



**Tigerton Elementary
Student Handbook
2024-25**

Rights and Responsibilities

Supporting a positive learning environment for all students requires a strong commitment from all members of the school community: students, parents/guardians, school staff and members of the Board of Education. All of these members have rights and responsibilities to ensure the best possible outcome for Tigerton School District. Working together to reach a high level of mutual respect and accountability will help our students strive towards achieving the district vision.

These rights and responsibilities for all members of our school community follow:

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the right to:

- Attend school and be a valued member of the school community.
- Be treated with courtesy, respect and dignity.
- Learn in a safe environment that is free of bullying, harassment and discrimination.
- Receive a clear explanation of the Tigerton School District Code of Rights and Responsibilities and be shown how to access the code electronically.
- Be informed of the reasons for any disciplinary decisions and be a participant in the interventions and discipline as determined appropriate for the behavior concern.
- Speak with a person in authority if one feels that unfair treatment has occurred.
- Receive information about how to appeal disciplinary decisions.
- Assemble and associate with other students to within established rules and confines set forth by the school district.
- Form, hold and express themselves provided there is no disruption to the normal operation of the school.
- Know how they will be graded and evaluated.
- Due process.

All students have a responsibility to:

- Contribute to a safe learning environment by behaving respectfully and safely and by reporting harmful or dangerous situations to an adult.
- Know and follow all school rules, expectations and instructions given by school staff.
- Show respect and courtesy to all students, staff and school visitors. This includes respecting the property of others.
- Attend school daily, be prepared for class, engage in classroom activities and complete all work.
- Bring only those materials to school that are allowed.
- Inform parents of school-related issues and give them any materials sent home by the school or district.

PARENTS RIGHTS AND RESPONSIBILITIES

All parents/guardians have the right to:

- Be treated equitably with courtesy, respect and dignity.
- Access the Student Handbook electronically or receive a hard copy upon request.
- Receive regular information from school staff regarding their child's academic and behavioral progress in a language they understand.
- Request an interpreter.
- Visit their child's classroom within district guidelines.
- Request a conference.
- Appeal disciplinary actions such as expulsion, suspension, assignment to another school or bus suspension.
- Request student records.
- Advocate for their child

All parents/guardians have a responsibility to:

- Review the content of the Tigerton School District Code of Rights and Responsibilities with their child.
- Work with the school as a collaborative partner. If student misconduct arises, work with staff to help the child make behavioral changes.
- Inform officials about concerns in a timely and respectful manner.
- Support their child to resolve problems peacefully while at school in order to contribute to a safe and positive school climate.
- Show respect and courtesy to all students, staff and school visitors.
- Maintain updated records and contact information for themselves and their students.

SCHOOL STAFF RIGHTS AND RESPONSIBILITIES

All teachers and school staff have the right to:

- Review the content of the Tigerton School District Code of Rights and Responsibilities with their child.
- Work with the school as a collaborative partner. If student misconduct arises, work with staff to help the child make behavioral changes.
- Inform officials about concerns in a timely and respectful manner.
- Support their child to resolve problems peacefully while at school in order to contribute to a safe and positive school climate.
- Show respect and courtesy to all students, staff and school visitors.
- Maintain updated records and contact information for themselves and their students.

All teachers and school staff have a responsibility to:

- Foster on-going, positive relationships with all students and families.
- Show respect and courtesy to all students, staff and school visitors.
- Create a positive classroom and school climate for all students, using effective classroom management strategies that extend to all school environments.
- Teach, acknowledge and reinforce appropriate student behavior. This includes re-teaching behavioral skills when misbehavior occurs as well as following the Individual Education Plans and Behavior Intervention Plans of students.
- Intervene promptly when misbehavior occurs.
- Apply the appropriate intervention and discipline in a fair, equitable and consistent manner.
- Participate in provided professional learning opportunities.

SCHOOL ADMINISTRATION RIGHTS AND RESPONSIBILITIES

All school administrators have the right to:

- Work in a safe environment that maximizes staff performance and student learning.
- Be supported to create and maintain a thriving school environment that is respectful, engaging, vibrant and culturally relevant.
- Receive professional development and training to assist in creating and maintaining a thriving school environment that is respectful, engaging, vibrant and culturally relevant.
- Be treated with courtesy, respect and dignity.

All school administrators have a responsibility to:

- Foster on-going, positive relationships with all staff, students, and families.
- Help create a safe and caring school climate and physical environment that maximizes learning.
- Review the Tigerton School District Code of Rights and Responsibilities with students, staff and parents at the beginning of each school year and revisit it as necessary throughout the year.
- Show respect and courtesy to all students, staff and school visitors.
- Apply the Tigerton School District Code of Rights and Responsibilities in a fair, equitable and consistent manner and accurately record all instances of student misbehavior.
- Guide the staff in using and reviewing school- wide behavior data and evaluating the effectiveness of behavioral interventions.
- Ensure that all school staff meet the expectations outlined in the section entitled “Teacher/Staff Responsibilities”.
- Follow procedures for student removals from the learning environment.
- Follow up promptly on reports of bullying.
- Respond and resolve an office discipline referral in a timely manner.
- Participate in provided professional learning opportunities.

