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**FAIRVIEW SCHOOL  
2017-18 E-MAIL DIRECTORY**

Barrows, Katie	Grade 4	kbarrows@plymouth.k12.wi.us
Bennett, Karen	Literacy Coach	kbennett “ “
Erbe, Clare	Secretary	caerbe “ “
Fischer, Sarah (Parsons)	5 Yr. Old Kdn.	sparsons
Gajewski, Lisa	Occupational Therapist	lgajewski
Guell, Michelle	4 Yr. Old Kdn.	miguell
Halle, Shawna	Aide	shhalle
Helmer, Chris	Resource Teacher	shelmer
Helmer, Tina	Psychologist	thelmer
Harpstead, Amy	Aide	aharpstead
Holler, Ashley	Grade 3	aholler
Holschbach, Terry	Aide	tholschb
Ingersoll, Shari	5 Yr. Old Kdn.	slingers
Kiekhoefer, Jennifer	Speech/Language	jkiekhoefer
Kinney, Rachel	Aide	rkinney
Kohlman, Joy	Aide	jkohlman
Kretchmer, Shaina	Phy. Ed.	skretchmer
Lackovic, Marcus	Resource Teacher	mlackovic
Lehmann, Field	Art	flehmann
Marten, Jennifer	Gifted	jmarten
McCabe, Kathy	Aide	kmccabe
McDonald, Breanna	Resource Teacher	bmcdonald
Murphy, Kayla	Grade 3	kmurphy
Nelson, Anne	School Nurse	annelson
Norton, Kim	Aide	knorton
O'Malley, Nick	Principal	nomalley
Ott, Pam	Grade 2	pott
Pavlat, Jenna (Wheat)	Music	jwheat
Petrie, Linda	Aide	lpetrie
Prusow, Jessica	Grade 1	jprusow
Randall, Dawn	ELL	drandall
Reilly, Cheryl	Custodian	creilly
Ross, Stacey	Literacy Coach	stross
Schwaller, Brenda	Grade 4	bschwaller

Sippel, Rebecca	Grade 2	rsippel
Spatt, Tom	Aide	tspatt
Taylor, Michele	Library/Media/Tech	staylor
Tolman, Jennifer	Interpreter	jtolman
Webb, Kristie	Grade 1	kwebb
Wright, Lisa	Custodian	liwright
Zamora, Stephanie	Aide	szamora
Zirtzlaff, Jolene	Aide	jzirtzlaff

## **BUILDING SCHEDULE**

### **4 Year Old Kindergarten- Monday, Tuesday, Wednesday, & Thursday**

8:45 - 11:55 a.m. - AM Class

12:30 – 3:45 p.m. – PM Class

### **5 Year Old Kindergarten Through Fourth Grade**

8:45 – School Day Begins (students may arrive at 8:30 for recess.)

3:45 – Dismissal

#### **Office Hours**

7:45 – 4:15 Daily

**Secretary:** Clare Erbe

**Principal:** Nick O’Malley

#### **Office Phone**

(920) 892-2621

#### **Fax**

(920) 892-5071

Automated attendant on duty after hours.

**Absences** may be reported at any time by calling (920) 892-5005.

## **Our School**

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Fairview Elementary School is a 4K-4 school with specialists available in the areas of Art, Music, Physical Education, Library Media Technology, School counseling, Reading, Special Education, English as a second language, and Gifted/Talented programming.

Our four-year old kindergarten program operates four days a week on a half-day basis.

## **Plymouth School District's Mission Statement**

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To encourage everyone to see and be his/her personal best through successful learning experiences... BECOME YOUR BEST.

## **Our Vision Statement**

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**Fairview School promotes a climate which provides all individuals with the opportunity:**

- To participate in a safe, nurturing connected environment in which risks and authentic problem solving are encouraged.
- To grow and realize their potential and individual strengths.
- To develop the knowledge, skills and responsibility to control their own destiny by providing a balance between creativity, challenge and achievement.

## **Belief Statements**

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- All children are accepted.

