must report such information to the Compliance Officer (CO) within 2 business days.

- Step 2: The complaint shall be thoroughly and promptly investigated by the CO. At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in Board policy and state and federal law as to whether the complainant has been subject to harassment. At the conclusion of the investigation, the District Administrator must issue a final written decision. In all cases, the complainant shall be advised as to the results of the district's investigation and the remedial action the district intends to take, if any.
- Step 3: If the complainant is not satisfied with the District Administrator's or Board President's or designee's decision, he/she may appeal the decision to the State Superintendent of Public Instruction, within a reasonable period of time after receipt of the response in Step 2. In all cases, the complainant shall be advised as to the results of the district's investigation and the remedial action the district intends to take, if any.

Other Harassment Complaints

A person who has experienced harassment other than sexual harassment may file a complaint as follows:

- Step 1: A person who believes he/she has been subjected to harassment is encouraged to advise the person who engaged in such conduct of his/her objection to the physical or verbal acts of harassment. Failure to do so does not prevent the individual from moving to Step 2 of this procedure
- Step 2: If the complaint cannot be resolved informally or if the person is unable to approach the offending person, the complaint should be presented to the building principal or designee either in writing or orally to be put into writing. The complainant should include the specific nature of the offensive behavior, date(s) of occurrence, name of the alleged perpetrator, names of witnesses and any informal strategies the complainant has used to try to stop the behavior. All complaints must be signed by the complainant. Complaints shall be handled confidentially to the maximum extent possible.
If the parent/guardian of any student involved in the incident has not been informed before this point, he/she shall be notified of the complaint.
- Step 3: The building principal or designee shall thoroughly investigate the complaint and notify the person who has been accused of harassment of the complaint, give him/her a copy of the complaint and permit him/her to respond to the allegation. The building principal or designee may arrange a private meeting to discuss the complaint with all concerned parties within 10 school/business days after receipt of the complaint.
- Step 4: If either party is not satisfied with the resolution of the building principal or designee, or the person alleged to have engaged in such conduct is the building principal, a written appeal may be submitted to the District Administrator indicating with particularity the nature of disagreement with the resolution and reason underlying such disagreement. Such appeal must be filed within 15 school/working days after receipt of the building principal or designee's answer. The District Administrator shall arrange a private meeting with the affected parties, if requested by either party, at a mutually agreeable time to discuss the appeal. The District Administrator shall give a written answer to the appeal within 10 school/business days.
- Step 5: If either party is not satisfied with the answer or the person alleged to have engaged in such conduct is the District Administrator, a complaint may be filed with the Board of Education within 10 school/business days after receipt of the Step 4 answer. The Board of Education shall, within 20 school/business days, conduct a hearing for the purpose of providing the complainant with an opportunity to present the complaint. The hearing shall be held in executive session if permitted under state law. The Board shall give a written answer to the complaint within 10 school/business days following completion of the hearing.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5517 **Student Anti-Harassment** for more detailed information on harassment reporting procedures.

POSSESSION OR USE OF WEAPONS ON SCHOOL PREMISES

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents or guardians and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved); and
- C. theatrical props used in appropriate settings.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5772 Weapons for more detailed information.

SUSPENSION

A student may be suspended from school for:

1. Non-compliance with school or Board of Education rules;
2. Conduct which endangers the health, safety or property of others at school or under the supervision of a school authority;
3. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or
4. Conduct while not at school or while not under the supervision of a school authority which endangers the health, safety or property of others at school or any employee or Board member of the district. This includes making a threat to the health or safety of a person or making a threat to damage property. In addition, a student shall be suspended from school when required by law.

The district administrator, building principals or designee shall be authorized to suspend a student for a period not to exceed five school days. Except as otherwise specifically provided by law, a student may be suspended for up to fifteen school days when notice of an expulsion hearing has been sent. A student will only be suspended if it is determined that he/she is guilty of noncompliance with the school rule or of the conduct charged, and that his/her suspension is reasonably justified.