BOARD OF EDUCATION RIGHTS AND RESPONSIBILITIES

All Board of Education members have the right to:

- Be shown respect and courtesy by all members of the school community.
- Review all documents and policies for approval

All Board of Education members have a responsibility to:

- Show respect and courtesy to all students, staff and administrators.
- Create policies that promote a healthy and thriving school environments that are respectful, engaging, vibrant and culturally relevant.
- Annually review and analyze student behavior data to ensure the Tigerton School District Code Book of Rights and Responsibilities is being implemented in a fair and equitable manner across all schools

SCHOOL INFORMATION

Elementary Office Hours	7:45 a.m. - 4:15 p.m.
Office Number	715-535-4051
Elementary Fax	715-535-1301

School Hours

4K 8:00 a.m. - 3:15 p.m. (Monday - Thursday)

K-5th 8:00 a.m. - 3:15 p.m.

***Doors open at 7:50 a.m. Breakfast will be served from 7:50-8:10.**

Drop off/Pick Up

Drop off and pick up will take place on the Cedar Street/Parking Lot side of the building. Please leave the Elm Street side clear for buses.

Students will only be allowed to be picked up by parent/guardian(s) or emergency contacts. Please send a note if your child will not be riding their usual bus or if pick up is out of routine.

Attendance

The position of the School District of Tigerton in relation to school attendance is: Regular attendance is of the utmost importance in the learning process. Parents and guardians are asked to make every effort to make sure that students attend school every day. For any absence it is the student's responsibility to make sure all work is made up in the given time period.

Absences

According to state law, a student may be excused by the parent or guardian for not more than 10 school days in the school year. It is important to contact the school regarding any absences. In the event of an absence, **parents are expected to call the office at 715-535-4051 before 9:00 a.m.** and be prepared to give the reason for the absence to verify the student is absent with the parent's or guardian's knowledge, except that no such call is necessary for any absence(s) that the parent or guardian arranged and the school excused in advance (planned absence).

Planned Absences

These are absences which are known in advance. We request parents contact the office and your child's teacher regarding planned absences.

Unexcused Absences

Failure to call the school regarding an absence will result in an unexcused absence.

Unexcused absences will be recorded by the class period and consequences will be determined by administration on a case by case basis.

Truancy

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c).

Letters will be sent notifying the parent or guardian of absences and reminding the student and parent(s) or guardian(s) of the attendance policy.

If a student accumulates five unexcused absences in a semester, it could be referred to the police liaison officer for truancy.

Bullying/Harassment

Bullying

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

If any person believes that he/she has been bullied or has knowledge that a bullying policy violation has occurred, he/she may bring forward a complaint in accordance with the procedures below. The Board of Education encourages the informal resolution of bullying complaints to the extent possible.

Complaint Procedures

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the District Administrator.

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 recipient of the report.

Harassment

Physical harassment, verbal harassment, threats, verbal intimidation, extortion, or physical violence towards persons in school, or at a school-sponsored function will not be tolerated. Any such action will be dealt with according to district policy.

Sexual Harassment will also be dealt with according to district policy. It consists of unwelcome behavior of a sexual nature. Examples consist of, but are not limited to: Sexual remarks, name calling, inappropriate behavior, spreading rumors, sexual comments about a person's body, and offensive pictures.

If you feel you are being harassed, contact a person you feel you can trust. This could be a teacher, administrator, secretary, or any other member of the school staff. If you feel a complaint is in order, follow the procedures listed for bullying.

Positive Behavior Interventions and Supports (PBIS)

At Tigerton Elementary, we strive to ensure that your child has a positive experience every day at school. In order to do so, we will continue to implement Positive Behavior Interventions and Supports (PBIS). PBIS is a framework to teach and reinforce behaviors that we want our students to exhibit at school. Students and staff share clear and consistent expectations about how students should act in different settings (classroom, hallways, restrooms, etc.).

Tigerton has adopted the acronym (P.A.W.S.) to express the school-wide expectations

that we will require all students to know, understand, and follow are:

Ppractice Respect
Acept Responsibility
Work Together
Stay Safe

Working together to promote positive behavior helps increase student achievement and get our students ready for 21st Century Learning skills. Research shows that when the home and school work together, student learning is more successful. With that said, you will get more information on PBIS throughout the school year. Practice the school-wide expectations at home and encourage your child to be respectful, responsible, cooperative, and safe.

Academic Standards/Educational Options/Instructional Materials

Tigerton School District has adopted Wisconsin Model Academic Standards. You may contact the Principal for a copy of the standards.

We encourage families to discuss Educational Options with the school counselor. Options may include virtual instruction (Grades 6-12), Early College Credit Program, Youth Options, Start College Now, and Home Based Instruction.

Families that wish to view instructional materials may contact the Principal to make arrangements.

School Bus Rules of Conduct

To ensure the safety of all children on the bus, students are required to ride the bus on which s/he is assigned. Remind your child to be at the bus stop early, to follow all rules of good behavior while waiting for the bus, and to follow all safety rules while getting on the bus, riding the bus and getting off the bus.

