

## 2025-26 Colby Elementary School Student Handbook

### Attendance

State law 118.15, subsections 1-5 states: Any person having a child who is between the ages of 6 and 18 years of age shall cause such a child to attend school regularly during the full period and hours. The only time a child should not be in school is if his/her presence is detrimental to his/her health or that of others. Parents must provide medical or legal verification for each of their child's absences. If your child is going to be absent from school, please contact the school office by phone indicating why your child is absent. If you do not contact the office, you will be called by 9:00 AM.

### Student Behavior

All students are expected to respect school rules and each other at all times. School staff encourage good behavior at all times.

During school time (including bus travel) the students will:

Be Safe: Walk and keep hands and feet to yourself

Be Respectful : Follow adult directions and use appropriate language

Be Responsible: Clean up after themselves, keep track of your own belongings and be prepared for class each day.

Verbal and physical harassment or abuse of others will not be tolerated at any time.

### Bus Transportation

The school district contracts to provide bus transportation for students in the district. Please notify the office and the teacher of any bus riding changes. Riding the bus is a privilege. Students who endanger the safety of others or disregard the rules may be asked to find their own transportation to and from school. Students cannot change their bus stop without permission from the bus company. Any questions concerning bus policies should be directed to the following bus contractors: Burnett Bus Service.....715-659-439

### Free and Reduced Lunches

To participate in the subsidized lunch program parents must complete an application form available in the office. The information provided on the application is confidential and used for determining program eligibility. Applications may be submitted any time during the school year.

### Daily School Schedule :

School Office Hours:

7:30 AM-4:00 PM

Colby HS/MS/ES

8:15 AM-3:30 PM

Monday Late Start 9:15 AM-3:30 PM

Early Release 12:30 Dismissal

\*REMINDER: Students are NOT to arrive at school before 8:45 AM (Monday) or 7:45 AM (Tues-Fri.)

Check Out Our Website: [www.colby.k12.wi.us](http://www.colby.k12.wi.us)

### 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 for 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. The parent shall assume responsibility for informing the designated school of any change in the child's health or medication. The change will be noted on the medication log. Over-the-counter medication is not supplied by the school.

### 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.

### Discrimination Statement

The Colby School District does not discriminate against pupils based on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap in its educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap. Any person who believes he or she has experienced harassment should contact the Superintendent of Schools at the District Education Center, 505 W Spence St., Colby, WI 54421, 715 -223-2301 ext. 1

#### District Phone Numbers:

Colby Elementary School 715-223-3939

Colby Middle School 715-223 8869

#### District Education Center

Colby High School

715-223-2301

715-223-2338