



**Tigerton Elementary  
Student Handbook  
2021-2022**

## 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. - 11:30 a.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).

In our current pandemic situation, we are asking all families to screen students at home daily. It is important to keep students home if there are any symptoms or if students answer yes to any of the questions through self screening. Please call the office to report any absences related to quarantine or through self screening.

#### *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.

### **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.

### **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**
- Aaccept 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.

### **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.

### **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:

Kelley Strike  
Superintendent/Principal  
715-535-4040  
[kstrike@tigerton.k12.wi.us](mailto:kstrike@tigerton.k12.wi.us)

Nate Johnson  
Associate Principal/Director of Pupil Services  
715-535-4007  
[njohnson@tigerton.k12.wi.us](mailto:njohnson@tigerton.k12.wi.us)

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

PAWS	HALLWAY	CAFETERIA	RESTROOM	BUS	LIBRARY	COMPUTER LAB	RECESS	ASSEMBLY	CLASSROOM
Voice Level	0-1	1-2	0-2	0-2	0-1	0-1	0-4	0?	0-3
<b>P</b> Practice Respect	*Follow directions from staff. *Remember that others are learning.	*Support others' food choices. *Say "please" and "thank you." *Give each other privacy	*Always flush. *Use 2 squirts of soap and 2 paper towels. *Return to class promptly. *Report any problems to staff.	*Follow the directions of the bus driver and/or teacher. *Use appropriate language.	*Follow the directions of the librarian. *Take care of materials (books, tablets, magazines).	*Follow the directions of the teacher. *Take care of computer and equipment. *Keep food and drink out of the lab.	*Follow the directions of the adult. *Use positive and appropriate language.	*Enter and sit quietly. *Be an active listener. *Voices off unless prompted by presenter.	*Follow teacher's directions. *Be a good listener. *Take care of school materials.
<b>A</b> Accept Responsibility	*Stay in your place in line and keep to the right. *Keep hallways clean.	*Use your time wisely. *Clean up after yourself. *Make healthy choices.	*Be at your bus stop on time. *Keep the bus clean. *Be ready for your stop.	*Use equipment properly. *Return materials on time.	*Use only approved websites, programs, and apps. *Report problems to an adult.	*Line up when signaled. *Return equipment. *Shake off dirt/snow before entering school.	*Be a positive audience member. *Cheer positively.	*Be prepared and on time. *Always try your best. *Complete classwork/homework. *Ask questions if you do not understand. *Slay on task.	
<b>W</b> Work Together	*Remember that others are learning.	*Wait your turn in line. *Use good table manners.	*Wait your turn patiently.	*Greet the bus driver kindly. *Have polite conversations.	*Use shelf markers. *Wait your turn patiently to check out books.	*Be patient while your computer is thinking.	*Include everyone. *Agree on the rules before the game. *Play by the rules. *Be a problem solver and solve your own conflicts.	*Slay seated in one place during performance. *Keep hands and feet to yourself.	*Be an active participant. *Respect differences. *Wait to be called on. *Treat others the way you want to be treated.
<b>S</b> Slay Safe	*Face forward and always walk. *Keep hands, feet, and other objects to yourself.	*Keep your hands to yourself. *Keep two hands on tray when walking. *Sit with feet on the floor and facing the table.	*Keep the floor dry. *Leave the bathroom clean.	*Elementary students sit in the front seat, and M/HS students sit in the back seats. *Remain seated until the bus stops. *Face forward. *Keep your hands, feet, and other objects to yourself and inside the bus.	*Keep your hands, feet, and other objects to yourself.	*Keep your hands, feet, and other objects to yourself.	*Dress for the weather. *Stay in assigned area. *Use equipment properly. *Report problems or injuries to adult.	*Walk when entering and exiting performance. *Keep hands and feet to yourself.	*Keep hands and feet to yourself. *Use materials appropriately. *Four on the floor. *Ask permission to leave. *Follow emergency procedures.
	<b>Body Basics</b> Sit up tall in your space. Look at the speaker. Lips are closed Use listening ears Hands and feet are quiet	<b>Line Basics</b> Face forward in a single file line Voice level: 0 Hands are by your side Use quiet walking feet Slay to the right	<b>Good Manners</b> Say: Please when asking for something Say: Thank you when receiving something Say: Excuse me when you need to	<b>Voice Level</b> 0=Silence 1=Whisper 2=Table Talk 3=Presenter 4=Outside					