- All children, parents, and staff are important members of our school community.
- Students need to take ownership for their learning and behavior.
- All children have a high potential for learning.
- Education actively involves students in meaningful experiences through a variety of teaching strategies.
- Parent involvement is essential to the educational process.
- Community plays an important role in our school community.

## **Attending School**

### **Skyward Family Access**

The Plymouth School District uses an online service to communicate with families. Skyward Family Access is a one stop shop for families to gain information regarding schedules, grades, Friday Folder information and lunch account activity to name a few. It is also the place where families will update information and complete registration.

To locate Family Access log on to the Plymouth School District website <http://www.plymouth.k12.wi.us> and click on the Family Access link located under Students and Parents. A user name and password is required to use Family Access. To receive log in and password information, contact your school office.

### **Visitor/Volunteers**

Parents and volunteers are always welcome at Fairview. A Volunteer Request form is required before classroom/field trip volunteering. These forms are available in the Fairview Office. Upon arriving please stop in the office to sign in and receive a visitor's tag. When visiting during the school day, please park in the parking lot and enter through the main doors after being buzzed in. Your help and support is vital.

### **Arrival at School**

School begins each day at 8:45 a.m. with dismissal time at 3:45 p.m. We care about your child's safety. We ask that you do not arrive at school prior to 8:35 a.m. This ensures that your child's teacher can devote full attention

to preparing for the busy day ahead. General supervision is provided outside (as a necessity - this is not a recess) beginning **after** 8:35 a.m.

If your child comes to school **after the start** of the day, please have them stop in the office to "Sign In".

Before and after school care through Extra Mile is a convenient option. Please contact Community Education at 892-5068 for pre-arrangements.

### **Dismissal from School**

At the **end of the school day** we need your help to ensure the safety of all students. The area in front of school is reserved for busses. If your child will meet you outside, we request that **you park on the outside of the 'horseshoe'** so that your child can walk on the sidewalk to your car without crossing the road or going between busses or in front of a car.

If you come **into** school at the **end** of the day, please park, if possible, on the **inside** of the 'horseshoe.' (This allows more room on the outer circle for those not coming into school and prevents children from crossing the road at the busiest time of the day.) We also ask that you wait for your child(ren) quietly in the area in front of the office until the bell rings. This insures that teachers can keep teaching and students can keep learning right up until the end of the school day. Following these guidelines will help to ensure the safety of all children.

**Please send a note if there is a change in your child's daily procedure for going home. Without a written note, standard dismissal procedures will be followed. Phone calls from parent or guardian should be used only as a last resort.**

If you choose to enter the building at dismissal time, please wait in the front hall near the office. Following these guidelines helps to ensure the safety of all children.

### **Attendance**

Regular attendance is expected of all students of Fairview School. Students who are absent from school, whether for excused or unexcused reasons, will be expected to make up, to every extent possible, all missed work. **Any**

**student who comes to school after the start of the school day or leaves before the close of the school day must sign IN and/or OUT in the school office.**

Students missing more than half of a school day cannot attend school functions after school.

### **Tardiness**

Students are expected to be in school by 8:45 a.m. Those students arriving after 8:55 a.m. will be considered tardy. If your child comes to school after the start of the day, please stop in the office to “sign in” as they may have been reported as absent and to confirm lunch arrangements. If you know your child will be tardy and is requesting hot lunch, please call in to order before 9:15 a.m.

### **Absences**

All excused absences require a parent/guardian explanation, in writing, which is to be submitted to the classroom teacher at the time the student returns to school. All absences should be reported to the school office by 8:45 a.m. by **calling the automated attendance number at 892-5005** (Fairview is number 4). If your child does not arrive at school and you have not reported him/her absent, we will make every attempt to contact you - at home or work. We want to be sure he/she is safe. Excused absences are limited to the following:

1. Illness- When a child is ill, the parent is expected to contact the school office by 8:45 a.m.
2. Family emergencies
3. Critical appointments- A request to have a student excused from classes during the school day should be sent the day of the early dismissal. When possible, medical and dental appointments should be made during non-school hours (like the third Wednesday afternoon of each month).
4. Religious holidays (policy 5215)
5. Family trips- Families should make a sincere effort to plan family vacations to correspond with the scheduled vacation days of the school year.