Suspended students shall be allowed to make up any examinations or class work missed during the suspension period, in accordance with the district's student attendance procedures.

All student suspensions shall be administered in accordance with state law requirements. Students who are under suspension by administrative action are not permitted to participate in or attend any school-sponsored activities during the period of suspension. A re-entry circle may be used with students upon return to school from a suspension.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 5610 Suspension and Expulsion for more detailed information.

THEFT, VANDALISM, AND ASSAULT/BATTERY

The acts of theft, damage to property, assault, and menacing are violations of the law. Such behavior is

cause for suspension and/or other disciplinary action such as restitution. Students participating in such types of behavior may be referred to appropriate law enforcement authorities; criminal assaults and felonies will be referred to law enforcement authorities.

TOBACCO PRODUCTS AND POSSESSION BY MINORS OF TOBACCO/NICOTINE PRODUCTS

State law prohibits possession of tobacco/nicotine products by a minor. State law also prohibits the use of tobacco/nicotine products on school grounds by anyone at any time. Students found in possession of tobacco/nicotine products on school grounds (including smokeless tobacco, e-cigarettes, vaping devices/paraphernalia, and look-alikes) or at school-sponsored events:

First Offense: The student will be suspended (in or out of school) for one day and referred to the district AODA Coordinator, with possible referral to law enforcement authorities.

Second Offense: The student will be suspended (in or out of school) for three days, referred to the district AODA Coordinator who may collaborate with outside agencies for further assessment, and referred to law enforcement authorities.

Third Offense: The student will be suspended (in or out of school) for 5 days, referred to law enforcement authorities, and the student will be referred to the School Board for possible expulsion.

PUPIL NON-DISCRIMINATION POLICY

The Somerset School district does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that Somerset School District or any part of the school organization has failed to follow the law and rules of statute 118.13, Wis. Statutes, and PI 9, Wis. Admin. Code, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the following address: District Administrator, P.O. Box 100, Somerset, WI 54025

Formal Discrimination Complaint Procedure

Step 1: Any complaint regarding the interpretation or application of the district's general nondiscrimination policy or equal opportunity employment policy shall be reported in writing to the District Administrator. See ACA, Harassment, for a copy of the Reporting form. If the complaint is about the District Administrator's interpretation or application of these policies, the complaint shall be reported in writing to the Board President or designee.

Step 2: The District Administrator, Board President, or their designee, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The District Administrator shall review with the building principal, or other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the District Administrator, Board President or their designee shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and resolution of the case to the complainant.

Step 3: If the complainant is dissatisfied with the decision of the District Administrator, Board President or their designee, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make a decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the District Administrator.

Step 4: If the complaint is still not successfully resolved to the satisfaction of the complainant or in lieu of utilizing these procedures, the complainant may appeal or refer the complaint to appropriate agencies (e.g., State Superintendent of Public Instruction, Office of Civil Rights, Equal Employment Opportunities Commission) and/or courts having proper jurisdiction.

Please see the Somerset School District website at www.somerset.k12.wi.us for Board Policy 2260 Nondiscrimination and Access to Equal Educational Opportunities for more detailed information.

A. Introduction

Chromebooks that are used by or are issued to students are the property of the School District of Somerset. The Chromebook is on loan to the student and must be used in accordance with all district policies and procedures. These Chromebooks are provided for educational purposes and are intended to support the learning objectives of the School District of Somerset. Chromebooks are to be used only in the classroom, designated areas, and/or at home for classwork.

B. Management, Administration, Monitoring and Privacy

The School District of Somerset has software and systems in place that monitor and filter all Internet usage to ensure the systems are being used for educational purposes, consistent with the District's goals. No School District of Somerset (SDS) user should have any expectation of privacy as to his or her Internet usage or to the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through a SDS computing facility.

SDS, through appropriate management personnel, reserves the right to inspect any and all data stored in public or private areas of networked and individual storage systems of any kind, without notice or warning, and at any time, for any purpose.