Bus Rules: In order to ensure that students have a safe bus ride to and from school, the following rules must be followed:

1. Get on/off the bus only at your assigned bus stop (unless prior permission has been obtained).
2. Respect the location where you are waiting for the bus.
3. Follow all safety rules while waiting for the bus and while riding the bus.
4. Respect and obey the driver.
5. Respect all students on the bus.
6. Remain seated at all times while the bus is moving.
7. Use "inside voices". No yelling or loud noises.
8. Use appropriate language.
9. Keep aisles clear of any items or body parts.
10. Never throw anything on or out the bus window.
11. Keep hands and head inside the bus.

12. Rear seats must remain empty.

*The bus driver may provide students with additional rules of conduct to be followed.

Bus Rule Violation: Improper behavior on the bus may endanger the safety of any or all of the individuals on the bus. Bus drivers are encouraged to submit incident reports to the principal. Improper conduct could result in your child losing bus privileges. Parent/guardian will be responsible to pay for any damage done to or on a bus by their child. Parents/Guardians are responsible for transportation when a student is suspended from the bus.

Unexpected School Cancellation/Delay/Early Release

School Closing (on a regularly scheduled day):

On days when weather will cause travel to be hazardous, the school day may be canceled, delayed, or released early. The district superintendent will gather relevant information, and decide whether or not to delay or close school. Notification will be given to employees, students, parents, and the community as soon as possible on those days.

Elementary families should be aware of the following three school-closing scenarios:

1. **Closing School (for a full day):** School will be in session unless there is an announcement stating the decision that school will not be held. The primary basis for decisions as to whether or not school will be in session because of inclement weather will be the safety of the children traveling to and from school and while in school.
2. **Delayed Bus Pick-Up Times ("late starts"):** On days in which school is delayed two hours, buses will be running 2 hours behind schedule, and students walking or being dropped off should not arrive at school until 2 hours past their normal time. If the school day begins with a morning delay, the rest of the school day will be kept as close as possible to the regular schedule.
3. **Early Release (due to weather):** If inclement weather arises during the normal school day, early release will not occur unless it is decided that it would be safer for the children to travel from school to home at the earlier time rather than at the regular dismissal time. If an early dismissal does occur, it will be announced to the community.

Legal Custody

Tigerton School District shall maintain strict neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by a court order. It is the responsibility of the parent(s) to notify the district of any such court order. Both parents/guardians (custodial and noncustodial) will have access to student records and students can be released to either parent unless a court order or other satisfactory documentation is presented which specifies otherwise. The parents of the child are responsible for informing the school of the names and mailing addresses of the custodial and noncustodial parents. The school district will send schoolwide mailings and emails to both families. Some school information is sent home with students and it is the responsibility of the families to disseminate that information.

Technology Acceptable Use

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources for education purposes, I agree to abide by the Tigerton Schools Acceptable Use Policy Guidelines outlined in policy 7540.03 and as stated in this document. Tigerton School District uses "Google Apps for Education " which includes Gmail, Calendar, Classroom, Drive, Docs, Forms, Groups, Sheets, Sites, Slides, Hangouts, and Vault. Additionally, apps and extensions and additional services such as YouTube or Maps may be used with Apps for Education if allowed by the school domain administrator. By signing this agreement, parents give permission to use these applications. We further understand that the school district has taken measures to restrict access to controversial materials, however it may not be possible to restrict all access to controversial material. We will not hold the Tigerton School District responsible for materials acquired on the network. Misuse of technology resources may result in loss of privileges, school disciplinary action, possible legal action, and/or compensation for damages to school property.

Each student is given a Chromebook for educational purposes. Chromebooks may be taken home (depending on grade level or in the event of virtual instruction). Chromebooks will be returned to the school at the end of the year. Chromebooks remain property of the School District. Misuse of chromebooks may result in loss of privileges, school disciplinary action, possible legal action, and/or compensation for damages to school property.

Equal Educational Opportunity

The School District is committed and dedicated to the task of providing the best education possible for every student in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

Students who have been identified as having a handicap or disability shall be provided with appropriate educational services or programs, regardless of the nature or severity of the handicap or disability. This policy applies even if such students are not covered under provisions of the Individuals with Disabilities Education Act or state law governing students with exceptional educational needs.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made to the building principal. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each school building in the district. In addition, a student nondiscrimination statement shall be included on student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

Non-Discrimination Statement

It is the policy of the Tigerton School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program on the basis of ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s.118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. This district encourages informal resolution of complaints under this policy.

A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Gresham School District and any questions concerning this policy should be directed to:

Douglas Nowak
Superintendent
715-535-4040
dnowak@tigerton.k12.wi.us

The Board of the Tigerton School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator is:

Daniel Retzki
4K-12 Principal
213 Spaulding St.
Tigerton, WI 54486
715-535-4007
dretzki@tigerton.k12.wi.us

The School Board designates these individuals as Compliance Officers (CO's).