

# Stanley-Boyd Elementary School

**“Where all students learn at a high level.”**



## 2023-2024 Student Handbook

**Superintendent, Mr. Jeff Koenig, extension 181**  
**Elementary Principal, Mr. Dean Lew, extension 219**  
**Counselor, Mrs. Ceranski, extension 194**  
**Secretary, Mrs. Lynn Bauer, extension 110**  
**Secretary, Mrs. Lynn Hause, extension 115**

**School Hours: 8:15 am - 3:25 pm**  
**Office Hours: 7:30 am - 4:00 pm**

**507 E. 1st Avenue**  
**Stanley, WI 54768**  
**Phone: 715-644-5810**  
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## General Information

### The School Day

<u>Stanley-Boyd Regular Day</u>		<u>Stanley-Boyd Early Release Times</u>	
7:45 - 8:15am	School Arrival	12:40 - 12:45 pm	KG-2 <sup>nd</sup> Grade
7:45 - 8:15 am	Breakfast (opt.) eat in room	12:45 - 12:50 pm	3 <sup>rd</sup> -5 <sup>th</sup> Grade
7:45 - 8:00 am	Buses Arrive at School	12:50 pm	Buses Depart
8:15 am	School Begins		<u>Wednesday</u>
3:25 pm	Dismissal	2:25 pm	KG - 5th Grade
		2:35 pm	Buses Depart

\*Students should not arrive at school prior to 7:45 a.m. If a student in 2<sup>nd</sup>-5<sup>th</sup> grade is eating breakfast at school, they should drop off their belongings in the classroom, pick-up their key card, and then head directly to the middle school lunch room to grab their breakfast. For students in grades Kindergarten-1<sup>st</sup>, students should report to their classroom first. They will go up with the teacher as a group. If a student is not having breakfast at school, they should go directly to their classroom upon arrival.

### During the Day Procedures

#### Entering School Late

Any student arriving **to class** after **8:15am** is considered Tardy. All students who are tardy are to report to the office to obtain a **Hall Pass** before going to the classroom. A written excuse or phone call to verify tardiness is required at the time your student enters the building. An example of a note:

- **Sally Doe(student's full name) is late to school today because she overslept and missed the bus.**

#### Leaving School Early

If your student will be leaving early for any reason, please send a note with your student **the day prior**. If your student is to leave school early they must be signed out by an adult from the office before leaving the building. They are not allowed to wait outside. The office will call down your student once you arrive to sign out your child. **We do not call students**

**down early for your arrival so please plan a couple of extra minutes for them to get packed up and get to the office.** Notes should state specific details. Below are examples:

**-Mrs. Johnson(student's teacher):**

*John Doe(student's full name) will be picked up by dad tomorrow, Thurs., March 2<sup>nd</sup> at 12:15pm for a dr's appointment. He will not be returning to school that afternoon.*

**-Mr. Johnson(student's teacher):**

*Ginger Doe(student's full name) will be picked up by Grandma Jenny Doe at 10am for an eye dr appointment. She will return to school when the appointment is finished- approximately 11:30am.*

### **END OF THE DAY PROCEDURES**

Your student must have a normal daily routine for after school. The best way to inform the school of a change is to send a note to school the **day prior to the change**. Notes should state specific details. Here are some examples:

**- Mrs. Anderson (student's teacher):**

*John Doe (student's full name) will be riding bus 5 to daycare, Helping Hands Daycare, at 1111 Cty Rd H, Stanley after school tomorrow, October 17<sup>th</sup> and Thurs., October 19<sup>th</sup>.*

**- Mr. Anderson (student's teacher);**

*Abigail Doe (student's full name) will be picked up after school, on Thurs., Dec. 5<sup>th</sup> by mom, Sherry Doe.*

**All day-of emergency changes must go through the office.** This allows the office to contact your student's teacher and notify transportation.

