

**Trevor-Wilmot Consolidated  
Grade School District  
2022-2023  
Parent-Student Handbook**



## **Mission**

Together with families and communities, our mission is to create a student-centered, equity based, comprehensive learning environment fostering personal and academic excellence.

## **Trevor -Wilmot Consolidated Grade School District Nondiscrimination And Access To Equal Educational Opportunity Statement**

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities. [Please see Policy 2260](#) for more information.

Questions regarding discrimination issues are addressed by the District Administrator, 262-862-2356 ext. 1113.

*Throughout this document, the term "Parent(s)" shall represent "Parents and/or Guardians".*

### **Teacher Contact information:**

Please refer to the school's website: <https://www.trevorwilmotschool.net/staff/staff-directory.cfm>

**Note:** *During this school year, guidance related to the Covid 19 Pandemic will be frequently updated per changing information from the CDC and/or Kenosha County Health Department.*

## **General Information**

### **School Office Hours**

The main office is open from 7:30 AM to 4:00 PM

### **Regular School Hours**

- 7:55 AM -3:15 PM

### **Drop off / Pick up and School Safety**

Students dropped off for school by a private party vehicle will take place at the front of school.

- AM K4 parent(s) must contact the school if their student is not riding the bus home by 9:00 AM.

- K4 PM and K5-8th grade parent(s) must contact the school if their student is not riding the PM bus by 12:00 noon.
- Administration reserves the right to assign students to bus routes and drivers.
- A bus route will not be changed without prior approval from administration. Notification for request of a changed route must be made 48 hours in advance of the change.
- Each student is assigned a single designated location for drop off and pick up, unless specific, long term arrangements are made and approved by the school principal.
- Students must get on and off the bus at their location and ride their assigned buses.
- For your child's safety, under no circumstances will school staff at any time place a student on an alternate bus based upon the verbal request of a student. Unless there is a parent note to the principal of an emergency nature, students will be placed on their regular bus as usual.

The Board of Education expects excellent bus behavior. Students who are disruptive while riding the bus will lose their bus privileges. If a student loses the privilege of riding the bus, it becomes the parent(s) responsibility to arrange for transportation of the student to and from school. Students who are not in attendance when suspended from the bus will be recorded as unexcused.

### **Trevor - Wilmot Consolidated Grade School Bus Safety Rules**

- All school rules and policies are in effect while students board, ride and exit the bus.
- The bus driver may assign seats to students
- Students must follow all directions from the bus driver.
- Students must remain seated.
- Silence must be observed at railroad crossings.
- Use quiet voices on the bus.
- For safety reasons, there is no eating or drinking on the bus; keep the bus clean.
- Hands, head and all objects must be kept inside the bus.
- Respectful, Timberwolf behavior is expected at all times while waiting for, boarding, riding, and getting off the bus.

### **Activities on School Property**

Except for specific physical education/school activities, skateboarding, roller-skating, roller-blading, snowmobiling, motorized vehicles, scooters and/or similar types of recreation are not allowed on school property at any time.

### **Allergies/Peanuts/Animal Dander/Other Allergens**

- Please do not send treats, snacks, or any meal made with peanuts, tree nuts, peanut products, and/or tree nut products for classwide consumption.
- The peanut and nut-free table is available to any child who cannot have peanuts, nuts, or anything made with nuts or peanuts or their products.

- Animals should not be brought to the school unless cleared with the principal first.

## **Attendance**

- TWC will follow state guidelines on attendance.
- All students are expected to attend school for the full school day. Absences without notification will be counted as truancy. A total of 10 absences for the school year, including pre-arranged absences and illnesses, are allowed.
- All students who are absent must have a written excuse that should include the reason for the absence. The school should be notified by 9:00 A.M. that a child will not be attending school for that day and/or subsequent days.
- In order to participate in afterschool events (for example: meeting, program, musical, play, competition, try- out, practice, game, etc.) students must be in attendance at least the second half of the school day, from 11:25 a.m. to dismissal.
- Please see Board [Policy 5200 ATTENDANCE](#) for further clarification

## **Absences, Pre-Arranged**

- All requests for extended absences such as for family vacations must be submitted to the principal in writing two weeks in advance of the absence.
- Pre-arranged Absence Forms are available in the school office or on Skyward.
- A student's schoolwork will have to be made up after returning if the absence is not pre-arranged with the teacher, two weeks in advance.