If you cannot match family vacations with school vacation, you must notify the principal by completing a **Notification of Absence** form available in the office. Please make arrangements with the teacher before the trip to have missed schoolwork completed.

### **Truancy**

The research on children's attendance in school indicates that when students are absent from school excessively, they develop "splinter skills". This means that they only learn part of whole concepts. Splinter skills may not affect children early in their education, but as they develop and need to rely on those basic concepts, they will tend to struggle with more abstract and critical thinking skills. State Law indicates that any child absent more than 5 days a semester or 10 days in any given school year is considered excessive. It is the policy and practice of the district to notify parents monthly when children are absent more than 5 days. At this point the school may also request that any further absences require a doctor's excuse. If the absences continue, the school is obligated to proceed with filing of truancy. Truancy is any unauthorized absence from school.

### **Inclement Weather/Snow Days**

When it becomes necessary to close or delay the start of school due to inclement weather, this information will be made available to parents through broadcasts on local radio stations and the Plymouth School District website ([www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us)). Keep in mind that teachers and schools cannot contact every parent when we have emergency dismissal. Children will be dismissed to the location listed on the emergency school closing form completed by parents at the start of each school year.

When weather appears to suggest possible closing, either prior to the beginning of school or during the day, parents should listen to one of the following radio and television stations:

WHBL	1330 AM Sheboygan
WJUB	1420 AM Plymouth
WIXX	101.1 FM
WXER	FM 104.5 and WCZN AM 95
WKIT	FM 98.1
WTMJ	Television Channel 4

FOX 11      Green Bay   TV Channel 11  
WITI        Milwaukee   TV Channel 6  
WISN       Milwaukee   TV Channel 12

These stations, as early as possible, will give specific information regarding the status of school operations.

### **Student Clothing and Appropriate Dress**

It is felt that a school is a place worthy of respect and therefore worthy of effort on the part of students with supervision by their parents/guardians to be dressed and groomed in a manner consistent with good judgment, good taste, and cleanliness. Students are not permitted to wear clothing that is distracting, causes classroom disruptions, or is inappropriate for the school setting. Clothing that displays sexual innuendoes, profanity, or advertises alcohol, tobacco, or other drugs will not be permitted. Apparel or accessories advocating violence are not acceptable. Shoes must be worn at all times and be appropriate for outdoor play. Students are not to wear hats or hoods inside the school building.

Students are expected to go outdoors in the winter, provided it is above 0 degrees Fahrenheit and the wind is not blowing excessively. Children are required to wear boots and snow pants to be allowed to play off of the blacktop. It is recommended that students wear hats, mittens, boots, etc. when they are sent to school starting with the first snowfall. In other words, the school will ensure your child wears proper clothing if it is available.

Warm weather dress may include shorts of appropriate length after warm weather starts. Bare midriff shirts or tops are not considered acceptable, nor are T-shirts that are indecent or inappropriate. Parents may be called in the event their child is inappropriately dressed, or an 'accident' occurs.

Physical Education requires children to wear shorts or pants and tennis shoes for gym class.

## **To and From School**

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### **Bus Behavior**

The bus ride is an extension of the school day. Bus riding is a privilege. In the event misbehavior occurs, a series of greater consequences will be imposed. Bus drivers issue Unsatisfactory Bus Conduct Reports to parents and principals of inappropriate student behavior. This assures that needed communication is maintained in such instances. Forfeiture of riding privileges could result from repeated violations.

### **Regulations for the Bus Riders**

1. All riders shall remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus.
3. Food and drink are not allowed on the bus.
4. All riders shall remain in the seat assigned to them.
5. Scuffling, fighting, and obscene language are forbidden.
6. Bus riders will not litter the bus with food or other debris.
7. The rider will pay for damage to the bus, other than regular usage.
8. Bus riders need to be at the loading place at the scheduled time in mornings and/or afternoons.
9. Students must provide their own transportation when the bus is missed at home or school.
10. 4-year-old kindergarten students will only be dropped off if an adult is present.

