

COLBY SCHOOL DISTRICT NEWS

welcome ^{back} students!

Welcome To The Colby School District!

WELCOME to the 2020-21 school year. No doubt, the most unique start to a school year I've seen in 29 years as a school administrator!

The health, safety and well-being of students, staff and families is our primary priority during reopening and throughout the coming academic year.

We know that a great deal can change in a short period of time. We ask that the Community and Parents be patient as we adjust to the ever-changing dynamic in which we find ourselves. We may find ourselves moving from one model of instruction to another in a short amount of time.

Our plans for reopening (as of this writing) are in place for Quarter 1 (through Nov. 4th):

- We will utilize the school calendar established by the Board of Education on December 16, 2019, shifting our Late Start Mondays to Wednesdays.
- Divide our students (4th through 12th grade) into two groups (cohorts), making sure that all family members are included in the same cohort group.
- Schedule Monday and Tuesday with Cohort A attending in person (at school) and Cohort B learning virtually (at home).
- Schedule Thursday and Friday with Cohort B attending in person (at school) and Cohort A learning virtually (at home).
- We will use a "virtual / packet learning" model on Wednesdays for all students, NO students will be in the building Wednesdays to allow for teacher learning of our new model and lesson planning. Teachers will have virtual office hours on Wednesdays to assist students with coursework. This also allows us to deep clean our facilities between the two cohort groups.
- We would also offer an option for all virtual learning for students, based on family preferences.
- Masks will be available to all students and are strongly encouraged. Requirements for masks will be based upon current COVID conditions and unique classroom situations.

These plans are fluid and evolving. The Colby School District will work with the Clark County Health Department and utilize local data in making decisions. It is our desire to have all students return to in person attendance as soon as possible. The Board of Education has authorized me to bring students back sooner if the Clark County activity level for COVID drops.

WATCH for building level schedules for specific details on registration and orientation. These will be different for different

2020-2021

Daily School Schedule

Colby HS/MS/ES 8:15 AM-3:30 PM
Early Release 12:30 Dismissal

***REMINDER:**

Students are NOT to arrive at school before 7:45 AM

School Office Hours: 7:30 AM-4:00 PM

levels (grades).

We will **ALWAYS** emphasize communication as a key asset in building relationships that enhance your child's education. If you have questions, concerns or simply want to share what we're doing well, please contact your child's teacher(s), the building principal or myself.

Calendar

We are continually updating our web page with the most current calendar information! Events change as the year progresses, please use the web for the most current calendar.

Professional Learning Communities

We are entering our 9th year as a Professional Learning Communities district with a focus on PLC's and continue our emphasis on professional development and curriculum/assessment development and implementation of State Standards. PLC's have three main goals or "big ideas".

- **A Focus on Learning**
- **A Culture of Collaboration**
- **A Focus on Results**

Sincerely,

Steven Kolden, Superintendent

Check Out Our Website

www.colby.k12.wi.us



To access the Colby School District's website go to www.colby.k12.wi.us. The following is some of the information you will find on the website along with many other helpful links:

- Administration
- Alumni
- Athletics
- Board of Education
- Breakfast/Lunch Menu
- Colby Elementary
- Colby High School
- Colby Middle School
- District Facts
- Employee Directory
- Employment Opportunities
- School Calendar
- School Policies
- Maps
- School Closings

Colby Elementary (Pre K-5th)

Welcome & Orientation Days

Tuesday, September 1 (Picture Day)
9 AM - 12 Noon & 1 PM - 3 PM

OR

Wednesday, September 2 (Picture Day)
11 AM - 6 PM

Colby Elementary (Pre K-5) will be having Orientation Day on the first two days of school. To create a welcoming environment that allows children and parents to have an enjoyable experience at school, an Orientation Day will be held on Tuesday, September 1st or Wednesday, September 2nd.

- Parents are asked to come to school with their children for a **one-hour orientation**. Students will meet their teacher and tour their room and school to be prepared for their first day of school.
- Bus transportation **will not** be provided.

All families Pre K- 5 need to start in the Elementary to complete forms, collect important school information, and have their school picture taken.

Things to do:

Come in the main Elementary door, stop and get your student's information sheet.

Continue into the gym.

- **Get school picture taken**
- Fill out free and reduced forms
- Pay milk money and lunch money
- Verify student bus numbers
- Verify emergency sheet contacts
- Students get a healthy snack from the cafeteria while verifying lunch number.
- Visit the library media center and sign academic/ behavior compacts receive a family curriculum guide, and sign up for door prizes.
- Visit the classroom and unpack backpacks. Meet with your child's teacher.
- Become familiar with our parking and pickup area.

Pre K & Kindergarten Registration and Child Development Day will be March 5, 2021.

ATTENTION:

The fee for Child Labor and Street Trades Work Permits and Certificates of Age is \$10. Work permits are NOT required for students age 16 or 17.

Colby Elementary (Pre K-5th)

2020-2021 Daily School Schedule

K - 3rd: 8:15 AM - 3:30 PM (M, T, Th, F)
Pre K, 4th, 5th: 8:15 AM - 3:30 PM (M-T OR Th-F)

First Regular Day of School

Pre K/4th/5th – Cohort B Students

Thursday, September 3

Pre K/4th/5th – Cohort A Students

Tuesday, September 8

All K-3 Students Thursday, September 3

Picture Day: During Orientation Days - Sept. 1 & 2

Breakfast Program (Pre K-3rd)

The Colby Elementary School provides breakfast starting at 7:45 AM before school for children. DO NOT DROP OFF your children before 7:45 AM since there is no supervision available before 7:45 AM.

4th & 5th Grade Drop Off at Middle School

End of the Day Procedures at Colby Elementary

All students are dismissed at 3:30. If you are planning to pick up your child at the end of the day, OR have a change in their normal procedure for going home, please call the Elementary office prior to 3:00 PM. This will allow appropriate time to get the message to your child, the teacher and prevent any confusion upon dismissal. If you call AFTER 3:00, an attempt will be made but may not be successful at this time due to the number of messages at the end of the day. Thank you for assisting us with the safety of your child's end of the day commute home. There is no supervision after 3:45. All students must be picked up prior to 3:45.

If your student will be riding a bus, and you have concerns regarding transportation please contact Burnett Transit at 715-659-4391.

Milk Break Program Payments Included With Lunch Account

The Colby School District is now participating in the Wisconsin School Day Milk Program. This means if your PK-4th grade student qualifies for free or reduced lunch they will also qualify for free milk at milk break. Any student that has paid lunch will still need to pay .25/day for milk at milk break. The milk break payments no longer need to be separate from your lunch payments. All milk break charges will now go on your lunch account and any payments can be combined with lunch.

If your student is taking paid milk break this year, please make a larger initial payment in your lunch account. Example: Lunch \$20.00, Milk Break \$22.50= total payment \$42.50

Colby Elementary School Supply List – 2020-2021

Each grade has a general list of supplies needed for the 2020-21 school year. **Supplies need to be replaced throughout the school year.**

Pre K

Backpack big enough to hold folders
10 count Classic Colors washable markers
8 count box Large crayons
1 glue stick
1 bottle washable white glue
1 folder
1 wide ruled spiral notebook
1 binder 1½ inch
Rest mat
Extra change of clothes in a Ziplock bag
1 box Kleenex
A small blanket for Quiet Time
1 reusable hanging bag for blanket

KINDERGARTEN

Paint shirt (an old shirt)
Backpack big enough for library books
PE shoes with Velcro fasteners
to remain in school
2 boxes of 8 washable markers
4 Black dry erase markers
1 box crayons
6 glue sticks-.77 oz.
2 bottles washable white glue
2 plastic folders
1 wide ruled notebook
1 binder 1 inch
1 box beginner pencils(fat) with
attached eraser
1 pencil box (plastic)
1 box Kleenex
Boys-1 box Ziploc bags (Quart)
Girls-1 box Ziploc bags (Gallon)
2 containers Disinfecting wipes
1 Large hand sanitizer
1 pair of scissors
Headphones no earbuds
A full set of extra clothes to keep in
school