## **Attendance and Truancy**

To excuse an absence, a parent(s) must provide one of the following:

- A phone call to the attendance line: 1-262-862-2356, press #1 to report an absence, stating the reason for and expected length of the absence.
- Written signed note, hand delivered in person, stating the reason for and expected length of the absence.
- A completed Extended Absence Form, stating the reason for and expected length of the absence.

Excused absences must be reported prior to or on the day of the original day of absence.

## **Absence letters**

- Families will be contacted when there is unexcused absence.
- A five day absence letter is sent to families and a phone call is made home.
- A seven day absence letter is sent to families.
- A ten day absence letter is sent to families with a parent conference date to meet with the principal.

The District reserves the right to verify statements and investigate absences from school.

## **Reporting an Excused Absence**

Students shall be excused for the following reasons:

- Physical or Mental Condition (A note in order to verify will be required)
- Religious Instruction
- Religious Holiday
- Permission by Parent(s) (limited to 10 days in a school year and must be reported prior to the absence)
  - Some examples are:
    - Professional and other necessary appointments that cannot be scheduled outside of the school day
    - To attend a funeral
    - Legal proceedings that require the student's presence
    - Vacations

Students may be excused for the following reasons:

- Quarantine by public health officer
- Illness of immediate family member
- Emergency

Please see Board [Policy 5200 ATTENDANCE](#) for further clarification

### **Board of Education**

Trevor-Wilmot Consolidated School District provides an educational program for all children residing within the district boundaries. We offer a variety of diverse educational experiences designed to equip each child with the skills, knowledge, and attitude to become lifelong learners.

Board meetings occur on the fourth Tuesday of the month. If a citizen wishes to have a topic placed on the agenda, a written request should be directed to the district administrator, [garvenmm@twc.k12.wi.us](mailto:garvenmm@twc.k12.wi.us) or the school board president [themansoned@twc.k12.wi.us](mailto:themansoned@twc.k12.wi.us) at least one week prior to the meeting. We welcome citizens from the community and encourage them to attend the meetings.

Eric Themanson, President; Matthew Connor, Vice-President; Jennifer Youra, Treasurer; Cole Marshall, Clerk, and Christy Villalobos, Member

### **Booster Club**

The TWC Booster Club is a group of parents, teachers, and staff who work together to enhance educational opportunities for students and to provide activities for the families of Trevor-Wilmot.

### **Bullying and Anti-Harassment**

Our Bullying and Anti-Harassment Policies are located in Trevor-Wilmot Consolidated Grade School District Board Policies.

Please use these hyperlinks to access the board policy:

[Policy 5517.01 Bullying](#)

[Policy 5517 Student Anti-Harassment](#)

### **Classroom Celebrations**

Each classroom generally sponsors a few celebrations throughout the school year that support classroom instruction. These will be set up through your child's teacher and room parents. Please refer to the section above regarding allergies and food when considering sending birthday treats. Pre-packaged, individually wrapped treats are preferred.

### **Child Custody/Records**

Unless the school has official court documents on file that prohibit parent contact, both custodial and non-custodial parents have the legal right to speak to a student, visit his/her classroom, and attend school events. Additionally, both parents have rights to student records, school notices and conferences. Separate conferences may be scheduled with the teacher, if desired. If court documents exist that prohibit parent contact with a child, it must be filed in the office immediately. If you are a joint or non-custodial parent and would like school newsletters, information or records, please contact the office.

### **Conferences**

Parent/student/teacher conferences will be held twice yearly. The purpose of these conferences is to discuss your child's academic and behavioral growth and other areas of concern. We welcome input in helping to determine successful strategies. For this reason, we encourage student attendance at each conference, since they are the topic of discussion and therefore should be a part of addressing any solutions.

### **Dress Code, Attire, and Grooming**

Clothing must not create a disturbance in the classroom and cannot be distracting to others. Building administration shall have sole discretion in determining what school dress and grooming practices are appropriate. For example, having hats on in the building, or a sweatshirt hood up, has been a safety concern and will not be allowed indoors.

Failure to comply with the dress code and guidelines may result in disciplinary action.

Please see Board [Policy 5511](#)

### **Electronic Communication Devices**

Per district policy 5136.01, students are prohibited from using technology and other electronic equipment or devices in a manner that may be physically harmful to another person. Further, violation of these prohibitions may result in disciplinary action. Local law enforcement and child services will be notified as required by law. Unauthorized technology resources and other electronic equipment and devices will be confiscated and disciplinary action taken.