### **RECESS & ATTIRE**

All students are expected to go outdoors for play when the weather permits. It is the **responsibility** of the parent to see that students come to school **properly dressed** for each season of the year. Flip flops are strongly discouraged at school due to safety concerns. Tennis shoes are required for recess, Physical Education, and on the bus.

→ **Recess is outdoors unless it is raining.**

→ **Recess is outdoors unless the air temperature is below zero**

→ **Recess is outdoor unless the wind chill is lower than -10 degrees.**

We feel that if a student is well enough to come to school, he/she is well enough to go outdoors. We will make certain exceptions based upon individual circumstances; however, if a student needs to stay in during recess, a doctor's excuse will be required.

Outerwear should be appropriate to the weather conditions; students are encouraged to wear boots and warm clothing when needed. During cold weather, students must not forget **mittens, hats, boots, coats or snow pants**. Students are expected to have boots for outdoors and shoes for inside the school. It is also suggested that the student's name be on hats, mittens, and other articles of clothing in case the items are lost. The lost articles are turned into the "lost & found" area.

Students coming to school with obscene or otherwise unacceptable pictures or statements on their clothing will be asked to turn the item inside out for the day and not to wear it again. Clothing that draws undue attention to oneself will not be permitted.

### **TELEPHONE CALLS**

Teachers should not receive phone calls during the school day unless there is an emergency. Please call the elementary school office at 715-644-5810 and state the emergency. The teacher will return your call as soon as possible. Since the office telephone is a business phone, no personal calls are allowed. All social arrangements should be made at home. **Students may use the school phones for emergencies only.**

## **Additional General Information**

### **BICYCLES**

Students riding bicycles to school must park them in the bicycle racks. Riding on the school grounds is not permitted, thus students must walk their bikes to and from the racks. **Bikes may not be ridden at all during the school day.** The owner is responsible for his/her own bicycle. It is recommended that the bicycles be locked up. **ALL STUDENTS BRINGING BIKES TO SCHOOL MUST WAIT UNTIL ALL BUSES ARE GONE BEFORE LEAVING.**

### **BREAKFAST & LUNCH**

Parents are able to make lunch payments through the SchoolPay program if desired. To sign up for SchoolPay go to [www.stanleyboyd.k12.wi.us](http://www.stanleyboyd.k12.wi.us). Go to Family links and click on the **school pay**. On the right hand side is the SchoolPay information you will need. Money will also be accepted at all of the School Offices. If you send money in with your student, please put it in an envelope with the parent; name, student; name, and "lunch account" written on the outside of the envelope. A negative balance in your family account will require your student/s to have an alternative lunch. Please contact the school office to obtain current prices.

All parents are encouraged to apply for Free/Reduced lunches. To do so, go to your Skyward account under Food Service and click on the Applications button. **Each family must apply each year.** If your family qualifies for Free/Reduced lunches, your child(ren) will be served a single serving of food and beverage. Any extra food or milk your child(ren) consumes will be charged to your family account. This charge is **your** responsibility.

Parents and students will be notified when lunch and milk balances fall below \$25.00. If you have any questions concerning the lunch program, please call 644-5534 ext. 108. Email notifications are available through Skyward by clicking on Skylert. This will allow our system to notify you by email of low lunch balance, daily attendance, or school closings.

Any student who brings a sack lunch to school may take milk to have with their sack lunch, and it will be charged to your family account at \$0.50 each. Even if you qualify for Free/Reduced, you **MUST** pay for this individual milk.

Students in grades Kindergarten-3rd are given a daily milk break. If your student desires milk at this time, please include additional money in your family account. Students who are not on Free/Reduced lunches must pay \$0.50/day for their milk break.

Breakfast is available to all elementary students. Free/Reduced and negative balance rules apply. If you do not qualify, this meal will be charged to your family account at the current rate. 2<sup>nd</sup>-5<sup>th</sup> grade students may purchase/receive a breakfast in the middle school gym upon arrival to school. Breakfast will be eaten in classrooms for 2<sup>nd</sup>-5<sup>th</sup> grade. Students in Kindergarten-1<sup>st</sup> grade will go directly to their classroom each morning and then walk with their teacher up to breakfast.