GRADE 1

Paint shirt (old shirt)
Backpack
PE shoes with **Velcro** fasteners
to remain in school
2 boxes– wide washable markers
6 dry erase markers (chisel)
2 boxes of Crayons--size 24 or 48
4 white glue sticks-1.27 oz.
2 bottles washable white glue
1 yellow folder
1 wide ruled spiral notebook
2 package yellow #2 pencils --
1 large school supply box
1 eraser
1 Green 3 prong plastic pocket folder
1 Box of Kleenex
Disinfecting wipes
1 box Ziplock bags:
Last name A-H: Quart size
I -S: Gallon size
T-Z: Sandwich size
Hand sanitizer
2 highlighters
Scissors
1 box colored pencils
1 Large zipper pouch
Headphones - no earbuds please
A full set of extra clothes to
keep in school

GRADE 2

Paint shirt
Backpack
PE shoes with non-marking soles
to remain in school
1 box washable markers
4 dry erase markers
1 box crayons
2 glue sticks--1.27 oz.
2 bottles washable white glue
3 plain pocket folders
3 wide ruled spiral notebooks
1 box of yellow #2 pencils
1 pencil box (5"x8"x2")
1 pair socks (for white board eraser)
3 big pink erasers
1 one inch 3 ring binder
2 Boxes of Kleenex
1 large bottle hand sanitizer
2 Disinfectant wipes
2 highlighters
Scissors
1 box colored pencils
Earbuds/Headphones

GRADE 3

Paint shirt
Backpack
PE shoes to remain in school
4 dry erase markers
Crayons (no bigger than 24 pack)
4 Glue sticks
1 bottle washable white glue
5 sturdy vinyl pocket folders
4 wide ruled spiral notebooks
1 box of #2 pencils for the classroom
1 school supply box (approx. 5" x 8")
1 clean sock (for white board eraser)
5 big erasers for the classroom
1 one inch binder – NO larger
2 boxes of Kleenex
Disinfecting wipes
1 Highlighter
Scissors
1 box of Colored pencils
2 red pencils/pens
Earbuds/headphones
1 box Ziplock bags:
Last name A-E: Snack size
F-J: Sandwich size
K-O: Gallon size
P-Z: Hand sanitizer

GRADE 4

Paint shirt
Backpack
PE shoes to remain in school
1 box washable markers
4 dry erase markers (fine)
1 box crayons – 24 pack
2 glue sticks
1 bottle washable white glue
2 pocket folders
5 wide ruled spiral notebooks
3 boxes of #2 pencils – yellow
1 pencil box
1 clean sock (for white board eraser)
2 big pink erasers
1 one inch 3 ring binder
2 boxes of Kleenex
Disinfecting wipes
1 highlighter
Scissors
1 box colored pencils
2 red pens, 2 blue pens
Earbuds/headphones
Handheld Pencil Sharpener
2 sided ruler-metric/inches (non-bendable)
Last Name: A-G hand sanitizer
H-S 1 box quart size Ziploc bags
T-Z 1 box gallon size Ziploc bags

2020-21
Parent Teacher
Conferences

October 8 and March 4

Colby Middle School Registration (6th-8th)

Cohort A Students

Monday, August 24 | 8 AM - 4 PM
Tuesday, August 25 | 12 Noon - 7 PM

Cohort B Students

Wednesday, August 26 | 8 AM - 4 PM
Thursday, August 27 | 12 Noon - 7 PM

All families Grades 6-8 need to start in the Middle School office to pick up a registration packet.

Continue into the Middle School gym:

- Fill out free and reduced forms/pay lunch money
- Pay \$5.00 class dues (grades 6-8)
- Get bus numbers
- Pick up Chromebook
- Review/Up-date Contact Information
- Sign Title 1 compact
- ELL table – sign ELL Permission Form
- Receive schedule and locker number

First Day of School

Cohort A: Tuesday, September 1

Cohort B: Thursday, September 3

Picture Day: Cohort A: Sept. 1, Cohort B: Sept. 3

General Athletic Information

All students participating in sports will need to have forms signed and a physical card on file before an athlete may actually begin to practice with the team. A physical is good for two years. If you have any questions about your physical status, please call 223-2301, ext. 1009. We encourage you to have all physicals completed before the practice dates so athletes will benefit from all practice times.

We look forward to another successful athletic season at Colby Schools.

Middle School Athletics

Football

7th & 8th grade students will begin practice on **Tuesday, September 8, from 3:45 - 5:45 PM**. Players should meet in the boys swim locker room. Athletes should have proper clothing and shoes (shorts, t-shirt and football cleats).

Volleyball

The Middle School Volleyball season will start **Tuesday, September 8** with practices from 3:45-5:45 after school. There will be no Wednes-

day practices. Please make sure your physicals are up-to-date, so you can practice right away. Updated schedules will be discussed at the start of practice. There will be changes to the schedules that are listed online due to the later start of the season. Please contact Coach Chrisie Wright at cwright@colby.k12.wi.us with any questions or concerns.

Cross Country

Cross Country practice for 6th, 7th and 8th grade boys & girls will be starting on **Tuesday, August 18**. Practice will be from 3:45 – 5:30 PM daily. Meet in the middle school lobby. Please come dressed in appropriate running clothes for the weather. If you have any questions please email suhlig@colby.k12.wi.us.

Swimming

Parent meeting - both HS & MS parent meeting is at 6:00 pm **August 10** in back pool parking lot at Colby High School. Swim practice will start **August 18** at 8:00-12:00 for HS at CHS. MS will practice 3:45-5:45 at Abbotsford.

CMS Family Crisis Fund

Colby Middle School is committed to supporting our community through a variety of activities. We participated in 5 monthly sales to support a fund that helps CMS families due to some type of emergency or crisis. We enjoyed juice, ice cream bars, cupcakes, and donuts. If you or your business/organization are interested in helping with this great cause, please contact CMS Counselor, Steve Wozniak. During the 2019-20 school year, CMS students and staff were able to raise over \$691.78 from Crisis Fund sales, and helped four families in need. Way to GO Colby Middle School.

Student Fees

Lunch: Minimum payment of \$20.00 per student. **Please have a separate check for lunch made out to Colby Hot Lunch Program.**

Lock: A \$5.00 deposit is required and will be refunded upon return of the lock. Using a lock is an option, but only locks provided by the school are allowed. Students will be given a phy. ed. lock to use for the school year. If the phy. ed. lock is lost throughout the year, a fee of \$5.00 will be charged to replace the lock.

Sports Participation: \$25/participant/season with a \$150 cap per family annually.

Class Dues: 6th-8th grade students pay \$5.00 for class dues.

Emergency School Closing

In the event of inclement weather, please consult the following stations for messages regarding the closing of school or the postponing of events and activities sponsored by the School District of Colby:

TV Stations

Channel 7 (WSAW) - Wausau
Channel 9 (WAOW) - Wausau
Channel 13 (WEAU) - Eau Claire
Channel 18 (WQOW) - Eau Claire

Radio Stations

95.5 FM (WIFC) - Wausau
99.3 (WKEB) - Medford
101.9 (WDEZ) - Wausau
104.5 (WAXX) - Eau Claire

Reminder: Always keep your phone and email information up-to-date so you receive the emergency information.

Food Allergy Management

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to, make food substitutions for them. However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability," and the substitutions prescribed by the licensed physician must be made. The school food service may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are only made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) when exposed to the food(s) to which they have problems. An Eating and Feeding Evaluation: Children with Special Needs form is available from each school building principal.

Scrip Card Fundraiser

Colby Middle School is pleased to announce we have made almost \$1,800 using the Scrip program during the 2019-20 school year. Scrip is a fundraiser that we purchase gift cards from Scrip and receive a percentage off each card. Our students, teachers and school families purchase the cards at face value. So you pay \$10 and you receive a \$10 card and our school makes a profit. Some of the funds are used towards busing for class trips and special programs brought to our school. Order forms and on-hand cards are available at the Colby Middle School Office. Check out the school website for a list of on-hand cards at www.colby.k12.wi.us/ms Watch for order forms to be sent home throughout the upcoming school year. For more information you can email khuber@colby.k12.wi.us THANK YOU to everyone who has helped to support this fundraising program!