TWC shall not assume responsibility for any damage, loss, or theft of any student's electronic

devices.

### **Cell Phones**

A teacher has the discretion to allow or not allow the use of electronic devices in their classroom for educational purposes. If a student is not using a cell phone for educational purposes, it must be in the student's locker.

If a student is using **or has an electronic device on their person**, without permission:

- The first time, they will be asked to surrender the electronic device by a staff member.
- If the student refuses, uses, or has their device out a second time:
  - They will be sent to the office where they will surrender the electronic device to administration.
  - They may pick up the electronic device at the end of that day.
  - If they refuse to turn the electronic device over, discipline will be assigned-and the parent(s) will be contacted.
- If the student uses or has their cell phone a third time:
  - They will turn the electronic device over to administration. Parent(s) will be called and expected to pick up the electronic device in person. The electronic device cannot be returned with the student to school for 5 full days or the electronic device will be left with the principal for a minimum of 5 full days.
- Should a student be found repeatedly in possession of a cell phone during the school day, administration will determine the course of action on an individual basis.

Please see Board Policy [5136/ 5136.01/ 7540.03](#)

### **Emergency, Fire and Tornado Drills**

- Safety Hold
  - Safety holds are employed when the halls need to be kept clear for a specific period of time.
  - Occasionally a safety hold will be called as, "Code Yellow" if student support is immediately needed.
- Crisis or Emergency Drills
  - Crisis or emergency drills, including ALICE, will be held periodically throughout the school year. Evacuation and/or safety procedures/locations will be practiced.
- Fire Drills
  - Students are required to take part in fire drills. Students are to remain silent, walk quietly, use handrails on stairs, and exit the building quickly in an orderly fashion.
  - Complete fire-drill procedures will be reviewed and practiced at the start of the school year.
  - A map showing specific routes is clearly posted in each classroom.
- Tornado Drills
  - Students are required to take part in tornado drills.
  - Additionally, the school participates in the state-wide drill during "Tornado

Awareness Week.”

- A map showing specific routes and tornado shelter locations are clearly posted in each classroom.

### **Extracurricular Activities/Sports**

Students are encouraged to participate in extracurricular activities. Students will be required to meet school policy requirements such as eligibility and maintain proper conduct. Please see the Athletic Handbook for expectations about late and/or missing work causing students to be ineligible for practice and competition.

A statement every other year from a physician confirming the student's health is required before he/she may become involved in sports. A deposit or fee may be required for some activities.

### **Field Trips**

Parents will be notified in writing of all field trips. A permission slip will be sent home for your signature. Students who do not participate in field trips or overnight trips will be expected to attend school. A signed “Hold Harmless” agreement will be required for all out-of-state overnight travel.

### **Grading & Reporting Progress**

- Mastery of Standards
  - The progress towards the mastery of standards in 4K-8th grade will be reported using a standards-based system of Meets Expectations (M), Working Towards Expectations (W), and Needs Improvement (N).
  - Student learning behaviors will be reported using: Safe, Responsible, Respectful, and Engaged.
- Students have updates of their learning recorded in MasteryConnect weekly. Families have access to live updates of learning growth at any time.
- Report Cards are available electronically after each trimester.

### **Health Services**

Rae Anne Niles, RN, School Nurse

[niles@twc.k12.wi.us](mailto:niles@twc.k12.wi.us)

862-2356 ext 1102

Mellissa Peterson, Health Aide

[petersonmd@twc.k12.wi.us](mailto:petersonmd@twc.k12.wi.us)

862-2356 ext 1102

- Medication Administration at School
  - Prescription Medication
    - Must be in the original bottle



- Must be labeled by a pharmacist, with the directions for administration matching the doctor's order.
  - School employees are not allowed to administer prescription medications without a doctor's written order and parent(s)' written permission. A copy of the [Medication Form](#) is available here, in the school office and local physicians' offices.
- All medications to be given in school must have the following information printed on the original container:
  - Student's Full Name
  - Name of the drug and dosage
  - Time to be administered
  - Physician's name
- Students may not administer their own medications, with the exception of asthma inhalers and Epi-Pens. We must still have the Medication Administration Form on file and the physician must check the box "Student May Carry Medication for Emergency Purposes" and the form must be signed by the parent.
- Over the Counter Medication A parent must fill out Part B of the Medication Administration Form for over-the-counter medications (e.g., cold, allergy, pain relieving medications)
- Please complete the [Medication Form](#) if you would like the district to administer over-the-counter medications. The medication must be in the original bottle and cannot be expired.