### **CHANGE OF ADDRESS & EMERGENCY INFORMATION**

During the school year, if you have any change of address, home phone number, cell number, email, or emergency contact's information, please log into your Skyward account. This helps us in addressing mailings as well as locating you in case of an emergency. Emergency contact information is also kept in Skyward in case you are unavailable to reach. If you have any changes, please log into your Skyward account to request those changes as soon as possible. Please contact the elementary office if you are having issues logging into Skyward.

### **LOST OR DAMAGED MATERIALS**

Students must pay for any textbooks, Library books, or materials that are lost or damaged. Lost or damaged books that are less than one year old will require the full original purchase price of the book. Lost books that are more than one year old will be prorated with adjustment as necessary for the age and condition of the lost or damaged item.

- Broken Binding                                 \$1.00 Up To Cost of Book
- Writing in Book                                 \$1.00 Up To Cost of Book
- Soiled Book                                     \$1.00 Up to Cost of Book

A broken or missing cover on a book will be treated as a lost book.

### **MEDICATION FORMS**

In order for school personnel to administer medication to students at school, **both prescription and non-prescription**, parents or guardians must place a form on file with the district nurse. This form is to be filled out and signed by both the parent and physician, before medicine can be given to the student at school. Please contact School Nurse Karyn Nitz at 644-5534 ext. 107 if you have any questions.

### **REPORT OF STUDENT PROGRESS**

Report cards of student progress are issued every twelve weeks, with progress reports sent home as necessary. Parent-Teacher conferences may be held twice throughout the school year for elementary students. **(See school calendar for dates.)**

Parents are highly encouraged to come or meet virtually at the scheduled Parent-Teacher conference time to visit with your student's teacher. Additional individual conferences may be called at various times during the year. Parents are encouraged to discuss their student's progress with the teacher at any time during the year.

### **SCHOOL SUPPLIES & EQUIPMENT**

Students' names should also be put on any school supplies including:

- Gym Shoes, shorts, and T-shirts
- Backpacks
- Kindergarten rest mats

**Gym shoes must be worn for all Physical Education classes, Kindergarten thru 5<sup>th</sup> grade (except swimming).**

### **SNOW DAYS**

The following procedures will be observed when snow and ice prevent school buses from operating:

1. A decision to close school will be made as early as possible.
2. Please tune into Eau Claire or Chippewa radio and/or TV stations, messages from Stanley-Boyd School District's web page, app and, and the District's social media pages for an announcement of school closing or early closing if a storm occurs during the day. Please refrain from contacting the school.
3. Parents, please make sure that you have made arrangements for your student about where they should go if the school has an emergency closure.
4. In some cases, snow days will be virtual learning days. On these days, students are expected to complete the packet or electronic work given to them by their teacher. Teachers in grades 3-5 will host a virtual meeting with students to explain work or answer questions.

### PARENT VOLUNTEERS/CHAPERONES

In order to Volunteer or Chaperone, a background check will need to be completed **at least 2 weeks prior to the event to be eligible**. The elementary office will email you a background check form for you to complete per teacher's request. We are limited in the number of chaperones we are able to take on field trips. These limitations are imposed by some of the sites we visit as well as by the limited amount of space we have on school buses. A background check will be completed and approved on all applicants before being allowed to volunteer or chaperone. Incomplete applications will not be considered. Please contact the Elementary Office (715-644-5810 ext. 115) with questions.