### **Johnson Bus Services, Incorporated**

The Plymouth Jt. School District contracts busses and drivers through Johnson School Bus Services, Incorporated. Their phone number is **893-5941**. Comments concerning the operation of bussing services should be addressed to either Johnson School Bus Services, Inc., or the school office.

### **Request for change to pick-up and/or drop-off sites**

Forms to request a change in school bus pick-up and/or drop-off points require a **five day notice** prior to the initiation of school district approval. Requests are to remain within the student's same attendance area and approval will also be dependent upon available room on the bus. Bus forms are available in the school office.

### **Safety Patrol/Crossing Guards**

Selected fourth grade students provide safety patrol before and after school on Kensington Avenue at Salem Drive, Bishop Street, and Fairview Drive. Students are expected to follow directions of the student in charge of that corner. Please be alert for children crossing before and after school. Student crossing guards will not be on the corners if there is lightening/thunder or temps of 0 or below (actual or wind chill).

### **Bicycle Safety**

Students who ride bicycles to school should observe the following rules to ensure the safety of all the students:

1. Students must obey the rules set by the city for bicycle safety, including wearing a helmet.
2. Students riding their bicycles will be required to follow the direction of the crossing guard when crossing the street. Bicyclists are to walk their bikes across the street at crossings.
3. Bicycles are not to be ridden on school property, nor are they allowed to interfere with walkers.
4. Bicycles brought to school must be kept in the bicycle rack provided by the school. The area police department recommends using locks to secure the bicycle.
5. The school is not responsible for the theft or damage of bicycles on school grounds.
6. We recommend that students in kindergarten and first grade do not ride bicycles to and from school.
7. These same rules apply to scooters, skateboards, and roller blades.

*Remember... Be a smart bicyclist... Wear A Helmet!*

## **Academics**

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### **Curriculum**

Fairview teachers are committed to focusing on the child through the recognition of and respect for different learning styles. Our instructional program is organized to emphasize process instead of product. That means that we put more emphasis on how a student understands the problem than on just getting the correct answer.

Our school supports a variety of different teaching styles and classrooms may vary in the routines, materials and methods. However, we also support the need for consistency in the overall education of all students. The Plymouth School District has a scope and sequence for each of the grades to ensure that students will cover the proper curriculum. Grade level curriculum guides will be distributed in the fall, and can be accessed through the Plymouth School District website ([www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us)). Through parent conferences, report cards, and other communications with your child's teacher, you should have a good picture of your child's progress.

Included in the fourth grade curriculum is a unit about Human Growth and Development. The school counselors will present this curriculum at a parent meeting prior to the teaching of the unit. Parents are welcome to preview the material at any time. If parents request for their child/children to be excluded from this unit they should do so with a written request to the school principal.

### **Homework**

In general, homework is an extension of the school day and can influence a child's success at school. As a parent reading with your child daily is the most important homework you should do. The amount, frequency, and

nature of the assignments should be based on the teacher's professional judgment and should reflect the student's grade level, subject, and needs. Homework can be both that of work not finished during the school day as well as supplemental work. In elementary schools the amount of time will vary from 20 minutes to an hour daily. A good parameter is about 10 minutes per grade.

Parents are encouraged to find suitable areas for study at home and monitor student progress. To assist with the development of study skills, students in **grade 4 will be using their daily planner**. Parents are encouraged to review their child's daily planner each day to ensure all work is completed. Student planners are available for an additional cost. Should a student not have his/her class work completed, he/she may be requested to participate in a study hall during recess time to complete work.