SDS uses a filtering system to block sites deemed unnecessary and/or inappropriate. Offensive, disruptive, or harmful data include, but are not limited to, any messages, files, or data which contain the following:

- Pornographic or erotic images
- Sexual implications
- Racial slurs
- Derogatory gender-specific comments
- Data or activities which invade the privacy of another person
- Any comment which in any way defames, slanders, or libels another person
- Information or instructions designed to cause physical harm to another person
- Comments that offensively address a person's age, sexual orientation, religious or political belief, national origin, or disability
- Any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person

If a user finds that he/she is connected to a site that contains any of the above material, he/she must disconnect from that site immediately, regardless of whether that site has been previously deemed acceptable by any screening or rating program, and inform the teacher or library media specialist of the incident.

SDS will fully cooperate with requests from law enforcement and regulatory agencies for logs, data and archives on individuals' computing activities.

C. Systems Management, Data Integrity and Security

The District's computing facilities may not be used to download or distribute software or data that is pirated or that is in any manner inconsistent with its license agreement or applicable copyright law or District copyright policy. Any software or files transferred in any manner into or via the District's computing facilities become the property of the District, subject to the restrictions of any existing licensing agreement or applicable copyright law or policy. In any event, such downloaded files, regardless of license or license ownership, may only be used in a manner consistent with the licenses or copyrights, applicable District policy, or other controlling authority.

Students must be mindful of the software/program/or extension they install on the Chromebook.

No one may use the District's computing facilities to propagate any virus, worm, Trojan horse, trap-door program code, or any form of destructive or malicious computer system instruction. Further, users may not propagate any virus "warnings" via electronic mail except to alert appropriate District Technology Department personnel.

SDS computing facilities may not be used to disable or overload any computer system or network or to circumvent any system intended to protect the privacy or security of another user or the user's data.

All data that is transferred into the District's computing facilities must be checked for viruses before it is run or otherwise accessed. On computers where virus scanning takes place automatically, the virus scanning software must not be disabled, modified, uninstalled, or otherwise inactivated.

D. User IDs and Passwords

Every user will be assigned a user ID and password that functions as the user's method of access to the SDS computing facilities.

Users should guard this information just as they would guard any other identifying material like a bank account number. Therefore, great care should be taken not to share or otherwise disclose this information to another person.

User IDs and passwords should never be written in a noticeable place, written down, or shared with any third party. If a password or user ID is compromised, the network administrator must be informed immediately so the user's account can be temporarily deactivated and a new password assigned.

Passwords should always be kept confidential. Students may never share their password with another student.

E. General Information about Chromebooks

Students are to treat their Chromebooks with care and respect. Chromebooks may be checked randomly to determine if each student has the appropriate Chromebook and to assess the condition of the Chromebook.

Students are required to back up data (locally stored) and other important files regularly to an appropriate storage space (i.e. Google Drive). The SDS Tech Department may, at times, collect Chromebooks for maintenance. All files not backed up may be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.

If the Chromebook is lost, stolen or damaged by another party, parents/guardians should immediately report the loss or theft to the School District of Somerset administration.

If the Chromebook is damaged or not working properly, it MUST be turned in to the Library Media Specialist for repair or replacement immediately. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.

F. General Use and Care of Device:

- Students should operate only the Chromebook assigned to them. Students should never "swap" or "share" their Chromebook or charger/cords with another student or any individual. Chromebooks are assigned and each student's individual activity is monitored and recorded.
- Leave all identification tags attached that label the Chromebook for inventory control and as the property of SDS.
- Keep the Chromebook secure and damage-free. The Chromebook should be kept clean and free of marks, stickers, writing or drawing, engraving. Defacing the Chromebook and case is not allowed.
- Do not eat or drink while using the Chromebook or have food or drinks in close proximity.
- Do not leave the Chromebook in a vehicle, or use it near water such as a pool, or leave it outside.
- Do not place the Chromebook on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the Chromebook to overheat.
- Do not stack objects on top of the Chromebook. Heavy objects should never be placed or stacked on top of the Chromebook, this includes books, musical instruments, sports equipment, etc.
- Students will keep the Chromebook in their possession-
- Students will bring the Chromebook, fully charged, to school each day (5th-12th Grade)
- Connection of personal devices such as iPods, smart phones, and printers is permitted but not supported by technical staff. Home internet use and cost is the responsibility of the student both in cost and configuration.

