

Royall Elementary & Intermediate Schools

Student Handbook

2016 - 2017



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Royall Elementary School

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Grades: 4K-3

Hours: 8:00-3:15

Royall Intermediate School

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Grades: 4-6

Hours: 8:00-3:20

Royall School Website --- www.royall.k12.wi.us

Royall School District Mission

Achieving Excellence Together... Whatever It Takes!

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WELCOME

This handbook has been prepared to provide a framework for your educational growth and to serve as a guide for your actions while participating in school activities.

These rules and regulations are intended to serve as guides that will aid you in making decisions and acting in a courteous and polite manner.

We hope that you have a good school year and would like to see you utilize all of the resources available within the Royall Elementary and Royall Intermediate Schools. If you have any questions, we welcome the opportunity to have you stop in the office and talk to us.

Ms. Uppena
Principal

GENERAL SCHOOL PROCEDURES

Bicycles

All bicycles are to be parked in the bicycle rack. They are not to be removed during the school day.

Closed Campus

Students will not be allowed to leave the school grounds during the school day. Any variation of this rule must be cleared by the office. Parents are asked to notify the office when they pick up their child during the school day.

Coat Racks (4K-3) & Lockers (4-6)

4K – 3rd: Hang coats on hooks assigned by your teacher. Keep boots and shoes on the bottom rack. After school all coat racks must be cleared completely.

4th – 6th: Students will be assigned a locker. Coats and backpacks are to be kept in the locker. Lockers will not be locked, so do not bring any toys, cell phones, music players, or candy.

Complaint/Concern Policy

Purpose

The purpose of this policy is to facilitate the resolution of complaints lodged against the district, administration, or staff by residents of the Royall School District.

Scope

This policy is limited to those complaints/concerns directed toward the district, administration, or district employees only. Any third party complaints must be addressed to the appropriate entity. It is recommended that any paperwork created by such complaints be forwarded to the district office for future reference.

The Board recognizes the responsibility of the Superintendent to resolve all complaints/concerns with the Board available to arbitrate the administrator's decision. To comply, all complaints of magnitude received by individual board members will be referred to the Superintendent for processing.

Procedure

I. Informal

- The Board understands the importance of direct communication between people in the resolution of conflicts and expects this action to precede any formal complaint process.
- The complainant will adhere to this avenue before progressing to the formal procedures listed below.

II. Formal

- All formal complaints received by the district will be in writing and directed to the building principal. The building principal will investigate and report to the complainant the results of his/her investigation and subsequent decision. This investigation and written decision will be made in a timely manner.
- If the complainant disagrees with the decision of a designee, he/she may appeal to the Superintendent. The Superintendent will review the decision. He may uphold or modify the decision. His decision will be written and done in a timely manner.
- The decision reached by the Superintendent may be appealed to the School Board. A written request for inclusion on the agenda shall be directed to the Board President or Superintendent. The Board will hear the complaint and review any pertinent information. They shall uphold or modify the Superintendent's decision. The Board president will report in writing the Board's decision to the complainant after it is reached.
- Complaints/concerns of the Superintendent will adhere to the informal procedures and be reported to the School Board.

Dangerous Weapons Policy

The Royall School Board prohibits any person from possessing, using, or storing a dangerous weapon on school premises, in school vehicles, or at any school related functions. (This shall also include student vehicles.)

This prohibition does not apply to: a) law enforcement officers in the performance of their duties, b) military personnel who are armed in the line of duty, and c) persons who use a dangerous weapon for school sanctioned purposes.

A dangerous weapon is defined as any object that by its design and or use can cause bodily injury or property damage.

Any student violating this policy will be subject to immediate disciplinary actions to include, but not limited to: suspension, expulsion, and referral to the legal authorities. If a student possesses a dangerous weapon with the intent or threat of harming another individual, or to cause property damage, law enforcement officers and the student's parent/guardian shall be notified.