### **Achievement Testing**

The school district will participate in the required Wisconsin State Assessment System (Policy 2623) at 3<sup>rd</sup> and 4<sup>th</sup> grade levels during late October and the month of November (4<sup>th</sup> grade) and late March-May (3<sup>rd</sup> and 4<sup>th</sup> grades). **It is important that families do not plan vacations or appointments during this time period.** Additional achievement tests may be given locally as determined by the administration. Achievement testing measures what a student is actually doing in a specific area, such as reading, math, or science. This type of testing identifies areas of strength as well as areas that may need more work. The reason for these tests is to obtain information that will help in developing a positive educational program for your child. Your child's teacher will send you a copy of the exact testing schedule.

Remember, tests are not a perfect picture of your child. Don't judge your child on this one test alone. Some children just have difficulty taking tests. This test is only one indicator of who your child is.

Children who are well rested and have had a nutritious breakfast usually do better on the test. Children who are in school on a regular basis also do better. Confidence is also important. Let your child know that you are supportive of their efforts.

According to the requirements of the No Child Left Behind Law, information about the school improvement goals, district report card, and staff qualifications are available upon **request** to the principal of the building.

### **Library/Computer Technology/Materials**

Our school is equipped with books, computers and other learning tools. Students are responsible for any materials or fines that are issued. Lost or severely damaged books will need to be paid for at current replacement costs. Parents may be held liable for any willful damage occurring to computers and/or related technology.

### **Non-Custodial Parent**

We recognize the importance of parental involvement. Some families have more than one household.

- Non-custodial parents may participate in all activities, including conferences. Parent/teacher conferences or meetings initiated by the school or district will generally be scheduled only once.
- Non-custodial parents are entitled to have access to school records unless access to those records has been restricted by court order and a copy is on file at school.
- Non-custodial parents may release their child from school unless the custodial parent has presented the school with a court order or other legally binding document that prohibits such a release.
- Non-custodial parents should complete a *Parent Request for Student Information form* and return it to the school office if they would like to receive school mailings of report cards, newsletters and events.

### **Promotion/Retention**

Each student who demonstrates proficiency, in the opinion of the teachers and the administration, on grade-level benchmarks leading to mastery of the state standards shall be promoted to the next grade level of instruction.

### **Field Trips**

Our students have the opportunity to participate in a variety of field trips during the school year. Parents will be advised of each field trip's destination and the method of transportation in advance. Should an injury occur away from school, every attempt will be made to contact that child's parent(s). If school authorities are unable to obtain permission for medical treatment, permission will be granted via the field trip release.

Field trips are taken to highlight and support the learning that takes place in the classroom. On field trips, teachers want to emphasize the educational aspects of the field trip. Therefore, we recommend that parents do not send money for the purpose of shopping. The district, teachers, and/or chaperones are not responsible for money and/or possessions brought on the trip. Parents may be asked to contribute to the cost of field trips during the year.

**Parents volunteering to chaperone will be responsible for several students during the trip.** Due to this responsibility, siblings or other children are not allowed on trips. The number of chaperones may be limited related to venue cost, size and to maintain focus on the educational goals of the trip.

**Students are expected to ride the bus to and from a field trip. Exceptions for a student to ride with their parent will only be made with a written request approved by the principal prior to the trip.**

### **Conferences/Report Cards**

Frequent communication greatly helps your son or daughter's education. Report cards are distributed three times a year and parent-teacher-student conferences are scheduled twice during the year. Parents can make the conference more meaningful by returning the appointment slip promptly, making a list of any concerns before arriving, and sharing information about their children. Parents or teachers may request additional conferences if they feel the need.

### **Supplies**

In order for our students to perform as well as possible, certain "school tools" are essential. In June, school supply lists will be issued with report cards. All new students will receive lists at the time of registration. Lists are also available on the Plymouth School District Web site under Fairview or



in the school office. In addition, each teacher will remind students of required supplies when school begins or when an item needs replacement. Supplies should not be a hardship to a family. If you need assistance please call the school office.

### **Personal Items**

Children should not bring items such as cars, dolls, trinkets, electronics, trading cards (unless otherwise specified), etc., to school without the classroom teacher's permission.

**The school is not responsible for any broken, destroyed, or stolen items.** If these items are brought to school, they may be taken away and returned later.