Colby Middle School Supply List – 2020-2021

5th Grade

- 2 Boxes of Kleenex
- Lg. Container of Disinfectant Wipes
- Wireless Mouse
- 2 Pr. Earbuds (One For School-One To Keep In Chromebook Bag)
- Personal Hand Sanitizer-To Keep In Desk/Cubby
- 1" Hardcover Binder
- MUST HAVE 2 Wide-Ruled 3-Subject Notebooks-No Single Notebooks
- 3 - 24 Count #2 Pencils
- Paint Shirt
- Tennis Shoes w/Non-Marking Soles for PE
- Erasers (Pencil Top or Large Pink)
- 12 Pack Colored Pencils
- Scissors
- Pencil Bag or Box
- 3x3" Post-It Notes
- 8 Glue Sticks (Or More!)
- Bottle of Glue
- Crayons
- Markers

OPTIONAL ITEMS

Personal Pencil Sharpener
Crayons
Felt Tip Papermate Pens

****You may wish to purchase extra supplies to replenish consumable supplies throughout the year.**

6th Grade

- 2 Boxes of Kleenex
- Lg. Container of Disinfectant Wipes
- Earbud Headphones
- FOR ALL CLASSES**
- 3 Pkgs. Of Pencils
- Pens: Red, Blue and Black
- 1 Pkg. Colored Pencils
- 2 Pkg. Loose Leaf Paper
- Pouch for Writing Utensils
- 2 Glue Sticks
- 1 Lg. 2" Zipper Binder
- 2 Highlighters
- LANGUAGE ARTS/SAVE**
- 2 Extra Lg. Book Covers or Brown Bags
- 2 Pocket Folders
- 1 Single Subject Notebook
- MATH**
- TI-30XIIS Calculator
- 1 3-Ring Binder
- 5 Dividers W/Tabs
- SCIENCE**
- 1 Pocket Folder
- 1 Single Subject Notebook
- GYM**
- Gym Shirt/Shorts
- Gym Shoes w/Non-Marking Soles
- Deodorant

***Please label ALL ITEMS with your child's name and place their name in the upper right hand corner of their folders and notebooks.**

8th Grade

- 2 Boxes of Kleenex
- Lg. Container of Disinfectant Wipes
- Earbud Headphones
- FOR ALL CLASSES**
- Pencils
- Pens: Blue, Black, Red
- Pencil Case
- Glue Stick
- Black Sharpies
- Colored Pencils
- Loose Leaf Paper
- 4 Brown Bags For Book Covers-NO Stretchable
- SCIENCE**
- 1 GREEN 1" 3 Ring Binder w/100 Sheets of Loose Leaf Paper
- 1 Highlighter (NOT Yellow)

7th Grade

- 2 Boxes of Kleenex
- Lg. Container of Disinfectant Wipes
- Earbud Headphones
- FOR ALL CLASSES**
- 48 Pencils
- Pens: Red, Black, Blue
- 1 pkg. Colored Pencils
- Eraser
- 3 Highlighter (3 Different Colors)
- 2 Book Covers or Brown Bags (2 Extra Large Ones)
- ENGLISH**
- 1 Spiral Notebook
- 2 Folders
- MATH**
- Homework Done Only in Pencil
- Large Pencil Case
- 4 Notebooks
- Calculator (TI-30X)
- Red Pen
- 10 Expo Markers
- White Board Eraser/Rag To Erase With
- GYM**
- Gym Shirt/Shorts
- Gym Shoes w/Non-Marking Soles
- Deodorant

ENGLISH

- 1 BLUE 1" 3-ring Binder w/100 Sheets of Loose Leaf Paper
- 3x5 White Ruled Note-cards
- 2 Different Colored Highlighters (To Be Kept In Class)
- 4 Colored-Pen (To Be Kept In Class)

MATH

- 1 RED 1" 3 Ring Binder w/100 Sheets of Loose Leaf Paper
- Highlighter (NOT Yellow)
- TI-30XII Calculator

SOCIAL STUDIES

- 1 BLACK 1" 3 Ring Binder w/100 Sheets of Loose-Leaf Paper

SPANISH

- Folder with pockets
- Loose leaf paper
- Highlighter
- Index Cards (any size)

GYM

- Gym Shirt/Shorts
- Gym Shoes w/Non-Marking Soles
- Deodorant

ATTENTION: Please visit the school website for more information about the Box Tops for Education Program, www.colby.k12.wi.us

Colby High School Registration (9th-12th)

Cohort A Students

Monday, August 24 | 8 AM - 4 PM
Tuesday, August 25 | 12 Noon - 7 PM

Cohort B Students

Wednesday, August 26 | 8 AM - 4 PM
Thursday, August 27 | 12 Noon - 7 PM

At that time students may:

- pick up schedules
- check lunch period
- pay fees
- check locker numbers
- pick up Chromebook
- complete forms

First Day of School

Cohort A: Tuesday, September 1
Cohort B: Thursday, September 3

Supplies Needed for High School Classes

All Classes: Pocket folder, notebook, paper, pens and pencils. Most classes will require a book cover as well.

* Two boxes of Kleenex *

* Container of disinfectant wipes * (if available)

Social Studies: One 8-ct. box of colored pencils

English:

English classes - 150 notecards. Jumpdrive strongly recommended

Math:

Calculator (TI-30XIIS is recommended as it is excellent, inexpensive and comes in a variety of "cool" colors).

P.E.:

Gym shirts/shorts, gym shoes with non-marking soles, deodorant

Art: Colored pencils

High School Athletics

Football

For the latest and most up-dated information regarding high school football, please download the Remind App on your phone. Enter 81010 then enter @colby17

Volleyball

The Volleyball season will begin on **Monday, September 7** with a practice from 3:00-6:00 pm. After that initial practice, practices will run after school from 3:45-5:45. Our parent/athlete meeting will be done virtually this year, with information and a video posted to district sites by mid August. All fees and paperwork will need to be turned in by the first official practice. If you have any questions regarding the volleyball team, please contact Coach Larsen at nlarsen@colby.k12.wi.us.

Picture Day: Cohort A: Sept. 1, Cohort B: Sept. 3

Student Fees

- Lunch:** minimum payment of \$20.00. **Please have a separate check for lunch made out to Colby Hot Lunch Program.**
- Class dues:** \$5.00
- Lock fee required:** a \$5.00 deposit, refundable upon return of the lock. Only locks provided by the school are allowed.
- Sports Participation:** \$25/participant/season with a \$150 cap per family annually.
- Tech Ed:** (except Drafting, Girls in Technology, Basic Auto, Video Media Productions) – \$10.00 per class taken
- Lifetime Sports:** \$30.00 per class per enrollee
- Ceramics/Sculpture:** \$20.00 per class
- Painting:** \$10.00 per class
- Lifeguarding:** \$50.00
- Communications:** \$10.00
- Construction:** \$20.00
- Art & Metal Design:** \$10.00

Cross Country

The Cross Country season will begin on **Tuesday, August 18**. The first week of the season there will be practice each morning from 7:15-9:00 a.m. As details about the ever-changing season come available, Coach Graun will post them on the cross country website: www.run4theson.com/cross and send a message out through Remind. Info on how to sign up for the Cross Country Remind is also on the website. If you have any questions regarding the Boys and Girls Cross Country Teams, please contact Coach Bryon Graun at bgraun@colby.k12.wi.us.

Swimming

Parent meeting - both HS & MS parent meeting is at 6:00 pm **August 10** in back pool parking lot at Colby High School. Swim practice will start **August 18** at 8:00-12:00 for HS at CHS. MS will practice 3:45-5:45 at Abbotsford.

High School Reminders

For health and safety reasons, the following items will not be allowed to be worn or carried once the school day begins. These items will need to be kept in the student's locker during the school day. Coats, jackets or other outerwear, backpacks, purses, tote bags, and other baggage type carrying devices.

The School District of Colby has decided that vending and sales of pop or artificially sweetened drinks will not be permitted to students on school grounds during the school day.

Class of 2021 and Parents

Advance notice: The student services office will be holding individual meetings with seniors and parent(s) on August 24-27. You will receive a letter the end of July requesting you contact the office to establish a date and time for the meeting. Meetings are anticipated to take about twenty minutes and will cover schedules, credits, scholarships, post-high school plans and answer questions seniors and/or their parents might have. If you have any concerns please contact Ms. Krauss in the student services office.