Defacing School Property

Pupils who deface or destroy school property or the property of teachers shall be required to replace or pay for cost of repairing or replacing such property. Where pupils have been judged to have maliciously defaced or destroyed property, they (pupil) may be subject to criminal prosecution. The administrative staff of the District shall sit as a committee of the whole to determine in which instances wanton damage shall be reported to the Board of Education with recommendation for filing a criminal complaint against a student. The Superintendent shall make the final determination as to which charges shall be considered for review by the administrative staff, but the Board of Education shall make the final determination which acts of intent to damage or destroy school property shall be prosecuted as a criminal case.

Detention

Students may be assigned detention by the office or any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, conduct, or other disciplinary problems.

Dress Code

Parents have pride in their children. This personal pride of parents, as well as the pride that students have in themselves, should determine appropriate dress and grooming. This is your school. The appearance of the school and student body reflects the image of our entire community. The key word is pride. We are counting on you!! Although the Board of Education and the administration respects the "rights" of each individual student attending the Royall Schools, there are occasions when student dress becomes inappropriate. Adults, as well as students, are judged on their appearance and conduct. Cleanliness, neatness, and decency should be the determining factors for students when selecting appropriate school dress. The Board of Education hopes that a few suggested guidelines will be of assistance to students and parents in determining what is appropriate dress for school:

- Students must be fully clothed at all times.
- Pants, skirts, and shorts must adequately cover the waist and thighs.
- Bare midriffs, excessive neckline exposure, and see-through garments are not permissible.
- Underwear must not be visible.
- Inappropriate pictures, words, or messages on apparel will not be permitted. This includes, but is not limited to, references to drugs, alcohol, tobacco, profanity, gang affiliation, and sexual connotation.
- In the interest of health, safety, and state law, footwear must be worn by all students while on school property.
- Roller blades or roller heels are not allowed.
- Spiked jewelry, hats, caps, or other head coverings are not to be worn in the building during the school day.
- There are no wallet chains.
- Coats will be kept in lockers.

Folders

Students in grades 4K-6 will receive student folders. If a student loses their folder, the replacement cost is \$5.00.

Grade Advancement Policy

The philosophy of the Royall School District is for all students to achieve optimal learning based on high expectations and considerations of their abilities and needs. The School Board recognizes that students have diverse capabilities, interests, and individual patterns of growth and learning. Therefore, the board believes it is important that teachers have as much accurate knowledge of each student as is possible through daily student work, tests, observation, report cards, work habits, skills, and health.

Because the promotion of students from the fourth grade to the fifth grade and from the eighth to the ninth grade is affected by State Statutes (ss.118.33)(6)(a), this grade advancement policy applies to such promotions. Beginning on September 1, 2002, no student may be promoted from the fourth grade to the fifth grade or from the eighth grade to the ninth grade unless the student satisfies the criteria for promotion in this policy.

Procedure for Grade Advancement:

1. The building principal will be notified of a possible retention candidate prior to the teacher having a documented meeting with the parents about possible retention. Parents will be notified by the child's teacher between the 2nd and 3rd quarter that there are concerns regarding the educational progress, which may lead to possible retention/promotion of their child. This policy is intended for the student that is enrolled all school year. These timelines may be modified by the building principal for any student enrolled after the first day of school, or for a student that left Royall and returned during the school year.
2. Towards the end of the third quarter, the teacher or grade level teachers and building principal will evaluate each potential retaine. At this meeting, the teacher will present written evidence indicating why the student should be retained. Such evidence is based on data that may include, but not limited to, test scores, school assessments, screening results, health records, attendance records, samples of classroom work, records from parent teacher communications, report cards, progress reports, social behavior data, and/or written specific reasons why the student may benefit from promotion or retention.

3. After the evaluation meeting with the school team and after third quarter, the teacher will meet with the parents to discuss progress and/or continued concerns. The teacher will share the data regarding the child's educational progress and if the student would benefit from promotion or retention.

4. In mid to late May, the building principal will invite the parents to finalize their child's placement for the next year. All reasons will be discussed and the parents will be asked to authorize retention or probational promotion.

Parent involvement is encouraged in the retention decision for all students in 4-year-old kindergarten through twelfth grade. However, the final decision rests with the Board of Education for all students attending the Royall School District.