## Attendance

### ATTENDANCE

The Wisconsin Statutes requires attendance during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the student becomes 18 years of age (unless the student has a legal excuse). **Truancy is defined as any absence of part or all of one or more days from school during which the district has not been notified of the legal cause of such absence by the parent or guardian.**

Students will be allowed 10 incidences total to be absent from school during the school year...for any reason. Student attendance will be tracked on a period by period basis, but **each time you miss (for any amount of time) it will count towards your 10 total incidences**. Students will be excused for any reason, up to the equivalent of 10 incidents throughout the school year, provided the school office is notified by the student's



parent/guardian of the reason for the student's absence no later than the day after the student's return to school from the absence. *For example, if a student is absent on Monday and returns to school on Tuesday... notification must be received in the office by the end of the day on Wednesday.*

- All students must be enrolled and in attendance on the Stanley-Boyd campus for all academic periods per term.
- Notification can be made by phone, written note, or email by the student's parent/guardian.
- If notification is not made within this timeframe, the student will be recorded as truant.

1. As stated above, students will be allowed 10 incidences to be absent from school for any reason. The following absences **will not** be counted towards the "ten" allowed incidences:

- a. Medical or dental appointment, Hospitalization, or Doctor's order to not attend school: Please send a written doctor note to be given to the office.
- b. Recognized religious services. (note must be received by the office prior to the absence)
- c. A court appearance or other legal procedures which require the attendance of the student. (note required from clerk of court, lawyer, social worker, etc.)

2. In addition, once a student exceeds the equivalent to 10 incidences, any further absence will be recorded as truant for the remainder of the school year. Exceptions to this will be for absences due to the same listed about.

### **REPORTING ABSENTEEISM**

Parents are expected to call the school office **by 9am** when their child is absent. Please call 715-644-5810 for the school office or 715-644-5810 option #9 for the School Attendance Line option #1 for elementary. A written excuse, signed by a parent, is also accepted.

- Any child who is tardy or misses any part of a school day, whether excused or not, **does not qualify for perfect attendance.**

If there is evidence that the student is not in proper physical or mental condition to attend school or an educational program, **present the school with a written statement from a physician or licensed practitioner as proof** of the physical or mental condition of the student. Such an excuse shall be made in writing, shall state the period of time

for which it is valid and shall not exceed 30 days. Special instructional programming may be provided at such times.

### **TARDY**

Tardiness disrupts both the learning of other students in their class and the daily progress of the student.

- A. Students arriving in class without a pass after the scheduled start of the class period will be recorded as tardy.
- B. Students who are late are required to report to the office before going to class. Students who are frequently tardy may be required to stay after school to make up the time lost. Students are responsible for completing all work missed or assigned when absent.

### **UNEXCUSED ABSENCE AND TRUANCY**

**An Unexcused Absence** occurs when:

- A. the school office is not notified by the student's parent/guardian of the reason of the student's absence or;
- B. the student has exceeded 10 absences.

**Truancy** is defined as **any absence of part or all of one or more school days during which the school has not been notified** of the legal cause of such absence by the parent(s)/guardian(s) of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law as referenced above in Wisconsin State Statutes 118.15 and 118.16 (1) [c]. Parents/guardians shall be notified when a student has an unexcused absence(s). Notices shall be made by personal contact, mail or telephone of which a written record is kept. Notice by personal contact or telephone shall be attempted prior to notice by mail.

**Open Enrollment Attendance:** Stanley-Boyd School District may terminate a pupil's open enrollment in the succeeding semester or school year if the pupil is habitually truant during either semester in the current school year. Habitual Truant means a pupil who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a semester.

### **HOMEWORK FOR PROLONGED ILLNESS**

In general, teachers prefer to help a student catch up with the class work upon returning to school; however, in a situation where a student may be falling behind in schoolwork, other arrangements should be made. If your student is only absent for one day, homework is

generally not sent home. If requesting your student's homework, please call in the morning to give the teacher ample time to prepare items.

### **WITHDRAWAL PROCEDURES**

**When students withdraw from school, parents must notify the elementary office by completing a withdrawal form in the office.** Books and other school property items are to be returned and fines must be paid before final withdrawal will be acknowledged by the principal. Records will be forwarded to the new school when requested from the new district.