Parent Teacher Conferences:

October 8 and March 4, 1-4 PM, 5-8:45 PM

Curriculum Council Update

Due to COVID19, many of us are trying to remember what life was like before students and staff began working from home. With that being said, all staff have continued to work on the 2019-2020 Curriculum Council Goals. The popular mini-workshops were continued, where colleagues shared their talents with staff in the areas of technology, Social and Emotional Learning (SEL) and English Language Learners (ELL). Workshops in October provide staff with training in the following areas: Google Apps (Drive, Classroom, Docs, Slides, Sheets etc.), Remind App (digital communication tool), Ensemble (video platform), and NetSupport (technology management program). Many of these topics were repeated during the January workshops with additional training provided by Patrick Leichtnam, the School Resource Officer, and Jessica Bohl, our Director of ELL and ELL Teacher. Patrick provided information and strategies to support Social and Emotional Learning, while Jessica provided methods for helping our students who are learning English. How timely these topics became when all staff went to virtual teaching, and digitally supporting students and families became a necessity. We can all agree staff, students and families were on a steep learning curve in March, and we rose to the occasion.

Another Curriculum Council goal was to continue our work with identifying essential standards, from the Wisconsin Academic Standard, in all content areas. Working as Professional Learning Communities, each group created an electronic Essential Standards Chart. The Colby School District continued to work with Ellen Mihm, CESA 10 Curriculum and Assessment Consultant, as she assists staff through this process. Groups like Science and Math have moved onto aligning the essential standards vertically, looking at the learning path from one grade level to the next, while also reviewing and aligning assessments. From March on, and through the summer, this work continued with staff utilizing video conferencing platforms. Now in August, Curriculum Council members will meet again to review the progress of our 2019-2020 goals, and develop goals for the upcoming school year.

INSTRUCTIONAL SUPPORT FOR ALL STUDENTS IN THE COLBY SCHOOL DISTRICT

Dear Parents – Public schooling features instruction for pupils that is often “inclusive”, i.e., students from a wide range of ability levels may be grouped for instruction regarding a given area of the curriculum, including students who receive special education services or remedial services through other programs such as Title I (reading and mathematics remediation), Title III (English Language Learners), or who are in need of other specialized programs. Because students with various learning circumstances may require instruction from staff who are licensed to provide the specialized services (special education, English Language Learners, Title I, etc.), these specially licensed staff are often found in classrooms along with regular education staff providing instruction or assisting students with their lessons, especially to introduce curricular concepts through learning experiences that can be shared by an entire class. We believe all children learn better in this type of integrated setting.

For example, classes are often divided into smaller groups to work together on a lesson. A group may be instructed or assisted by a regular education teacher, special education teacher or special education aide, an English Language Learner instructor or aide, a Title I instructor or aide—all of whom will work with all students in the group without regard for students’ individual abilities. Differentiation of instructional to address individual students’ learning styles, achievement capacities, and interests may also occur with the regrouping of students.

This letter is to inform you that your child, whether or not she or he has a disability, may receive assistance or instruction in the regular classroom from staff who are primarily assigned to instruct regular education students, special education students, ELL students, or students enrolled for added assistance in remediation programs such as our Title I programs. We feel that no staff member should deny instructional assistance to any student simply because of the type of license required for employment, as long as it does not detract from their primary duties.

If you have any questions or concerns regarding these research-based instructional practices, please contact an administrator at your child’s school:

- Mrs. Brenda Medenwaldt, Principal – Colby Elementary School/Little Stars Preschool (223.3939)
- Mr. Jim Hagen, Principal – Colby Middle School (223.8869)
- Ms. Marcia Diedrich, Principal – Colby High School (223.2338)
- Mr. Jason Penry, Director of Pupil Services – Colby School District (223.2301)
- Mr. Steven Kolden, Superintendent – Colby School District (223.2301)

Yearly Asbestos Notification To All Employees, Students, Parents and Public

By Steven Kolden, Superintendent

This notice has been written to comply with EPA’s AHERA (Asbestos Hazard Emergency Response Act) regulations requiring yearly notification of asbestos activities within the district.

An Asbestos Management Plan has been developed and is open to anyone wishing to view these documents. The Management Plans are made available by visiting the Colby District Education Center during normal business hours. Those wishing to call ahead may phone 715-223-2301.

Another AHERA regulation requires extensive recordkeeping on all ACBM (Asbestos Containing Building Materials) along with performing a six (6) month periodic surveillance on all ACBM throughout the district’s buildings. This surveillance must be done every six months to assess the condition of the ACBM and record corrective measures if necessary to maintain a safe healthful facility. In addition, three (3) year re-inspections must also be performed.

An asbestos management firm has been contracted to set up and assist with record keeping and perform the six-month surveillances and the three-year re-inspections. The periodic surveillance was completed in March 2020.

Small repair projects that are recommended shall be performed by District personnel who have attended the Asbestos O & M Training classes.

Any future asbestos activities will again be published.

MENINGOCOCCAL DISEASE INFORMATION

In accordance with Wisconsin statutes, each school district must provide parents/guardians of students enrolled in grades 6-12 in the district information concerning meningococcal disease, including causes, contagion, and sources for additional information.

Meningitis is an infection of the fluid of a person’s spinal cord and the fluid that surrounds the brain, and is usually caused by a viral or bacterial infection. Knowing whether meningitis is caused by a virus or a bacterium is important because the severity of illness and the treatments differ.

The signs and symptoms include high fever, headache and stiff neck in anyone over age 2.

Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. As the disease progresses, patients of any age may have seizures.

Bacterial meningitis can be contagious, spread through exchange of respiratory, nasal and throat secretions (i.e., coughing, kissing) or direct contact with a patient’s oral secretions.

Vaccinations have been developed and MCV4 is recommended for all children at their routine preadolescent visit (11 or 12 years of age). For those who have never received MCV4 previously, a dose is recommended at high school entry. Other adolescents who want to decrease their risk of meningococcal disease can also get the vaccine. Consult your family doctor to discuss the need/advantage of your adolescent being vaccinated.

Additional information can be gained from the Center for Disease Control web site (www.cdc.gov).

Meals Program

Parents of students in grades Pre K - 12 are encouraged to pay by the month, quarter or semester. Each family will have one account on the computer to cover all family members. Deductions will be made from the family account for breakfast, lunch, milk break and additional purchases. **The District is excited to announce you now are able to receive notifications for low lunch balances by selecting this option in the parent portal. When in the portal click on User Account, Notification Settings. Another great feature is the ability to pay on your lunch account with credit card. There is a convenience fee of \$3.00 for this service. This is also found on the parent portal under Family, Payments.**

Lunch and Breakfast Prices for 2020-21

Breakfast	Daily Rate
Student- Elementary Grade PK-5	\$ 1.25
Student- Grade 6-12 (MS/HS)	\$ 1.50
Reduced	\$ 0.30
Lunch	Daily Rate
Student- Elementary Grade PK-5	\$ 2.65
Student- Grade 6-12 (MS/HS)	\$ 2.95
Reduced	\$ 0.40
Ala Carte*	
Extra Milk	\$ 0.25
Extra Entrée (High School)	\$ 1.25
Breakfast & Lunch: Non-reimbursable meal prices	
Milk	\$ 0.25
Fruit/Juice/Vegetable	\$ 0.75
Breakfast Entrée	\$ 1.50
Lunch Entrée	\$ 2.25
Bread	\$ 0.50

**Ala Carte and Non-reimbursable meals are not free for any students*

A La Carte Information

A La Carte- an additional food item such as an extra entree, after school snack like yogurt or additional carton of milk is available for high school students. Students should have money in their lunch accounts to pay for the item. Please communicate with your child/children if they should be taking these items. If your child chooses to take the item, he or she will be charged for them.

Non Reimbursable Meals:

For our district to be able to claim a meal as "reimbursable" each student must take required items for breakfast or lunch. If they choose not to take these items we cannot charge them the reimbursable meal price. Instead the student must be charged for each item they have taken.

Free and Reduced Price Meals

Attached is the application for Free and Reduced Priced Meals. One application per family should be returned to the Colby School District, Attn: Food Service, PO Box 110, Colby, WI. 54421, by August 9th. If families have not completed and returned their application they will be charged the full price for lunch. The free and reduced lunch program does not include additional milk or entrees, or non-reimbursable meals.

UNLESS YOU RECEIVE A LETTER STATING YOUR FAMILY RECEIVES BENEFITS THROUGH DIRECT CERTIFICATION TO GET FREE OR REDUCED PRICE MEALS FOR YOUR CHILDREN, YOU MUST COMPLETE AN APPLICATION AND RETURN IT. WE CANNOT APPROVE AN APPLICATION THAT IS NOT COMPLETED. We will let you know when your application is approved or denied.