The district administrator shall be responsible for the general supervision and management of the promotion of students under this policy. The building principal shall determine whether a student has satisfied the criteria in this policy. This policy is designed to encourage early identification and interventions for those students who have academic, behavioral, and/or emotional difficulties. Written confirmation will be sent to the parent/guardian regarding the final decision at the end of the school year.

It is the policy of the Royall School District that no person shall on the basis of sex, race, religion, national ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

Gum Chewing

Gum chewing is not permitted at school.

Harassment/Bullying Policy

Introduction

The Royall School District strives to provide a safe, secure, and respectful learning environment for all students in school buildings and on school grounds, on school buses, and at school-sponsored activities. Bullying has harmful social, physical, psychological, and academic impact on the bullies, the victims, and the bystanders. The district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, deliberate or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering, property damage, or which impact the learning environment.

Definition

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socio-economic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment.

All forms of harassment in cyberspace, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy. Cyber bullying includes, but is not limited to, the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the interdependent network of information technology infrastructures, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyber bullying originated off school property or from a non-school computer or telecommunication device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operation of a school. Such conduct includes, but is not limited to, harassment, bullying, or making a threat off school grounds through cyberspace that is intended to endanger the health, safety, or property of others at school, a District employee, or a school board member.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the School District. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator designated by the Board of Education to be a recipient of such reports. All such reports, either verbal or written, are to be taken seriously and a clear account of the incident is to be documented. 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

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that a report has been made. The District shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

Sanctions and Supports

If it is determined that students participated in bullying behavior in violation of the policy, the principal may take disciplinary action, including: suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the Royall Employee Handbook or disciplinary action established by policy or practice.

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. It will also be distributed to organizations in the community having cooperative agreements with the schools. The School District will also provide a copy of the policy to any person who requests it.

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.

Homework

There will be times when children may have homework. During these particular times, homework may be assigned if it will benefit the individual child. Please feel free to call the school office if you have questions concerning this policy.

Locker Room Privacy Policy

The Royall School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals, authorized by the building principal. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual at any time. Such interviews may take place outside the locker room, consistent with applicable District policies and/or school rules.
- No cameras, video recorders, or other devices that can be used to record or transfer images may be used in the locker room at any time.
- No person may have a cell phone in the locker room to capture, record, or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and/or staff violating this policy shall be subject to school disciplinary action and possible legal ramifications, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

Locker Room & Gym Class Guidelines for 4th, 5th, and 6th Graders

- All students in 6th are assigned lockers and combination locks.
 - If your lock is lost, the replacement cost is \$10.00
 - Keep your locker locked, and your lock combination to yourself.
 - Do not reveal your combination to other students.
 - To promote positive hygiene habits, time is allotted for showers at the end of the class.
 - Showers are optional. If choosing to shower, bring soap, towel, and a plastic bag.
 - Tennis shoes are required to participate in physical education class.
 - Students need socks, shorts, and t-shirts for gym. These should be washed weekly.
 - Appropriate behavior is expected in the locker rooms. Respect others and their belongings.
 - Keep locker rooms clean and noise to a minimum.
 - For safety purposes, mirrors/glass, are not allowed in the locker rooms.
 - Cell phones, cameras, or other recording devices are not allowed in locker rooms.
- (See Locker Room Privacy Policy)

Nondiscrimination Policy

It is the policy of the Royall School District that no person shall on the basis of sex, race, religion, national ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

All vocational education programs follow the District's policies on nondiscrimination on the basis of race, color, national origin, sex, age, religion, or disability. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Any question concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Superintendent of Royall School District
1501 Academy Street
Elroy, WI 53929
(608) 462-2600

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to:

Royall Elementary & Intermediate Principal
1501 Academy Street
Elroy, WI 53929
(608) 462-2600

Discrimination Complaint Policy

If any person believes the Royall School District or any part of the school organization has inadequately applied the principles and/or regulation of Title VI, Title IX, and Section 504 or in some way discriminates on the basis of sex, race, color, national origin, age, disability, or religion, he/she may bring forward a complaint to the administrative office at the following address, Royall Schools, 1501 Academy Street, Elroy, WI 53929.