All medication forms must be completed and in the school office BEFORE the school staff can legally give your child medication. A new form is required every year. All medications must be brought to school by an adult and picked up by a parent/guardian. In the event that medications are not picked up by parents/guardians, all medications will be disposed of according to health safety guidelines, 10 days after the conclusion of the last day of school.

Trevor-Wilmot School District's policy: [Medication Policy](#)

### **Immunizations**

The Wisconsin immunization law requires students in Early Childhood through grade 12, to be immunized according to their age/grade level. Immunizations are required against Measles, Mumps, Rubella, Polio, Diphtheria, Tetanus, Pertussis, Hepatitis B and Varicella (chickenpox). Wisconsin law requires all students to show that they have received the required immunizations or have signed a waiver.

Wisconsin Immunization Requirements- [English](#), [Spanish](#)

Student Immunization Record- [English](#), [Spanish](#)

Trevor-Wilmot School District's policy- [Immunization Policy](#)

[Vaccines Recommended at Ages 11-12: What Parents Should Know](#)

Tdap Requirement for 6th graders - [Fact Sheet for Parents: Tdap Requirements for Middle and High School Students](#)

Meningitis Vaccine- [Vaccine \(Shot\) for Meningococcal Disease](#)

### **Illness**

Parents/guardians are expected to keep Skyward up to date on cell, home, and work numbers. All families are asked to keep additional emergency contact numbers to be used in the event that the parents cannot be reached.

Children who are ill should be kept at home to ensure their safe recovery as well as prevent the spread of contagious diseases. Children should be free of fever, cough, sore throat, shortness of breath, diarrhea, nausea or vomiting, fatigue, headache and muscle aches. When a child is ill, it is the parents' responsibility to call the school office (862-2356) prior to 9:00 a.m. on each day of the absence. If parent(s) do not call to verify their child's whereabouts, TWC will attempt to make contact, which may cause an interruption to the day.

In the case of a serious illness, the school staff will make a reasonable attempt to contact parents prior to calling outside medical personnel. The school nurse/administration will determine if and when it is necessary to call an ambulance. If an ambulance is called, parent(s) (or their emergency contact if they are unable to be reached), will be notified. Associated fees will be charged to parents.

- **Accidents**
  - School staff will make reasonable attempts to contact parents/guardians prior to calling outside medical personnel, when it is safe to do so. The school nurse/administration will determine when, and if, it is necessary to call an ambulance. If an ambulance is called, parents/guardians will be notified. Associated fees will be charged to parents.
- **Concussions**
  - [Please see the Student Accidents/illness/Concussion Policy 5340](#)
- **Athletic Eligibility**
  - Please see the Athletic Handbook

### **Invitations & Gifts**

Please do not bring or send gifts, balloons, or flowers to the school for your child. Party invitations may not be distributed at school unless every student in the class is included.

### **Latex Balloons**

Latex balloons are not allowed on school premises.

### **Lunch/Breakfast Program**

Our school offers a nutritious daily breakfast for all students. Our program is computerized with each family having its own account. Students are not allowed to consume soft drinks, soda, and/or energy drinks during lunch.

Some children may qualify for free or reduced meals. Qualification is based upon total income and the number of persons in the household. Parents are encouraged to fill out a form at the registration fair online, and/or any time the financial status changes during the school year. Forms are always available in the office. All information is kept confidential. Contact the school office if you have questions about eligibility requirements.

### **Library Media Center**

A library media specialist is available to assist students and staff. Students may check out books and magazines, which are due in one week. If a student loses or damages a library item, they will be charged a fine to repair or replace it. eBooks are also available.

### **Money Sent to School**

Place checks or cash in a sealed envelope, clearly indicating your child's name, grade, and classroom. State what the money is for and direct it to the main office. Students should not carry large amounts of spending money. Please send exact amounts as we do not make change.

### **Monthly Grade Level Showcase**

In an effort to support the learning of our students and to help build a sense of confidence and pride in their work, TWC is proud to present monthly grade level showcases. Students may have the opportunity to present a five minute presentation about the progress they have made to the School Board at their monthly meeting.

### **Personal Items**

All student personal items should be left at home. The school is not responsible for the loss or theft of items. Such items will be taken from students and held until picked up by a parent. For example, footballs or other sports equipment, Pokemon cards, and stuffed animals should stay home.