G. Enforcement and Consequences for Inappropriate Use

Students are expected to use their Chromebooks in accordance with these policies and procedures and in accordance with District Acceptable Use Policy (7540) and any applicable laws. Violations of this policy will be investigated by appropriate personnel. Failure to use the Chromebook in an appropriate manner will result in, but will not be limited to, the following consequences, as determined by the staff and administration of the SDS:

- Limitation of student use or access privileges, including the privilege of taking the Chromebook home
- Suspension or expulsion from school
- Civil or criminal liability under applicable laws
- Restitution of damages

The district will report any violations or suspected violations of district, local, state, or federal laws and policies to the appropriate administrator, agency, or law enforcement authority and will cooperate fully in the investigation of any activity which may violate established law.



School District of Somerset

District 1:1 Device Protection Plan Students in Grades 5-12 Virtual Program Students

The School District of Somerset offers an optional Device Protection Plan that covers the cost of repairing Chromebooks that are accidentally damaged.

Cost of Device Protection Plan for one school year: **\$20 per device/student**

The fee may be paid through the Infinite Campus Parent Portal or your student's school office.

Without the device protection plan, the fee schedule for repairs or replacement of damaged equipment is as follows:

Repair & replacement costs without Device Protection Plan:

Chromebook - **\$267**

Power Cord/Charger - **\$20**

Screen - **\$25**

Keyboard - **\$25**

Case - **\$20**

How does the Device Protection Plan work?

1. If damage occurs to the Chromebook, the student and/or parent/guardian must report the incident to the Library Media Specialist and must document the nature of the incident that resulted in damage to the Chromebook.
2. If it is determined to have been an accident that caused the damage:
 - a. A temporary replacement will be issued to the student until repairs are complete
 - b. A replacement will be issued if the Chromebook is damaged beyond repair
3. If the damage is a result of abuse/neglect, the student or parent/guardian will be charged repair or replacement cost of the item.

Repeated damage to the Chromebook may be deemed negligent and not accidental.

The Device Protection Plan will only cover the replacement cost of one damaged power cord/charger.

Lost power cord/charger or additional replacements will be at the expense of the student or parent/guardian.

The Device Protection Plan covers the Chromebook for the 2023–2024 school year only.

The plan goes into effect immediately after the \$20 fee is received. In order to purchase, the fee must be paid within 2 weeks of the student receiving their Chromebook. No late submissions will be accepted.

Educational Software, Online tools and Resources

Recognizing that technology has an important role in education, business, and the global economy, the

School District of Somerset incorporates a wide variety of technology resources as part of its educational programs. Students use technology to complete assignments, communicate with teachers, and learn digital citizenship skills.

The School District uses Workspace for Education with two categories of Google services:

- **Core Services** (e.g. Gmail, Calendar, Docs, Sheets, Classroom, Meet)
- **Additional Services** (e.g. YouTube, Maps, Earth)

When students are using Core Services, Google's policies state that it does not collect personal information except to provide the services and does not allow advertising. When students are using Additional Services, Google's policies state that information can be collected and used to provide the services and develop new ones. Google reports it does not use personal information to target ads, but ads may be shown in Additional Services. The School District uses ad-blocking technology when students are logged on through a School District device. Detailed information about Google's policies is available at: <https://support.google.com/a/answer/6356441>

The District also uses many other online tools, resources, and learning management systems, many of which are listed on Classlink. In some instances, it is necessary to set up an online account for individual students. Accounts will be created for educational purposes only, and student data is entered into third party systems only to the minimal degree necessary for it to be functional as a tool for educational purposes.

By updating and accepting the annual Online Learning Record, parents allow students to access these essential online tools and resources and acknowledge that they are essential for learning in a 21st century classroom.