Informal Procedure

The person who believes he/she has a valid basis for complaint shall discuss the concern with the Local Title IX or 504 Coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal Grievance Procedure

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Local Title IX or 504 Coordinator within five (5) days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the Local Title IX or 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the local coordinator's response to the grievance. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) business days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of her/his receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Secretary to each concerned party within ten (10) business days of this meeting.

Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Recess

All students are expected to go outdoors for recess unless the temperature or wind chill are below 0, or it is raining. Anyone with a medically sound reason to remain indoors will be allowed to do so, providing they have a note from their parent. You are not to go back into the school during the lunch hour unless you have permission from the supervisor on the playground.

School Breakfast and Lunch Fees

4K-6th Grade	Breakfast	Lunch	Milk Break (afternoon)	Total	Breakfast Reduced	Lunch Reduced	Milk Break (afternoon) Reduced ALL 6 TH - \$.30
Daily	FREE	\$2.45	\$.30	\$2.75	FREE	\$.40	FREE
Weekly	FREE	\$12.25	\$1.50	\$13.75	FREE	\$2.00	FREE
Monthly	FREE	\$49.00	\$6.00	\$55.00	FREE	\$8.00	FREE
Yearly	FREE	\$441.00	\$54.00	\$495.00	FREE	\$72.00	FREE

Adult lunch Daily \$3.25

One carton of milk is provided with each meal. Extra milk may be purchased at \$.30 per carton. If a child qualifies for free or reduced lunch, but chooses to bring cold lunch, milk may be purchased for \$.30. All lunches must be eaten in the lunch room. Milk for milk break is \$.30 per carton. Turn in your money for your lunch account at the beginning of the school day.

PLEASE KEEP YOUR ACCOUNT IN THE POSITIVE.

Your lunch account is not to be used like a credit card. You need to always have money in your child's lunch account.

School Responsibilities Off Campus During School Hours

The legal authority of school officials does not extend beyond the physical boundaries of the school campus, except in cases of school sponsored activities off campus. The responsibility for supervision of students during the school hours shall be shared jointly by the school personnel, parents, and the police department.

Responsibilities of the school shall include identification of students, contact with parents when appropriate, physical intervention if danger of an injury exists, and contact with the police department and/or appropriate service agencies.

School Security

All school doors are locked during the school day. The main entrances are monitored by a security system and visitors will be buzzed in only through the main entrances.

School Sponsored Insurance

The school has insurance coverage for each student. This is a limited coverage policy. Only the school may report and file a request for benefits. All injuries must be reported immediately. A request for benefits must be submitted immediately after the injury occurs. An injury that is not reported immediately can not be submitted for claim. A copy of the policy rules and regulations will be sent home with each student.

Telephone Use

No one is allowed to use the telephone unless an emergency arises. Permission must be received from the teacher or office before using the phone.

Textbook Fines

Textbooks are furnished by the school and are issued at the beginning of the year. Students who lose or damage a book while it is checked out to them will be expected to pay for it. The fine will be:

LOST BOOKS = price of the book minus 5% in years one, two, and three, and 10% per year thereafter.

- Average Textbook price: \$ 50.00
- Torn pages: \$ 5.00 a page
- Writing: \$ 1.00 a page
- Broken Covers: \$ 10.00 per cover
- Lost Covers: \$ 15.00 or same as lost book if less than \$15.00

If you are assessed a fine, you will be notified prior to the end of the school year. You may send the money with your child. If you do not send it with your child prior to the last day of school, then you may pick up your child's report card and pay your fine in the school office.

Tobacco, Alcohol, and Drugs

The following conduct by students is prohibited at all times on school property or at school sponsored events at home or away from home:

1. The use of tobacco in any form.
2. The consumption or possession of alcoholic beverages.
3. The use, possession, sale, or furnishing of marijuana or drugs that contain any form of narcotics.

A student consequence will be determined by the principal for any student that violates the above rules or any part thereof depending on the severity and the background information gathered from the investigation. Possible consequences may include, but are not limited to: a parent phone call, detention, in school suspension, out of school suspension, and/or expulsion.

Visitors

The Royall Elementary School and Royall Intermediate School discourages student visitors from other schools. Student visitors accompanied by their parents or a responsible adult are welcome. All visitors, students, and adults are to report to the office for a visitor's pass and receive permission before visiting any classroom or teacher.