MEAL PROGRAM PAYMENTS

The computerized meal program requires all families to make an original minimum deposit of \$20.00 per child into their lunch account to start the school year. (Example: a family with 3 children should remit a payment of no less than \$60.00). Only one check for lunch money will have to be sent to Colby School District, Attn: Food Service, PO Box 110, Colby, WI. 54421, for your family. **PLEASE DO NOT INCLUDE ANY OTHER SCHOOL FEES WITH THE MEAL PAYMENT.**

After the initial deposit, you may then pay at any of the School offices. **THESE DEPOSITS MUST INCLUDE YOUR STUDENT'S LUNCH IDENTIFICATION NUMBER ON THE ENVELOPE.** For bookkeeping purposes, we encourage you to deposit larger amounts into your family account. By making larger deposits, you will help reduce the amount of data entry involved in keeping the program updated. If at all possible, we would appreciate receiving your family payments during the two weeks prior to the start of school.

All Pre School, Elementary, Middle and High School students will use the same number as last year. New students will be issued numbers the first day of school. When going through the lunch line, their number will be entered into the computer and cost of the lunch and/or milk will be deducted from the family account. This same number will be used throughout the year. If your child allows someone else to use his/her number, the second lunch will be charged at \$3.60. You will be notified when the account reaches a negative balance. If your balance is not paid your children will not be allowed to participate in the hot lunch program and your child/children will also be reminded that they need a payment or they will not be able to participate. If your child/children are not allowed to participate in the hot lunch program, they will be given the opportunity to have a bag lunch. A suggestion is to make every effort to deposit enough money in the family account to avoid running low. We can reduce our costs if statements do not have to be issued. If you have provided the school district with your email address, then you receive emailed lunch balance reminders every week. If you have not and would like to receive emails, please contact any of the school offices with your email address. If you have any questions regarding the lunch program contact: Sara Uhlig at 715-223-2301 ext. 3.

NATIONAL SCHOOL MEAL PROGRAM

Free/Reduced Meal Program

The Colby School District serves meals each school day. All meals served must meet standards established by the U. S. Dept. of Agriculture. However, if a child has been determined by a physician to be handicapped and the handicap prevents the child from eating a regular meal, the school will make modifications or substitutions prescribed by the physician at no additional charge.

Verification: Your eligibility may be checked at any time during the school year. School officials may ask you to send your income verification. Once approved for free or reduced price benefits, a household will remain eligible for those benefits for the entire school year.

Privacy Act Statement: The information provided by the household on the application is confidential. The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your children for free or reduced price meals. We Will use your information to see if your children are eligible for free or reduced price meals, to run the program, and to enforce the rules of the program. We May share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Reapplication: You may apply for meals anytime during the school year. If you are not eligible now but have a change, (household size, employment status or get food stamps or W-2 Assistance for your children), please complete an application at that time.

PUBLIC RELEASE
NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAMS, SPECIAL MILK PROGRAM

This is the public release that we will send to: 2020-2021 Colby School District Newsletter, Colby and Unity Food Pantry, Dorchester Public Library. Sent on (Mo./Day/Yr.) August 2020
RELEASE STATEMENT

The Colby School District today announced its policy for children unable to pay the full price of meals served under the National School Lunch Program and School Breakfast Program or milk for split-session students served under the Special Milk Program. Each school office and the central office has a copy of the policy, which may be reviewed by any interested party.

The following household size and income criteria will be used for determining eligibility. Children from families whose annual income is at or below the levels shown are eligible for free and reduced price meals or free milk if a split-session student does not have access to the school lunch or breakfast service.

FAMILY SIZE INCOME SCALE
For Determining Eligibility for Free and Reduced Price Meals or Milk

Family (Household) Size	ANNUAL INCOME LEVEL		MONTHLY INCOME LEVEL	
	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>	Free <i>Must be at or below figure listed</i>	Reduced Price <i>Must be at or between figures listed</i>
1	\$16,588	\$ 16,588.01 and \$23,606	\$ 1,383	\$1,383.01 and \$1,968
2	22,412	22,412.01 and 31,894	1,868	1,868.01 and 2,658
3	28,236	28,236.01 and 40,182	2,353	2,353.01 and 3,349
4	34,060	34,060.01 and 48,470	2,839	2,839.01 and 4,040
5	39,884	39,884.01 and 56,758	3,324	3,324.01 and 4,730
6	45,708	45,708.01 and 65,046	3,809	3,809.01 and 5,421
7	51,532	51,532.01 and 73,334	4,295	4,295.01 and 6,112
8	57,356	57,356.01 and 81,622	4,780	4,780.01 and 6,802
For each additional household member, add	+ 5,824	+ 5,824 and +8,288	+ 486	+ 486 and + 691

Application forms are being sent to all homes with a notice to parents or guardians. To apply for free or reduced price meals or free milk, households must fill out the application and return it to the school (unless notified at the start of the school year that children are eligible through direct certification). Additional copies are available at the office in each school. The information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by agency or other program officials. Applications may be submitted at any time during the year.

To obtain free or reduced price meals or free milk for children in a household where one or more household members receive FoodShare, FDPIR, or Wisconsin Works (W-2) cash benefits, list the FoodShare, FDPIR or W-2 case number, program name, list the names of all school children, sign the application, and return it to the school office.

For the school officials to determine eligibility for free or reduced price meals or free milk of households not receiving FoodShare, FDPIR or W-2 cash benefits, the household must provide the following information requested on the application: names of all household members, total number of household members, and the adult signing the application form must also list the last four digits of his or her Social Security Number or mark the box to the right of "Check if no SSN". Also, the income received by each household member must be provided by amount and source (wages, welfare, child support, etc.).

Under the provisions of the free and reduced price meal and free milk policy, Sara Uhlig, Determining Official. Will review applications and determine eligibility. If a parent or guardian is dissatisfied with the ruling of the official, he/she may wish to discuss the decision with the determining official on an informal basis. If the parent/guardian wishes to make a formal appeal, he/she may make a request either orally or in writing to: Steven Kolden, Hearing Official, Colby School District PO Box 110 Colby, WI 54421 715-223-2301 ext 1.

If a hearing is needed to appeal the decision, the policy contains an outline of the hearing procedure.

If a household member becomes unemployed or if the household size changes, the family should contact the school. Such changes may make the household eligible for reduced price meals or free meals or free milk if the household income falls at or below the levels shown above, and they may reapply at that time.

Children formally placed in foster care are also eligible for free meal benefits. Foster children may be certified as eligible without a household application. Households with foster children and non-foster children may choose to include the foster child as a household member, as well as any personal income available to the foster child, on the same application that includes their non-foster children.

The information provided by the household on the application is confidential. Public Law 103-448 limits the release of student free and reduced price school meal eligibility status to persons directly connected with the administration and enforcement of federal or state educational programs. Consent of the parent/guardian is needed for other purposes such as waiver of text book fees.

Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Any questions regarding the application should be directed to the determining official.

*Delete the references to the Breakfast Program or the Split-session Special Milk Program if you do not offer these programs.

School District of Colby - Important Policies

SEARCH AND SEIZURE

In the interest of the welfare of the students and the school community, it may be necessary to search a student or the student's property. The search may be conducted if the school official or his/her designed has a reasonable suspicion that the student has obtained or has in his/her possession, items in violation of school regulation, local ordinance or state law.

School officials must inform students of the reason for conducting a search and request students to give permission to conduct the search.

Conducting a Search With the Student's Consent

The school official or designee who is conducting the search may request a student to empty pockets, purses, backpacks or other articles used to carry personal effects, to remove hats, shoes and/or to roll socks down. He/she may also request a student to remove outer garments, such as sweatshirts, sweaters, jackets, or vests, if worn over blouses, shirts or T-shirts. No school official has the right to request the removal of any other clothing, or to conduct a strip search of a student. If the student cooperates, the school official or designee may notify the student's parent/guardian of the reason of such search.

Conducting a Search if a Student Refuses to Cooperate With School Officials

If a student refuses to cooperate, the school official or designee has the authority to involve a parent/guardian or to turn the matter over to law enforcement officials. The student may be detained until the law enforcement official arrives. If the matter is turned over to the law enforcement officials, the school official or designee notifies the parent/guardian as soon as possible of the search and the reason for the search by law enforcement officials.