### **Personal Responsibility Plan**

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One of the major components of a brain compatible learning environment and of a quality school is the absence of threat. We select programs that capitalize upon students' ideas, strengths and skills to help them learn ways to solve problems in their lives. We desire to teach self-discipline and want school to be a successful experience for all children. Our goal is to help students make responsible, caring choices. Children need to be aware of our expectations for their performance and their behavior. Our expectations must be appropriate, consistent, and fair. The most effective plan avoids problems in the first place. School environments that are open, loving, and allow children to have many activities leave little room for misbehavior.

It is important for children to develop inner control, self-discipline, and personal responsibility. In order to help them achieve these goals, a school committee has established the following guidelines and consequences.

Please read and discuss the following expectations with your child(ren). The Fairview Staff greatly appreciates the time and effort you will be taking.

### **Student Expectations**

**At Fairview Elementary School, we believe that:**

- All students have a right to learn and develop in an orderly environment
- All students have a right to feel safe in school, to work and play without fear of being bothered or hurt

- All students have a right to be safe at school and to be protected with rules that encourage a safe environment
- All students have a need to know how to make good choices and opportunities to practice making them in a caring environment
- All students have a need to learn how to get along with other children and adults

**We also believe that respect is very important to each child's growth.**

**We believe that each student:**

- Will be respected as an individual
- Will be expected to respect the rights of other students to learn and to be safe
- Will treat other students with respect and politeness
- Will respect other peoples' belongings
- Will grow in respect for him/herself

**At Fairview, we believe that each student is responsible to:**

- Try to do their best
- Listen and follow directions
- Allow others to do their job peacefully
- Assist others who need help

These expectations will help to provide a safe and learning environment for all.

### **Harassment and Sexual Harassment**

It is the policy of Fairview School to maintain a learning and working environment that is free from any type of harassment. Students and employees shall be informed annually of this prohibition via the parent/student handbook, employee handbook, or other such publications.

The School Board shall comply with the Wisconsin statutes that require school boards to provide an instructional program designed to give students knowledge of effective means by which they may recognize, avoid, prevent, and halt physically or psychologically intrusive or abusive situations that may be harmful to them.

Forms of harassment may include, but are not limited to, bullying, hazing, intimidation or threatening words inflicted through physical, verbal, written or electronically transmitted means. Such conduct based on race, religion, color, national origin, ethnicity, disability, gender, sex or sexual orientation is strictly prohibited.

Students and others are prohibited from retaliating against those who report incidents of harassment or who assist in an investigation. Students and others who retaliate shall be subject to discipline.

Employees who participate in, allow, or knowingly fail to enforce this policy will be subject to disciplinary action. Furthermore, as may be required by law, law enforcement officials shall be notified of any harassment activities.

Students engaging in any harassment-type behavior that is in any way connected to any activity sponsored or supported by the District will be subject to disciplinary actions up to and including suspension or expulsion. Students or parent of any student being harassed who feel they have been harassed in any way should notify his/her classroom teacher, guidance counselor or principal immediately. Reporting of any type of harassment may be made confidentially. A written record will be kept of all harassment reports including pertinent details. This record will be kept by the school. The person investigating any harassment report shall conduct the investigation and interview the victim(s) within 10 school days to determine the seriousness of the report. Parents/guardians will be notified of any incident prior to the conclusion of the investigation. A formal complaint of any type of harassment behavior can be made following the Plymouth School Board Policy 511.1 detailed at the Plymouth School District Web Site: <http://www.plymouth.k12.wi.us>

Any inquiries, questions or complaints regarding these policies should be directed to

Dan Mella, Assistant Superintendent (Title IX Coordinator)  
Plymouth School District  
125 Highland Ave.  
Plymouth, WI 53073  
892-2661  
or

Anne Gamoke (Title II/section 504)  
Plymouth School District  
125 Highland Ave.  
Plymouth, WI 53073  
893-6911

Legal Ref.:

Wisconsin Statutes 118.01(2)(d), 118.13, 120.13(1), 948.51(2)  
Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973  
Americans With Disabilities Act  
US Constitution, Equal Protection Clause of the 14<sup>th</sup> Amendment

**Hallway Guidelines**

1. Walk
2. Use quiet voices.
3. Hold equipment in your hands.
4. Keep hands to yourself.
5. No one in the hallway before the first bell rings without prior permission from teacher or accompanied by parent.