ATTENDANCE

Advance Make-Up Work

A written statement from your parent or guardian will be required if the absence is for something other than a school activity. Present the slip to your teacher to receive advance written work, which must be turned in prior to your departure.

Arrival at School

Students are encouraged not to arrive before 7:45 a.m., unless arrangements have been made with a specific teacher. Upon dismissal, all students must go home immediately, unless involved in a school organized activity.

Building Times

- ❖ Royall Elementary begins school at 8:00 a.m. Students are dismissed at 3:15 p.m.
- ❖ Royall Intermediate begins school at 8:00 a.m. Students are dismissed at 3:20 p.m.

Excusing Pupils from School

Excusing pupils from school is not encouraged, but we realize that at times it is unavoidable. If this becomes necessary, we request that your parents contact the school office and classroom teacher ahead of time to see that arrangements can be made.

Safe Arrival Policy

Parents are asked to please call the school and advise us when their child is absent. A note sent with a brother or sister would work just as well if calling the school cannot be worked out. Phone calls should be made between 7:30 a.m. and 8:30 a.m. When no call or note is received, we will try to call the parent at home or at work to find out if the student is home ill or out of school for other reasons.

Truancy or Unexcused Absences

There is a difference between truancy and an unexcused absence. Truancy is an absence which neither your parents nor the school will excuse. The student must make up the time from school they missed. An unexcused absence is one that your parents may possibly excuse but the school will not excuse.

Letters are sent home notifying parents of student absences at 5, 7, 10 days, and every even number of absences after. This is meant as an awareness for parents. Wisconsin law allows a parent to excuse their child from school for any reason for a total of 10 days per school year, 5 days per semester. Medical appointments where you bring a note back to the school office do not count in the 10 days. Prior to truancy being filed, the building principal will send an individualized letter requesting a meeting.

Stated specifically, the law reads: 118.15(3)(c) "Any child excused in writing by his or her parent or guardian before the absence. The school board shall require a child excused under this paragraph to complete any course work missed during the absence. A child may not be excused for more than 10 days in a school year under this paragraph."

HEALTH AND SAFETY

Administering Prescription Medication to a Student

No medication shall be given to a pupil by any employee of the Board of Education without following the procedure listed below. In order for school personnel to dispense the medication, parents must complete a "Medication Consent Form" and the physician or pharmacist must have direct contact with the school.

Procedure:

Parent Responsibilities:

1. Complete and deliver the physician instruction, parental authorization, and medication to the school.
2. The medication must be in the original container and have a label with the child's name, drug dosage, time to be given, and physician's name.
3. Written instructions must be obtained from the physician and delivered to the school each time there is a change in medication, dosage, or time to be given, or annually for long-term drug therapy.
4. Notify school when the drug is discontinued.

Physician Responsibilities:

1. Must include written instructions for the dispensing of medication including the name of the medication, dosage, time to be given, length of the period of the prescription, and reason the medication is to be given.
2. Must be willing to accept phone calls regarding a specific child from school personnel who are dispensing medication.
3. Provide a written update when there are changes in medication administration and annually for long term drug therapy.

School Responsibilities:

1. Verify that parent and physician responsibilities have been met before administering any medication.
2. Provide a safe place to keep the medication.
3. Appoint an appropriate person to administer the medication.
4. Keep accurate records of persons receiving medication.
5. Contact the physician if any other questions arise relating to the medication.
6. Inspect the adrenalin in bee sting kits monthly for expiration date and be sure it hasn't evaporated and changed from clear to color.
7. Maintain a list in the school office of pupils needing medication during school hours including the type of medication and the person assigned to give the medication in order to facilitate continuity in the absence of the regularly assigned person.

Administering Non-Prescription Medication to a Student

Designated personnel will administer non-prescription (over the counter) medications following all the criteria listed for prescription medications with the exception of the written authorization from the physician. Any non-prescription medication intended for long-term use on a daily basis, or a dosage that is different than recommended on the label must be accompanied by a physician's signature.