## **Student Behavior**

### **Dress/Attire**

- Hoods, hats, and sunglasses are not appropriate during school hours and will only be permitted to be worn during the school day as a privilege per the approval of the building principal or on school dress-up days.
- Clothing that would be regarded as indecent and/or otherwise inappropriate to be worn to school including extremely short or revealing garments is prohibited.
- Clothing items that are considered obscene or vulgar, or contain wording and/or graphics that relate to alcohol, tobacco, drugs, and other illegal substances are prohibited.

### **ORIOLE PRIDE EXPECTATIONS**

The Stanley-Boyd Positive Behaviors and Interventions Support (PBIS) team has come up with Oriole Pride Expectations for students in grades K-5. We have expectations that all students need to abide by. We call them our three “Be’s”:

#### **Be Safe - Be Respectful - Be Responsible**

It is our goal to make the understanding of the Oriole Pride Expectations clear and easy for all students. What you will find in the building-wide expectation matrix is what each of these expectations actually looks like in the various places in the school and on the grounds. In a very positive manner, the matrix tells students what to do and how to behave in order to abide by these expectations in various areas of the school, such as the hallways, playground, and lunchroom. The building matrix will be posted in each classroom and in areas around the school.

Each classroom will also have a matrix for different classroom activities, such as small group activities and independent seatwork. Time will be spent learning these expectations with the teacher. We want to see the positive behaviors in our classrooms that the students have learned.

### **\*Leader in Me Lessons/Cool Tools:\***

One of the most important things to helping students learn and practice leadership/behavioral skills and expectations is to provide them with direct instruction to all students. By doing it this way, students know exactly what is expected of them and how they are to lead and behave. Our “Kick-Off” program on the first day of school will be used to review these leadership/behavior skills and expectations. They will be taught these skills and expectations that will impact our lunchroom, hallways, bathrooms, playground, buses, assemblies, and arrival/dismissal times. Lessons will be used continuously throughout the year to reiterate expected behaviors.

### **\*The Office Discipline Referral (ODR):\***

Even with teaching students our expectations, offering reminders for the expected behavior, and giving positive reinforcement, unfortunately, some students will still misbehave. For those instances, the Stanley-Boyd PBIS team has designed the ODR form and documented in Skyward. This form will help all of us be more consistent in how we report, track, and respond to student behavior.

### **\*Positive Behavior Tickets/Class Dojo Points:\***

Staff will be handing out tickets or Class Dojo Points as part of our acknowledgment to students who show they are following the expectations. These tickets are combined as a classroom to earn a “Bird on the Wire”. Once the wire is filled up, we have an all school celebration. Our goal is to have at least one celebration a month. As a parent, periodically ask your child if they have earned a ticket, and what expectation they were following when they were given the ticket.

### **Discipline/Consequences:**

Discipline referrals can result in consequences that may include a discussion with the principal, lunch detention(s), loss of recess(es), or suspension.

**Suspension:** The building principal or designee may suspend a pupil not more than five (5) school days. Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension. The parent or guardian of the suspended student shall be given prompt notice of the suspension and the reason for that action. The suspension may be

served in school or out of school at the discretion of the principal or his/her designee. A suspended pupil shall not be denied the opportunity to make up work missed during the suspension period. A student may be suspended for a violation of school rules or district policies.

## Policies

### BULLYING POLICY

#### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

#### **Prohibition**

Bullying behavior is prohibited in all Educational environments including, but are not limited to, every activity under school supervision.

#### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the appropriate building principal. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the appropriate building principal.

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

investigator. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for investigating reports of bullying**

The principal shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

### **Sanctions and supports**

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. Pupil services staff will provide support for the identified victim(s).

### **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. 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.

### **CELL PHONE AND OTHER ELECTRONICS POLICY**

Per Wisconsin State Statute 119.258(1), each school board may adopt rules prohibiting a pupil from using or possessing an electronic communication device while on premises owned or rented by or under the control of a public school. This includes, but is not limited to pagers, cell phones, or any type of two-way radio.