In potentially dangerous situations, a school official or designee may search a student's pockets or belongings and conduct a pat-down search if he/she has reason to suspect that a student is carrying a dangerous or illegal item or substance and believes that an immediate search is necessary. The student may be detained until such time as a law enforcement official arrives.

A written record of all actions leading up to and including the search is required for all searches of students who refuse to cooperate. This record must be maintained by the individual doing the search.

Searches of Students, Lockers, and Inanimate Objects

Personal searches of students, lockers, and inanimate objects, including motor vehicles on school property, shall be conducted by/when law enforcement officers have a search warrant or when on their authority they order the cooperation of school administrators.

Student Lockers

School lockers are the property of the Colby School District. At no time does the Colby School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities as determined necessary and appropriate, without notice, without student consent, and without a search warrant.

School officials may seize any or all items that are dangerous and/or illegal or which may constitute disruption and which are in plain view upon opening the locker. Reasonable searches among the personal belongings of the student contained within the locker may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or school rules. Any items which are seized during a search by school authorities must be safeguarded until determination has been made by the appropriate authorities for disposition of the items.

LEGAL REFERENCE: Wisconsin Stat. 118.257, 118.32, 118.325

EMERGENCY PROCEDURES

In the event of an emergency, illness, or accident, the school will contact the home immediately. If no one is home, the parents will be contacted at their place of employment. If it is impossible to reach the parents or those appointed by the parents, the child will remain in school or in case of accident, be taken to one of the Marshfield Clinic Centers.

HARASSMENT POLICY

1. PURPOSE

The mission of the School District of Colby is to educate and develop all students to their highest potential. The Board of Education is committed to creating an environment that treats all students with dignity and respect, provides students with a safe physical and emotional learning environment, and promotes respect, tolerance and cooperation throughout the District. We expect all members of the educational community – students, staff, and all others involved in accomplishing our educational mission – to help create and maintain this environment.

To accomplish our mission, all employees and students must be allowed to work and learn in an environment free from harassment. Harassment, including but not limited to sexual harassment, in education or in employment is a violation of state and federal law, and is strictly forbidden by Board policy. Harassment interferes with the working or learning effectiveness of students and/or employees. Individuals who experience harassment may process a complaint pursuant to established procedures and may also have remedies under state or federal law.

It is the Board's intention that all incidents of harassment will be dealt with in an appropriate manner. Where appropriate, it is recommended that incidents of harassment be discussed with the person who has committed the action to make it clear that the behavior is offensive and unwelcome. The Board recognizes, however, that additional action may be necessary or appropriate. In those instances, action under the appropriate student or staff disciplinary procedures is authorized. The Board may enact further procedures to enforce this policy.

The fact that someone did not intend to sexually harass an individual is generally not considered a defense to a complaint of sexual harassment. Rather, sexual harassment includes any conduct of a sexual nature which is unwelcome and likely to be objectionable to a reasonable person.

Each school is encouraged to develop and implement, at every opportunity, educational experiences that advance this policy. Schools are encouraged to develop and enforce disciplinary rules consistent with this policy.

2. DEFINITIONS

a. **Harassment** is written, verbal or physical conduct, which may include electronically transferred material, that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, or interferes with the individual's work or learning performance; it may consist of a single act, or a course of conduct. Harassment may include, but is not limited to conduct relating to an individual's membership in a protected class, age, sex, race, creed, national origin, color, marital status, pregnancy, etc.

In addition, other types of harassment, including but not limited to harassment based on race, nationality or national origin religion, disability or other protected class, characteristic or status are equally unacceptable under Board policy, and may be illegal under state or federal law. Such harassment includes, but is not limited to, such behavior as the following:

1. Creating an environment that is intimidating, hostile or offensive to an individual or group due to his, her or their membership in a protected class.
2. Unprofessional comments in any work environment respecting an individual's protected characteristics, e.g. gender, race, etc.
3. Insults or name-calling based on an individual's protected characteristics, e.g. gender, race, etc.
4. "Jokes" or other remarks that a reasonable member of a protected class would find demeaning to such individuals' race, color, gender, religion or other protected characteristic.
5. Physical, verbal or psychological abuse based on an individual's protected characteristics, e.g. gender, race, etc.

b. **Sexual harassment** means unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment may include but is not limited to such behavior as:

1. Deliberate, repeated unsolicited gestures or comments of a sexual nature.
2. Display of offensive sexually graphic materials which is not necessary for legitimate purposes, such as educational or business reasons.
3. It is the policy of the Board that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it inherently interferes with the educational process and by its nature involves elements of coercion by reason of the relative status of a staff member to a student.
4. Unwelcome or unwanted sexual advances. This includes but is not limited to acts such as patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact which is considered unacceptable by another individual.
5. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or grade status.
6. Written or verbal abuse or joking that is sexually oriented and reasonably considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes or actions that offend others.
7. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or learning performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
8. Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, attentions or sexually oriented materials including but not limited to photographs and posters.

Continued

3. POLICY DISSEMINATION TO STAFF

- Initially upon employment and annually thereafter, all employees will be informed of this policy and procedures.
- An inservice for administrators and supervisors will be presented annually in which an understanding of sexual harassment, the board policy and complaint procedures, and importance of vigilance will be emphasized.
- This policy will be posted in each building.

4. POLICY DISSEMINATION TO STUDENTS

- Every student or student's parent/guardian will receive a copy of this policy each year.
- Discussion of harassment will be conducted at an age appropriate level through the district's developmental guidance program and in student orientation activities.
- Rules, including the complaint procedure and associated form, will be available through the guidance and/or administrative offices in each building, and will be given to any individual wishing to file a complaint.
- The policy and rules will be reviewed annually with employees.
- Post policy in each building.

5. PROHIBITION

Harassment as defined in this Policy is strictly prohibited. Individuals who, upon investigation, are determined to have engaged in harassment under the provision of this policy may be subject to disciplinary action. In the case of employees, this action may include but is not limited to reprimand, suspension or termination. In the case of students, disciplinary action may include, but is not limited to, suspension, expulsion or other discipline as deemed appropriate by the Board. In the case of others engaged in the conduct at district programs and activities, discipline may include, but is not necessarily limited to, removal and prohibition from participation in such activities or programs.

The Board will seriously investigate any charge of harassment. Any such charge found or determined to have been knowingly false or unfounded when made will be treated as an abuse of this policy and a serious offense.

6. APPLICABILITY

This policy applies to all off-site activities such as school-sponsored trips and athletic events and at all times on school premises. This policy applies to all employees, students, and those participating in any and all programs in any manner.

PUPIL RECORDS

The Board of Education recognizes and supports the need of pupil records being kept for each pupil in the district. These records will reflect the pupil's physical, emotional, social and academic growth in the educational process.

The Board of Education recognizes and supports the need for confidentiality of pupil records, but realizes that it is to the benefit of the student in certain situations if these records are shared with other individuals and agencies. This sharing shall take place only with prior approval by the parent or adult student except in situations where legal requirements specify release of records without this prior approval.

Confidentiality of pupil records will be in accordance with State and Federal law. A copy of the District's Student Records Procedures will be provided to all persons requesting such information upon denial of access.

LEGAL REFERENCE: Wisconsin Stats. 118.125, 115.812(2), 118.126, 118.127, 118.51, 118.52, 146.81-84, 252.15, 767.24(7), 938.396
Family Educational Rights and Privacy Act (20USC Section 1232 g 1, 34CFR Part 99)

SCHOOL DISTRICT OF COLBY NOTICE OF CHILD FIND ACTIVITY

The school district must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Director of Special Education, Colby School District, at 715-223-3939, or by writing her at 202 West Dolf Street, Colby, WI.

Annually the district conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed at various play areas. Each child is weighed and measured, and the child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be part of the kindergarten screening this Spring. Watch for the dates at your local school.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. Before referring

the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the Colby School District may be sent to Samantha Penry at the school district address above.

The school district maintains pupil records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- The right to inspect and review the student's education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Colby School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that FERPA and state law authorize disclosure without consent. The exceptions are stated in 34 CFR 99.31 and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance

committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

EQUAL EDUCATIONAL OPPORTUNITIES

The School District of Colby is committed and dedicated to the task of providing the best education possible for every child 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, color, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Facilities modifications necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

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 in writing and approved by the building principal. Accommodations may include, but not necessarily limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. 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.