If a child chooses to not follow hallway guidelines, they will be given an appropriate consequence.

**Playground Guidelines**

1. Respect others and their property.
2. If you have a problem/are hurt, tell the supervisor outside.
3. Use equipment properly (i.e., no running up the slide, etc.).
4. Respect playground supervisors and peers.
5. Try to remember to use the bathroom on the way out to recess. If not, ask permission.

6. Children will wear appropriate clothing as determined by the weather of the day, the playground conditions, and the staff in charge.
7. Wear boots and snow pants to play off the blacktop in winter.
8. Line up immediately when the bell rings.
9. Use quiet voices in line.
10. Football, soccer, 'pop-up,' etc. will be played off of the blacktop.
11. Swings are for swinging (one per person).

### **Lunchroom Procedures**

1. Use quiet voices.
2. Use proper table manners.
3. Clean up after yourself.
4. Scrape your tray.
5. Raise your hand when finished and wait to be dismissed.

### **Dismissal Procedures**

1. Bus riders will stand quietly in their lines.
2. Please send a note to school if your child or children will be having a change in their procedure for going home (Example: parent pick up, note for different bus or going home with a friend). Without a written note, standard dismissal procedures will be followed.

### **Dangerous Objects at School**

Objects that could be dangerous, or are brought to school with the intent to cause harm to others, are strictly prohibited. Fairview School staff will continue to promote a positive school culture where students feel safe and learn appropriate conflict resolution strategies. Students who threaten others or demonstrate violent behaviors will be given appropriate consequences.

### **Consequences**

When a student refuses to obey the expectations the supervising adult will notify the classroom teacher. Consequences will be administered accordingly. In severe situations or repeated situations, the principal will be notified and parents will be contacted.

## **Suspension**

Suspension occurs when serious or repeated behavior disrupts the educational process and/or endangers the property, health or safety of others. Suspensions can extend from Fairview's discipline policy and /or the District code of conduct. A suspension becomes a permanent part of a student's behavioral record.

## **Electronic Communication Devices**

Cell phones are permitted on school grounds with parental permission. The use of this equipment is prohibited during school hours (8:45-3:45) unless approved by school personnel. Use of these items during prohibited hours will result in the item being confiscated by the teacher or principal for time to be determined by the principal or designee. The school is not responsible for any broken, lost/stolen, or destroyed items.

## **Health**

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### **Immunizations**

State law requires all public and private school students to present written evidence of immunization against certain diseases (measles, rubella, polio, chicken pox, diphtheria, tetanus, and whooping cough) within 30 school days of admission. The law also requires hepatitis B vaccine for all students entering school. These requirements can be waived only if a properly signed health, religious or personal conviction exemption is filed with the school. These immunization dates are to be provided by the parent or legal guardian. Waiver forms are available in the school office.

### **Student Accident Insurance**

The Plymouth School District **does not provide** any type of health, dental, or life insurance coverage for injuries incurred by your child while at school.

If you feel that your insurance may not be adequate, or if you do not have insurance, you may wish to consider the insurance protection made available through Student Assurances Services, Inc. A brochure explaining coverage and costs may be obtained from your school's office.

## **Medication Policy**

Medication should be administered to students by their parents/guardians at home whenever possible. In the event this is not possible, proper written consent must be given to designated school personnel to administer medication. **Each medication requires a separate authorization form. This authorization form can be found on the district website: ([www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us))**

### **For Non-prescription Medications:**

Parent/Guardian written authorization is required.

### **For Prescription Medications:**

Parent/Guardian written authorization and Practitioner written authorization is required.