### **Personal Transportation**

All parents driving their children to school must drop them off and pick them up in the circular drive area of the main parking lot. The circle drive by the front entrance is a Fire Zone as indicated by the red curbs. Cars are not to be parked in the Fire Zone or striped lined areas in the parking lot. A car is considered parked if you leave the driver's seat or idle for more than two minutes. Tickets can and will be issued to owners who are repeatedly parked in the Fire Zone.

### **Photographing, Filming, Recording or Videotaping**

State and federal laws safeguard children and their families against the release of student information used by schools. Films and videotapes of children in our school are subject to these provisions. Trevor-Wilmot School will observe measures intended to protect children from their involvement in recordings, films and/or videotapes to which they or their parent(s) might reasonably object. Students are not allowed to videotape or photograph their peers on school grounds or during a virtual school event for any reason. If a student is found to be

videotaping/photographing another child, discipline will be applied. Please indicate in Skyward if you do not wish your child's picture to appear in our media.

### **Physical Education Clothes**

Children are to have an extra pair of non-marking gym shoes to be left at school for indoor use only. Students in grades K4-5 should wear appropriate clothing that is comfortable and allows ease of movement.

Students in grades 6, 7, and 8 will be required to wear physical education outfits as noted in policy. Outfits will consist of a gray tee-shirt and black shorts (or sweatpants). Timberwolf wear will be available for purchase at school registration and throughout the school year, but is not required if the child has a gray t-shirt and black shorts appropriate for school wear. A change of underwear and socks is recommended. It is important that students remember to take their physical education clothing home for laundering on a regular basis. Aerosol deodorants, body sprays, hair sprays, perfumes, etc., are not allowed.

### **Physical Education Lockers & Locks**

Middle school students will use the locker rooms to change into their physical education clothing. Students are responsible to keep their assigned locker locked with a school issued lock. For safety and security purposes, only school approved locks will be allowed. Lock combinations are not to be shared with friends or any other student. Students must inform the teacher if their lock doesn't work and/or if the combination is compromised. The school and/or district will not be held responsible for any missing items from a locker.

As with all school property, physical education lockers are subject to search by school authorities and/or law enforcement. Students will be held responsible for any items found in their lockers.

### **Registration and Emergency/Health Forms**

Registration and Emergency/Health Forms should contain the most current medical information and should be updated as needed throughout the school year. The office should immediately be notified by phone or in writing of any changes. Note that there is a section on the form for information on emergency contacts. Contacts must be local and have the ability to pick up your child. If you do not have a family member nearby, please ask someone you trust to be an emergency contact. There should be several emergency contacts listed in the event that one cannot be reached.

### **School Fee/Other Fees**

The Trevor-Wilmot Consolidated school fee is \$15.00 per student, up to a maximum of \$30 per family. The amount is subject to change by action of the Board of Education. Please make all checks payable to "Trevor-Wilmot Consolidated". Middle school students are required to have a gym outfit. That may be a purchased uniform, or personal gray or black t-shirt and shorts at no cost.

### **Reporting of Suspected Child Abuse/Neglect**

Per board policy, a District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring is responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a

child. The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency. A parent is never consulted prior to the reporting of suspected abuse.

[Please see policy 5540.01](#)

### **School Closings Due to Extreme Weather or Emergencies**

If administration finds it necessary to close school due to severe weather conditions, you will be notified on the following media stations:

WTMJ (AM 620)

WTMJ Channel 4: <https://www.tmj4.com/>

WLIP (FM 1050)

WISN Channel 12: <https://www.wisn.com/>

An automated phone calling system will also be used to notify families of school closings. Keep the office updated with a current home phone number. A message will also be posted on the school's web site at [www.trevorwilmotschool.net](http://www.trevorwilmotschool.net).

### **Searches**

According to Wisconsin state statutes and Board of Education policy, school staff may search desks, school lockers, book bags, gym bags, coats or jackets, or any other items brought onto school property or into the school building, at the discretion of administration. In addition, the district may work with local law enforcement to engage drug dogs in random sweeps of the school in order to ensure a drug free campus.

### **Security Cameras & Video Surveillance**

Security cameras throughout the building are active and recording 24 hours a day. Security cameras in a school building and on school grounds provide not only a safeguard against illegal entry and vandalism, but also protect students and staff.