LEGAL REFERENCE: Wisconsin Stats. 118.13
Wisconsin Administrative Code - PI 9 and 41
Education Amendments of 1972 – Title IX
Civil Rights Act of 1964 – Title VI
Rehabilitation Act of 1973 – Section 504
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act

NOTICE – EDUCATION OF HOMELESS CHILDREN

The School District of Colby upholds the right of homeless children and youth to have equal access to the same free, appropriate public education as provided to other children residing in a school district and be provided comparable services. Homeless children and youth cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel.

In accordance with subtitle B of title VII of the McKinney-Vento Homeless Assistance Act.

- 1) Homeless children and youths are identified by school personnel and through coordination with other entities and agencies.
- 2) Homeless children and youths enroll in and have a full and equal opportunity to succeed in schools in the district.
- 3) Homeless families, children and youths receive educational services for which they are eligible and referrals to other appropriate services (e.g., health care services).
- 4) The parent/guardian of a homeless child and any unaccompanied homeless youth is informed of the educational and related opportunities available to them and provided with meaningful opportunities to participate in the education of the child/youth.
- 5) Public notice of the educational right of homeless children and youths is disseminated where such children and youths receive services such as the schools and family shelters.
- 6) Enrollment disputes are mediated in accordance with legal requirements.
- 7) The parent/guardian of a homeless child and any unaccompanied homeless youth is fully informed of transportation services that may be available to them under the law and assist them in accessing such transportation services.

ANNULMENT, DIVORCE, OR LEGAL SEPARATION

When an annulment, divorce, or legal separation affects a child, it is important for the school district to have the information necessary to make appropriate decisions regarding the child's school program and parent involvement in the school. School Board Policy requires parents

to initiate action providing necessary information regarding residency, legal custody, physical placement arrangements or restrictions, educational decision-making authority or other matters relevant to the school district to the appropriate Principals. Absent that information, the school district will not make changes in the current or pre-separation status of the child.

The district will maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by a court order, or other court document.

Either parent may view their child's school records, receive school progress reports and school mailings, attend parent/teacher conferences and visit their child at school unless the parent has been denied periods of physical placement with the child or a court order, or other court document provides otherwise.

The school principal shall not allow a parent to remove a child from school if the school has been notified that the parent has been denied periods of physical placement with the child by court order or other court document.

HEALTH EDUCATION

A. The Health Education Curriculum in the elementary school (grades K-5) will be incorporated into the present existing courses. An officially designated coordinator of health education will be appointed by the superintendent and will assist the elementary classroom teachers in achieving the health education goals as specified in the teacher's curriculum guide. The objectives and content in the curriculum shall be flexible for teacher/administrator modification, but will include the emphasis in following the five (5) major health areas: Physical, Social Health Problems, Mental Health, Environmental and Community Health, and Education for Survival.

Middle school and high school courses will be offered in grades 6-12 taught by a certified health instructor. The content of these courses will conform to the State Statutes 115.35, 118.01(2), 118.01(3)(C), 118.01(5), 118.01(9), 118.01(11), 119.22(1), 121.03(2)(l) and achieve the health curriculum objectives of the official curriculum of the school. The health education course(s) will be treated as an academic subject consistent in time and class size of other required subjects. One-half credit of health will be required of all students in grades 9-12.

- B. Equipment and supplies necessary for the appropriate health instruction will be requisitioned and purchased by the district to ensure that the district's responsibilities to adequately meet the needs of the health education program as described in state laws.
- C. There will be periodic review of the school's health education program.

LEGAL REFERENCE: Wisconsin Stat. 115.35, 118.01(2), 118.33(1)(a)2,
121.62(1)(j), (k), (l)
Wisconsin Administrative Code – PI 8.01(2)(j), (k), (l)

GUIDELINES FOR MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

Release of Directory Data/Information

1. The following personally identifiable data/information contained in a student's educational records shall be considered as directory information and available to the public for school related activities:
 - a. student's name
 - b. age
 - c. grade level
 - d. participation in officially recognized activities and sports
 - e. weights and heights of members of athletic teams
 - f. student's photograph
 - g. degrees and awards received
2. Parents and eligible students will be notified annually or when entering the District of this policy relating to directory data/information by notification in the student information packet.
3. Parents and eligible students may request that some or all the directory data/information not be released by notifying in writing the District of the information not to be made public by September 30.
 - a. For transfer students, this request must be submitted to the student's school office within fourteen (14) days of the notification of rights.
 - b. The withheld directory data/information relating to the student will not be released without prior written consent of the parent or eligible student.
 - c. The authorization to withhold directory data/information will remain in effect until the beginning of the next school year, or until the parent or eligible student notifies the District of the right to release the information.
4. Directory data/information relating to students no longer in attendance in the District will not be released if a parent of a student or an adult student has indicated that such information shall not be released in the year preceding the year in which the student has left the District. This provision does not apply to the transfer of students to other schools.

AMENDMENT OF RECORDS

The parent(s)/guardian of a minor student or an adult student who believes that information contained in educational records of the student is inaccurate or misleading or violates the privacy rights of the student, may request that this information be amended.

The District Administrator or designee will meet with the adult student or parent/guardian of a minor student, hear their complaint and decide to amend or let the record stand. If the parent/guardian or adult student is not satisfied with the administrative decision, the request for amendment will be appealed to the Board of Education for a hearing with final decision at its next regular meeting.

MEDICATION POLICY

It is the policy of the School District of Colby to authorize designated personnel to administer medication to pupils under specific conditions and thereby immunize those designees from civil liability. The board acknowledges the occasional need to receive over-the-counter or prescription medication to benefit from an educational program.

A physician's written order for prescription medication and written parental permission to administer any medication must be on file. Both the physician's order and parental permission will become null and void at the end of each school year or sooner if specified by either the physician or the parent.

The parent or guardian shall assume responsibility for informing the designated school official of any change in the child's health or change in medication. The change will be noted on the respective student's authorization and log. Over-the-counter medication such as Tylenol or Advil are not supplied by the school.

STUDENT PRIVACY – NOTICE OF PARENT RIGHTS

Parents/guardians may inspect, upon request, any instructional material used as part of the educational curriculum for students. In addition, parents/guardians may deny their child's participation in certain District educational programs or activities in accordance with state and federal laws and regulations. Specifically, parents/guardians may:

1. Request that their child not participate in state assessments.
2. Request that their child not participate in instruction in human growth and development or instruction in certain health-related subjects (physiology and hygiene, sanitation, the effects of controlled substances and alcohol upon the human system, symptoms of disease and the proper care of the body).
3. Request that their child not participate in any survey administered or distributed to students in the schools that reveals information concerning any of the following:
 - Political affiliations or beliefs of the student or the student's parent;
 - Mental and psychological problems of the student or the student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behavior;
 - Critical appraisals of other individuals with whom students have close family relationships;
 - Legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
 - Religious practices, affiliations or beliefs of the student or student's parent; or
 - Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Parents/guardians may inspect, upon request, any survey containing items related to any of the above information and any survey created by a third party, as well as any instructional materials used in connection with any such survey. If a survey containing any of the above information is funded in whole or in part by any program administered by the U.S. Department of Education, written consent shall be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.

4. Request that their child not participate in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance, and (c) not necessary to protect the immediate health and safety of the student, or of other students. "Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion or injection in the body, but does not include a hearing, vision or scoliosis screening.

Parents/guardians shall be informed at the beginning of the school year of the specific or approximate dates during the school year when activities outlined in items (3) and (4) are scheduled to take place and shall be given the opportunity to request that their child not participate in such activities.

Parents/guardians shall make any of the above requests, in writing, to the building principal or designee. All requests will be judged individually based upon state and federal guidelines. The principal or designee shall respond to such requests in a timely manner.

The District shall inform parents/guardians of this policy at the beginning of each school year.

REPORTING CHILD ABUSE

As a social resource the school is second only to the family unit in its potential for sustained, thorough involvement in a child's life. Because of this sustained contact, school personnel are in an excellent position to identify abused or neglected children and to refer them for treatment and protection.