Cell phones must be stored in a student's locker or backpack. Students should be **discouraged** from bringing cell phones, iPods, or other expensive technological equipment/games to school for lack of secure locations to store them during the school day. **The school is not responsible for electronic devices students bring to school.**

Building administrators may allow for the use or possession of such devices if it is determined that the device's use will be for a medical, school, educational, vocational, or other legitimate purpose. Any student given such permission may be required to have

written evidence of such permission when in possession of the device on school property as described above. Students are not allowed to use their cell phones or other electronic devices during school hours between 7:45am-3:30pm.

If a student is in possession of, or using any electronic device without permission, consequences will be as follows:

- **1<sup>st</sup> offence: Loss of device for remainder of the day**
- **2<sup>nd</sup> offence: Loss of device for the night**
- **3<sup>rd</sup> offence: Loss of device for the week**
- **4<sup>th</sup> offence: Loss of device for the remainder of the year**

**Earbuds:** Students are not permitted to wear earbuds during class time throughout the day.

### **IMMUNIZATIONS STATUTE**

Wisconsin statute 252.04 states that all school children must be immunized. It is the responsibility of the parents to have their child immunized before entering school. **A waiver is available by contacting the elementary office.**

### **PET POLICY**

Due to students with pet allergies, and the risk of the animal biting, **pets are not allowed** on school grounds.

### **STUDENT ACCEPTABLE USE POLICY:**

The following is a listing of prohibited behaviors when using the District network, in conjunction with the Student Acceptable Use policy which may be obtained from the school office.

- Playing games
- Unauthorized connection to/use of restricted WiFi networks, message boards, chat rooms or personal email
- Providing your name, address or phone number [or that of another person]
- Use of another person's password, or changing another person's password
- Download, creation, or display of any offensive pictures and/or messages
- Violation of copyright laws
- Use of computer for non-educational purposes while others are waiting to use the network for class work and/or research
- Use of the internet for commercial purposes

- Nothing with adhesives should be applied anywhere on the Chromebook. No stickers. If a hard case is independently purchased and placed on the Chromebook, stickers can be placed on the case.

### **Chromebook Rules:**

Stanley-Boyd School District will provide our full-time students with a Chromebook laptop to access relevant information and resources at any time during the day, from anywhere in the building. This allows students the opportunity to develop the skills of problem solving, critical thinking, and communication as well as technological literacy, and will prepare them for success in the ever-changing world and future.

- Chromebooks are for educational purposes as referenced in the “Student Acceptable Use of Technology” policy that must be on file for each student.
- They should be charged and brought to school daily.
- The Chromebook, hardware and software remain the property of SBSB
- Students are responsible for their chromebook at all times. Parents/guardians are financially responsible to pay for all damage, vandalism or loss not covered by the warranty.
- If a student forgets their Chromebook, they can obtain a loaner from the library. In order to do so, they will need to leave their cell phone with library staff and will receive it back upon the return of the loaner chromebook. If given a loaner computer, students are responsible for the device and damage done to it while checked out to them.

### **Violations of the Acceptable Use Policy may result in the following:**

The principal/teacher will follow the guidelines listed below when a violation to this Acceptable Use Policy occurs.

1. **First Offense:** Two weeks suspension from use of district computers, except during classroom assessments and notification of parents or guardians.
2. **Second Offense:** Suspension for one month from use of district computers, except during classroom assessments or required instruction and notification of parents or guardians.
3. **Third Offense:** Meeting with parents and administration to determine the consequence, which can be a trimester of suspension from use of district electronics to permanent suspension except during classroom assessments or required instruction. 2. Student discipline including suspension or expulsion.

These consequences are in addition to



Any warnings or applied penalties will be documented. Penalties will be based on severity and/or frequency of the offense. When applicable, law enforcement agencies may be involved. Students have the right to due process which follows school district policy.