### **Students Left After-School Hours**

Parents providing transportation should pick up their children immediately after school unless students are staying for a supervised, pre-arranged after-school activity. If there is an emergency that prevents parents from picking up children within fifteen minutes of dismissal, we ask that they call the office so we may provide for their supervision. When students are not picked up within a reasonable time-frame, and the office has not been notified of an emergency, secondary contact people noted on the emergency card will be called and asked to pick up the child. In the event that no one can be reached within an hour after school, students may be turned over to Kenosha County Social Services or the Sheriff's Department for temporary supervision until parents are able to pick them up.

### **Standardized Testing**

Students are given the Measures of Academic Progress test three times per year. Reports are sent home in the fall, winter, and spring. The state will administer the Phonological Awareness Literacy Screening (PALS) assessment to measure reading readiness for students in K4 and K5. First and second graders will take the reading fluency test twice during the year. Students in grades 3-8 will be tested in math, reading, language, science, and social studies by the state through a state issued assessment in the spring. Contact your child's teacher or the principal if you have questions on test construction, interpretation, and uses.

## **Student Records**

All student records are confidential. Student records are open for parent review.

## **Textbooks**

Textbooks are provided and loaned to all students. Book covers are helpful in preventing excessive wear. Please do not use adhesive covers. All books will be inspected for conditions upon assignment to students at the beginning of the year and again at the end of the year. Fines up to and including full replacement costs will be assessed for the defacing, damage, or loss of textbooks.

## **Treats/Snacks**

To prevent the spread of pathogens, treats and snacks that are brought to school to be shared with other students must be pre-packaged and purchased from a store. Whole pieces of fruit and/or vegetables are acceptable for snacks. Home-made foods, home-baked foods, and/or cut fruits and vegetables cannot be shared. Call the school if you are not sure if a food type is acceptable. Be aware of food allergies and avoid foods with peanuts, nut products, and gluten.

## **Visitor Procedures/Building Security**

For the safety of our staff and students, all school doors are locked during school hours. Visitors must enter the main school entrance.

In the case of an emergency or pandemic, there may be times when visitors will not be permitted in the building due to extenuating risk factors.

All visitors should park in the front or west lot and enter through entrance A and proceed directly to the office window, sign the visitor's book, present your driver's license or state identification. Identification will go through a Raptor Background System Check. Volunteers will need to obtain a background check no later than 48 hours prior to volunteering. Visitors must wear a badge prior to going in the building.

Requests for classroom visits must be in writing from a parent and may be granted by the principal in advance of the anticipated visit. Approved visits will be short-term. Full-day visits will not be granted.

## **Student Management / Discipline**

As part of our dedication to students, we want to support them in their learning and the learning of others. To that end, students are expected to have positive/expected behavior throughout the day in order to access their education and to allow others to do the same.

The Code Of Conduct is part of our culture at school. It is the way we live, learn, work and play at Trevor-Wilmot. There are three pillars to our Code Of Conduct. Our students are expected to:

Be Safe: in all you do

Be Respectful: to all living and non- living things

Be Responsible: in your actions

## Unexpected Behavior Response System

- Teacher will intervene and the classroom management system will be implemented.
- At the teacher's discretion, based on the nature of the unexpected behavior, the child will return to the task at hand and/or a classroom referral may be entered into Skyward. If a classroom referral form is completed, parents will be called or emailed to inform them of the concern. Classroom referral forms are for documentation purposes. However, administration does reserve the right to act on classroom referrals when deemed necessary
- If the child repeats the unexpected behavior, the teacher may enter an office referral form in our Skyward system. Office referrals will be handled by the principal or designee. Restorative assignments/activities may be assigned and/or discipline as deemed necessary.

## **Terms and Conditions for Acceptable Use of Internet**

Local Areas Network (LAN) and Internet access is now available to students and staff in the Trevor-Wilmot Consolidated Grade School, herein called the "District". We are very pleased to bring this access to the District and believe the LAN/Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to students and staff is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and staff have access to:

1) Electronic mail communication with people all over the world 2) Information, news, and correspondence with scientists at research institutions 3) Access to many University Library Catalogs, the Library of Congress, CARL, and ERIC

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general,

this requires efficient, ethical, and legal utilization of the network resources. If a District user violates any of these provisions, his or her account will be terminated and future access may be denied. The signature(s) at the end of this document is legally binding and indicate(s) the party (parties) who signed has/have read the terms and conditions carefully and understand(s) their significance.