To combat the child abuse and neglect problem and in compliance with state law, any district teacher, counselor, nurse, social worker, or administrator or other district employee required by law to report having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or been threatened shall immediately contact the county social services department, the county sheriff, or the city police, and inform the agency contacted of the facts and circumstances which lead to the filing of the report.

It is not the responsibility of school personnel to prove that the child has been abused or neglected, nor to determine whether the child is in need of protection. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect.

No district employee shall be discharged from employment for making such a report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect. State law also provides for the protection of the identity of any

individual who makes such a report.

The district administrator shall establish any necessary procedures to implement this policy and to comply with state law. The district administrator shall also incorporate into the annual in-service program at least on session on the detection of indicators of child abuse or neglect.

Because failure to report is punishable by a fine and/or jail sentence, this policy shall annually be distributed as widely as possible by means such as posting or publishing, and shall be included in the employee handbook.

COUNT OF LIMITED-ENGLISH PROFICIENT PUPILS

The School District of Colby annually conducts a count of the limited-English proficient pupils in the public schools of the district and assesses the language proficiency of such pupils. The district shall send to the parent, legal custodian or guardian of every limited-English proficient pupil a notice which contains information on the procedures for registering a pupil in a program to assist with English language acquisition, and provides notice of the consent required. The notice shall be in English and in the non-English language of the limited-English proficient pupil.

The School Board shall place, with the parent's or legal custodian's written consent, each limited-English proficient pupil in the appropriate LEP education program.

A parent or legal custodian may appeal the School Board's failure to place the pupil in such a program established for the pupil in the pupil's language group by filing a notice of appeal with the clerk of the School District within 10 days after the commencement of the school term. The School Board shall provide a hearing on the question of placement within 20 days after receipt of the notice of appeal and shall take a written records of the proceedings. The cost of taking the record shall be the responsibility of the School Board. The parent or legal custodian may request a public or private hearing. Within 10 days after the hearing, the School Board shall make a decision on the question of placement. If the parent or legal custodian is not satisfied with the decision of the School Board, the parent or legal custodian may, within 10 days after the School Board's decision, file a notice of appeal with the state superintendent. If the parent or legal custodian appeals, the parent or legal custodian shall assume the cost of transcribing the record. Within 10 days after receipt of the notice of appeal from the determination of the School Board, the state superintendent shall issue a decision based on the hearing records. If the parent or legal custodian prevails, the School Board shall reimburse the parent or legal custodian for the cost of the transcribing record.

TITLE I PROGRAMMING PROVIDES ADDITIONAL SERVICES TO STUDENTS

ESSA Services at the Colby School District

The Colby School District provides a multilevel system of support for all students to assist them in meeting the challenging State academic standards. This is a part of the Every Student Succeeds Act (ESSA). This includes Title I Schoolwide programs at Colby Elementary and Middle School and a Title I Targeted program at St. Mary's school. All students in our Schoolwide programs are monitored for progress and achievement throughout the year to ensure student success. Our Schoolwide Programs allow any student K-8 to receive additional support or intervention throughout the school year. A yearly needs assessment is completed on all students in a Title I program to determine needs for the Title I program the following year. Transitions are provided for students as they move through the Colby School District. We also provide Positive Behavior Intervention and Supports for a well-rounded educational environment.

Professional development for staff is provided through Title II funds. This includes support for Professional Learning Communities that foster collaboration to increase student achievement. Professional Development is also provided to ensure staff help all students achieve at high levels.

The Colby School District serves all students. Title III outlines requirements for students who qualify as English Language Learners. During the 2017-2018 school year an English Language Learner Program and Support Plan was developed outlining services for these students.

Homeless and Unaccompanied Youth as defined by the McKinney-Vento Homeless Assistance Act are entitled to additional resources and support according to the law.

The Colby School District supports family engagement through our Open House for students in grades K-8, Parent/Teacher Conferences, newsletters, family nights, and school activities. Communication between the district, school, teachers, and families is very important to support your child's education throughout the year. Parents and community members are encouraged to participate as volunteers or to sign up to serve on school committees.

District LEA, ELL, and Schoolwide Plans are available for viewing. If you have any questions or need more information please contact Dora Wilcox at 223-3939 ext 3335.

ATTENDANCE – PRE-ARRANGED ABSENCES UPDATE

In accordance with Wisconsin Statute 118.16 (4) (d) all Colby District students receive a copy of attendance regulations in their school handbooks. In addition, in accordance with Statute 188.15 (1) (f), the District hereby notifies parents concerning:

Their right to request the school board to provide the student with program or curriculum modifications including the option to access alternative diploma resources, as outlined in this Statute by contacting the Colby High School Principal or Counselor.

NOTICE – RECRUITER ACCESS TO STUDENTS/RECORDS

School districts receiving federal education aids are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless access to such information has been restricted by the secondary student or his parent(s).

A secondary school student or his/her parent may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent by sending a note to such effect to the school counselor or principal.

PUPIL INSURANCE

The School District of Colby no longer offers blanket accident insurance for students. With the creation of the Affordable Care Act, each family is required by law to have health insurance.

The District DOES offer supplemental student accident insurance options that parent(s) may elect to purchase at their own expense. This insurance is relatively inexpensive and an alternate option for parents who wish additional coverage beyond their own insurance for their children at school and/or in school activities.

You may obtain information and specific costs of this at the District website, under the parents/community tab and "accident insurance" and in each building office.

ELECTRONIC COMMUNICATION DEVICES AND LASER POINTERS PROHIBITED

No student shall be permitted to use an electronic paging device, laser pointer, or digital- or computer-generated communication device (including but not limited to cellular phone, beeper, personal camera or camera/phone, IPOD, MP3, or other entertainment device) without express authorization from an administrator on the school premises during school hours. The use of any digital device (photo, video, voice recording) in any locker room area is specifically prohibited and will result in consequence.

An exemption to this policy may be allowed for the use or possession of a cellular phone and/or pager if the Board of Education's designee (Building Principal or District Administrator) determines that the device is to be used for or is possessed for a medical, school, educational, vocational, or other legitimate use and permission is granted by the designee.

This policy shall be published annually in school district student handbooks. Whenever this policy is revised by the board, the District Administrator shall submit a copy of such policy to the State Superintendent of Public Instruction.

LEGAL REFERENCE: WISCONSIN STATS. 118.258

NOTICE OF NON-DISCRIMINATION

The Colby School District does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap in its education program or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

The district encourages informal resolution of complaints under the policy. If any person believes the Colby School District or any part of the school organization has failed to follow the law and the rules of s.118.13, Wis. Stats., and PI 9, WI. Admin. Code, or in some way discriminates against pupils on the bases listed above, he/she may bring or send a complaint to the following address: Superintendent of School, 705 N. 2nd St., PO Box 110, Colby, WI 54421, telephone number 223-2301.

ANTI-BULLYING

The School District of Colby is committed to creating a supportive, safe, caring and respectful learning environment for all students that enforces protection against bullying. Bullying includes aggressive behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time by either an individual or a group. Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Bullying can also be characterized by teasing, put-downs, name calling, cruel rumors, false accusations, and hazing.

Any District employee having knowledge that bullying is taking place must take immediate steps to see that the bullying is addressed. All staff members are responsible for directing complaints to the formal complaint process.

The District will develop procedures to provide age-appropriate information and education to district staff, students, families, and volunteers regarding this policy and the recognition and prevention of bullying.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

District orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff and students will be provided information on recognizing and preventing bullying. Staff and students shall be fully informed of the complaint processes and their roles and responsibilities under the policy and procedures.

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
P-44021 (07/2018)

STATE OF WISCONSIN
Wis. Stat. § 252.04

**STUDENT IMMUNIZATION LAW
AGE/GRADE REQUIREMENTS**

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs) ¹	4 DTaP/DTP/DT ²	3 Polio	3 Hepatitis B ⁶	1 MMR ⁷	1 Varicella ⁸	
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td ^{2,3}	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸	
Grades 6 through 12	4 DTaP/DTP/DT/Td ²	1 Tdap ⁴	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸

- Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual's age.
- D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: A dose four days or less before the 4th birthday is also acceptable.
- DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose four days or less before the 4th birthday is also acceptable.
- Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
- Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
- Laboratory evidence of immunity to hepatitis B is also acceptable.
- MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1st birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. Note: A dose four days or less before the 1st birthday is also acceptable.
- Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.