### **TRANSPORTATION ( Administrative Rule: Student Busing)**

ADMINISTRATIVE RULE SECTION: 400 Stanley-Boyd Area School District STUDENTS  
Stanley, WI 54768 Reviewed: July 24, 2023 STUDENT BUSING

Students eligible for transportation services will be assigned one pick-up and one drop-off point before the beginning of the school year or after a change in the primary residence. If a student enrolls during the school year, then the pick-up and drop-off points will be assigned at that time. An alternate pick-up or drop-off point may be established each trimester. This alternate point must be consistent week to week. (i.e. Student goes home every Monday, Tuesday, and Thursday and goes to daycare every Wednesday and Friday.) Any deviation from this schedule becomes the parent's responsibility to provide transportation. Any parent or guardian requesting a change to the transportation plan must meet with the Transportation Supervisor or his designee before the request will be honored. Requests will only be honored for extenuating circumstances. A maximum of three requests may be granted each year. Families requesting one-time transportation on a bus the student does not normally ride must submit the request to the Transportation Supervisor or his designee before the request will be honored. The request must be made in writing and at least three days before the requested date. Decisions will be based on the capacity of the bus and the projected ridership on the requested day.

Approved: July 24, 2023

### **TRANSPORTATION INFORMATION**

- The office must be notified of all eligible transportation changes in writing 3 days prior.
- Notes should state specific details. Notes are to be sent to school with the students who then must turn the notes into their teacher. The teacher turns the note into the elementary office and then the office notifies the bus supervisor. Here are some examples:
  - ◆ *Mrs. Anderson (student's teacher),*
    - *John Smith (student's full name) will be riding bus 8 to Jane Smith's(Grandma's house) at 11111 Cty Rd H, Stanley after school tomorrow, October 17<sup>th</sup>.*
  - ◆ *Mr. Anderson (student's teacher),*
    - *Abigail Doe (student's full name) will be picked up after school, on Thurs., Dec. 5<sup>th</sup> by Sherry Doe.*

**Bus drivers will not let 4K thru 1<sup>st</sup> grade students off the bus unless a caregiver is visually present.** If you want your child to get off the bus with an older sibling please, please contact the elementary office in writing.

- Busses will drop students off in the back by Door #8.
- Students being dropped off by parents will use **Door #1**.
- AM 4K students will also use **Door #1** in front of the school. Students will then be taken to the bus by an adult.
- Parents are allowed to use the turnaround in the front of the school by Door #1 for drop off and pick-up of students. (Unless students are visibly having recess, then use main parking lot)

The behavior of students in school buses is a concern for everyone working with pupil transportation. Maintaining open and adequate channels of communication is essential if discipline problems are to be understood and solved.

Transportation to and from school is a service, yet **also a privilege**. Chronic misconduct affects the safety of the bus, and students may be denied bus transportation for specific periods of time as necessary. The rule is well established in many cases that school authorities may govern the conduct of pupils while off the school grounds and out of school hours. The Board of Education may discipline a pupil for any act, no matter where or when it is committed, provided that the act tends to immediately and directly destroy the discipline and impair the efficiency of the school.

### **TRANSPORTATION DISCIPLINE**

The bus drivers are responsible for the safety and control of all bus riders. For this reason the bus driver's directions must be obeyed promptly at all times. Regulations for Student Transportation at any time by the School District:

#### **A. Prior to loading** (on the road and at school) :

1. Be at a designated school bus stop 15 minutes before scheduled pick-up time. Please allow a 15 minute grace period for the pick-up/drop-off times. Buses will not wait for late riders.
2. Students shall not damage in any way property in the vicinity of the school bus stop.
3. If a morning emergency bus change needs to be made, **the bus garage must be called by 6:45am. You can reach the bus garage at 644-5534 ext. 233.**
4. Stay off the road while waiting for the bus.

5. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly single file manner. Do not rush to get on the bus. Do not take advantage of younger children in order to get a seat.
6. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
7. Use handrails and watch your step when boarding the bus.
8. Do not cross the road until the bus has stopped, flashing red lights are on, and the bus driver gives a signal to cross.

**B. Student expectations on the bus:**

1. Students will stay seated in their seat
2. Students will face forward at all times
3. Students will wait for bus to stop before getting out of their seat
4. Students will listen to and comply with bus driver directions
5. Students will keep their hands and feet to themselves
6. Students will keep all body parts inside the bus
7. Students will keep their materials out of the aisle at all times
8. Students will use a soft voice and kind words
9. Students will throw away their trash in appropriate garbage
10. Students will report unsafe activity to the bus driver or another adult
11. Students and their parents will be liable for damage to the bus other than ordinary wear and tear.
12. Students will remain on the bus in case of road emergency unless directed otherwise by the bus driver.
13. Students will keep absolutely quiet when approaching a railroad crossing.
14. If you ride to an event on the bus you must ride home on the bus unless permission from the parent is acknowledged by the supervisor of that event.

**C. After leaving bus:**

1. Once the driver waves the student across, students should cross the road at least ten feet in front of the bus.
2. Help look after the safety and comfort of younger students.
3. Be alert and obey any danger signal from the driver. Look both ways before crossing
4. Riders are not permitted to leave the bus other than their regular stop.

**D. The following actions may result in the loss of bus riding privileges:**

1. Deliberate destruction of school property or personal property of riders.
2. Striking or hitting a bus driver, school official, or other student.

3. Using inappropriate language.
4. Being disrespectful to the driver or others on the bus.
5. Any act which in the opinion of the bus driver or bus supervisor and/or school officials endangers the safety of others.
6. Insubordination or disrespectful conduct toward personnel.

**E. Infraction Procedures:**

1. Drivers are required to notify the bus supervisor in writing of any bus rider rule infraction. The bus supervisor shall inform the principal of all alleged infractions.
2. A second infraction of bus rider rules may result in a suspension of riding privileges for as long as three days.
3. Repeated refusal or neglect to obey the bus expectations may result in a total suspension of bus privileges.
4. No suspension of the bus riding privileges shall be valid unless made in accordance with the established procedures.

**UNSAFE ITEMS AT SCHOOL**

Any articles which could cause harm to students should never be brought to school. These items will be confiscated. Students should not bring valuables, look-alike weapons, Pokemon cards, or toys to school. These items will be confiscated, as well.

**VISITORS**

We welcome parent/guardian involvement and encourage your support. Parents and guardians are welcome to visit school either during the day or after school. We ask all visitors to check in at the school office and present a photo ID when they arrive during the school day at any building. When a visitor signs in at the office, he/she will receive a lanyard with a school visitor badge that he/she will be expected to wear during his/her stay in the building. Prior notification with the office/teacher before visiting is greatly appreciated. We discourage student's siblings from visiting school with parents, as their presence becomes a distraction to learning. All visitors are expected to abide by the rules for public conduct on school property. Visitors failing to conduct themselves accordingly will be asked to leave the premises.

- Visitors attending school functions that are open to the public, such as parent-teacher conferences or public gatherings, are not required to sign in at the main office.

Visitors are expected to sign out prior to leaving the building. Visitors to the school/classroom are not allowed to take photos or a video unless they have permission from the staff or it fits under another policy exception.

**Full text of policies may be found on our district's web page under State Mandated Policies drop down tab which is located under the Board of Education . A hard copy of it can be obtained in the elementary office.**

***It is the responsibility of each parent/guardian and student enrolled at Stanley-Boyd Elementary School to review the Stanley-Boyd Student/Parent Handbook.***

*Hard copies of the handbook are available at no cost in the elementary school office.*

***Receiving this handbook implies acceptance of the terms within***

Nothing herein shall prevent the Principal, at his/her discretion, from imposing discipline deemed necessary for rules violations.