Emergency Procedure Form

All families are required to have the Emergency Procedure Form on file at each building where they have children attending. The form should be updated each school year. A form will be sent home, please fill it out as completely as you can and have your child return it to school. A physical, dental, and vision exam is required prior to 4 year-old kindergarten entrance.

First Aid

In case of injury, report immediately to your teacher or playground supervisor. All injuries must be reported on an accident report form.

Immunizations

State Statute 140.05 (16) requires all public and private school students to present written evidence of immunization against certain diseases within 30 school days of admission. These requirements can be waived only if a properly signed health, religious or personal conviction waiver is filed with the school. School may exclude noncompliant students after the 30th school day. Following are the minimum required immunizations for each age/grade level:

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ²	3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶	
Grades K through 5	4 DTP/DTaP/DT/Td ^{1,2}	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶	
Grades 6 through 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

1. DTP/DTaP/DT vaccine for children entering **Kindergarten**: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)
2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable.)
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable.)
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Keep Your Child Home Under These Conditions

- Undiagnosed rash with a fever.
- Until 24 hours after a fever.
- Until 24 hours after a meal has been retained after a child has vomited.
- When eyes are mattering (conjunctivitis/pink eye). Until 24 hours after medicated.
- A cold with severe coughing, nasal drainage, or sore throat.
- Until a case of head lice has been treated and you have removed all nits.

School Nurse

The Royall District employs a school nurse full time. She maintains offices at Royall Elementary and Royall Intermediate Schools. Any questions concerning health, please feel free to contact Mrs. Morris during regular school hours at (608) 462-2600 ext. 2112.

TRANSPORTATION

Transportation Guidelines and Rules

The Royall School District transports students from home to school and back. If a student wishes to go to any other location, a written note from the student's parent/guardian must be in place. That location must be on an existing route and space must be available on the bus. If this will be an ongoing situation, one note with applicable dates will be sufficient. Parents and students realize that bus transportation is a privilege. Misbehavior will not be tolerated. Pupils who misbehave will be dealt with, within the procedures listed below. The following is a list of the most important rules to follow when riding the school bus.

1. Be respectful to the driver and other passengers.
2. Keep head, hands, and arms inside the bus.
3. No eating or drinking.
4. Keep seated until bus stops.
5. Cross in front of the bus at the driver's signal.
6. Follow driver's instructions.
7. Be on time at the bus stop.
8. No dangerous items on the bus. (Examples: glass, weapons)
9. No fighting.
10. Talk in a normal manner; no screaming or shouting.
11. Report any problems or dangerous situations to the driver.
12. Stay in your seat while the bus is moving.

Penalties for Infractions of the Bus Rules:

The bus driver makes many attempts to correct a student's misbehavior prior to writing a bus referral. Riding the bus is a **PRIVILEGE**, not a right. If behavior on the bus continues to be negative, students will be taken off the bus. Disciplinary procedures may include, but are not limited to:

Step 1: Warned by the driver, referral sent home that must be signed by the child's parent in order for the child to ride the bus again. There may be a possible consequence at school.

Step 2: The driver will take corrective action to eliminate the problem behavior. This may include seat reassignment, bus clean up, bus detention, or other similar measures. The referral will be sent home and must be signed by the child's parent in order for the child to ride the bus again. There may be a possible consequence at school.

Step 3: The parents will be informed as soon as possible. There will be a meeting with the student, parent, bus company, and principal. The student will be suspended from the bus for 3 days. There may be a possible consequence at school.

Step 4: The parents will be informed as soon as possible. There will be a meeting with the student, parent, bus company, and principal. The student will be suspended from the bus for 5 to 10 days. There may be a possible consequence at school.

Step 5: The parents will be informed as soon as possible. The student will be suspended up to ten days pending a parent meeting with the superintendent, bus company, principal, parent, and student. Bus privileges may be revoked for up to a semester. Parents may appeal the decision to suspend for the semester to the Board of Education. There may be a possible consequence at school.

IN EXTREME CASES where the driver judges further misconduct will seriously endanger lives, the driver may refuse to pick up the student on the next trip. However, the driver must notify the parents/guardians and principal immediately. A parent/guardian, student, driver, principal, and superintendent conference will be held before further action is taken.