### **Acceptable LAN/Internet Terms and Conditions**

**Use** The Internet has many different uses; one of its primary and founding uses is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the District.

Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is prohibited.

**Privileges** The use of the LAN/Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of the District may request the system administrator to deny, revoke, or suspend specific user accounts. *Revocation or suspension of LAN/Internet privileges is not an acceptable excuse for missing class assignments.*

**Etiquette** You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Do not reveal your personal address or phone numbers to students or colleagues.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be private property.

**Security** Security on any computer system is a high priority, especially when the system



involves many users. If you feel you can identify a security problem on the LAN/Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account or password. Do not communicate any credit card number, bank account number, social security number, or any other financial information. Attempts to log in to the LAN/Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the LAN/Internet.

**Passwords** You will be given passwords that the District has selected for accessing the LAN and/or Internet. You are responsible for maintaining all passwords in confidence and are prohibited from disclosing or making available any passwords to any third parties. You will be held responsible and will be liable for any harm resulting from your disclosing or improper use of a District password.

**Vandalism** Vandalism will result in cancellation of computer privileges or a harsher punishment. The System Administrator, School Administrator, and/or District Administrator will determine punishment. Vandalism is defined as any malicious attempt to harm, modify and/or destroy hardware and/or software and/or data of the District or any other user. This includes, but is not limited to advertising, promotional materials, or other forms of solicitation sent to others.

**Use of Trevor-Wilmot Consolidated Grade School District Name** You may not under any circumstances, without the District's prior written consent, use the name "Trevor- Wilmot Consolidated Grade School District" or "Trevor-Wilmot School" in any form. This includes the use of the name, and/or any symbol, logo, or graphics used by or associated with the District. Unauthorized use of the name, any symbol, logo, or graphic used by or associated with the District, or any confusingly similar thereto, is a violation of District policies and subject to sanctions.

**Impersonation** Communication under a false name or designation you are not authorized to use is prohibited.

**Harassment** Targeting another person or organization for the purpose of causing distress, embarrassment, injury, unwanted attention, or other substantial discomfort is strictly prohibited. Personal attacks or any other actions performed with the intention to threaten, intimidate, or embarrass any individual, group, or organization, or attacks based on a person's race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation, or another such characteristic or affiliation are prohibited.

**Copyrighted Materials** Copyrighted materials must not be placed on any system or network connected to the District without the author's permission. Once permission is obtained, only the person(s) specifically authorized may upload copyrighted material to the system or network. Authorized users may download copyrighted materials for their own use, but it is not to be redistributed without the author's permission.

**Chain Letters and Pyramid Schemes** Transmission of chain letters and solicitation for participation in pyramid schemes of any kind is strictly prohibited.

**Offensive Communications** Transmission of sexually explicit graphic files, use of vulgar, abusive, or hateful language of any kind, is strictly prohibited. Sending or receiving offensive messages or pictures from any source will result in immediate suspension of privileges.

**Updating Your User Information** The LAN/Internet may occasionally require new registration and account information from you to continue the service. You must notify the system administrator of any changes in your account information (address, etc). Currently, there are no user fees for this service.

**Privacy** All communication and information accessible via the District computing facilities is the property of the District. Let it be known that the system administrator has access to any and all data residing on any and all equipment owned by the District and may at any time view and/or delete that data.

To respect the privacy of others, users will not browse, access, copy or change private and/or public files for which they have no authorization. In addition, users shall not intentionally seek information on, modify files or other data or passwords regarding or belonging to other users, staff, or students of the District.

**File Downloading** When possible, limit downloading (especially large downloads of 1 Meg or more) until after normal school hours. Copy all downloaded files to your local hard drive or to another portable storage device. It is the user's responsibility when downloading programs to check for copyright or licensing agreements.

If the program is beneficial to your use, it is your responsibility to pay any author's or registration fee. Support for any downloaded program should be required from the originator of the application.

**Acceptance of Terms and Conditions** All terms and conditions as stated in this document are applicable to the District in addition to the Internet. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed by and interpreted in accordance with the laws of the State of Wisconsin and the United States of America.

**Enforcement** Violations of computer and network policy as outlined in this document may be dealt with in two ways. System and/or District administrators will handle minor violations. Suspected violations of Federal, state, or local laws will be reported to the appropriate local police departments and/or FBI.

Trevor-Wilmot Consolidated Grade School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the District is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.