**No medication will be administered by school personnel or its agents until the consent forms are completed and on file with the school.**

Medication authorization and administration forms will be kept and stored confidentially as required under Wis. Stat. 118.29(4).

All medication must be in the **original container** labeled with the student's name, correct dosage, time and quantity to be given. All medication will be kept in a securely locked cabinet or storage area only accessible to those who have been given the authority to administer medications to students.

**Parents are responsible for bringing medication to school and picking up unused medication** within 10 days after the medication is discontinued. **Students are not allowed to transport their medication to and from school.**

School personnel who administer medications to students will have been provided orientation and training. By law, school personnel may not cut tablets. If your child needs to receive half a tablet, have this done at home or by the pharmacy filling the prescription.

Current school policy does not allow non-FDA approved drugs (herbal medication or dietary supplements) to be administered at school.

## **Illness At School**

In the event your son or daughter becomes ill at school, our office will call you at home or work to make arrangements for transportation home. Parents or “emergency” persons are asked to remove sick children from school as soon as possible for the comfort and security of the sick child, as well as other children.

Students are expected to go outside for recess daily. A doctor’s excuse is required if you request that your child stay in for recess for more than one day.

## **Head Lice**

The Plymouth Jt. School District follows the recommendations from the American Academy of Pediatrics, Clinical Report on Head Lice dated April 27, 2015 (<http://www.plymouth.k12.wi.us/schools/DIS/health.html>).

Head lice can be a nuisance but they have not been shown to spread disease. Parents/guardians are requested to report to the school, cases of head lice infestation that they discover at home. The school nurse or principal will determine what interventions are appropriate in the school setting.

If a student is found to have head lice at school, the parent/guardian will be notified. The student shall be allowed to return to the classroom for the remainder of the day if practical to do so. The child’s parent/guardian may choose to take the student home before the end of the school day. A student should not miss more than one day of school following head lice detection. In most cases the child can return to school the next day following appropriate treatment.

The District reserves the right to inspect other known household contacts and close personal contacts attending school in an effort to minimize other cases.

The school nurse would be happy to assist families in the provision of current head lice information.

Head lice shall be treated as a medical issue deserving the same level of confidentiality as any other medical concern.



Because this pest is often spread at school, our schools, on an infrequent basis, may schedule “head checks”. In the event we find something that resembles lice or nits, we will contact that child’s parent or guardian. If deemed necessary, the infected child will be sent home.

### **Latex**

In recent years there has been an increase in the number of people with allergies to latex products. Reactions can range from skin conditions to a severe respiratory crisis. People are not born with latex allergies. Sensitivity occurs with repeated exposures.

**Therefore, products containing latex such as balloons are not permitted on school properties.** Many other common materials contain latex. Please check labels before sending these items to school.

### **Accident Reports**

Should a serious injury occur at school, school officials would attempt to diagnose the severity of the injury. All attempts will be made to locate the affected child’s guardian or parent. **Updated emergency numbers are a necessity!**

If a parent is unreachable and hospitalization is required, school officials and emergency medical technicians will take needed action.

### **Internet Access**

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Electronic communication and information access is a necessary educational tool for faculty and students. It is the policy of Plymouth School District to provide access to such electronic forms of media for faculty, staff, and students.

The Internet is a global network that will provide your child with access to a wide range of information and ability to communicate with people from around the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21<sup>st</sup> Century.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. At elementary schools, students will only be accessing the Internet under the direct supervision of a staff member. Staff will be using bookmarks to access sites that will supplement their curriculum. This approach at the elementary level limits access to inappropriate material.

A vast majority of material on the Internet is positive, however, like all media, a portion is not. The District's Acceptable Use Policy restricts access to material that is inappropriate in the school environment. Fairview School provides as much supervision as humanly possible and filters to limit access to inappropriate sites. It is not possible to have complete control of the Internet and it is not possible to completely block out all objectionable topics. As parents and teachers we must teach students to be responsible consumers of information. Students in classes will be encouraged to explore local and worldwide information sources in a responsible manner.

Students are given user names and passwords to access their storage place on our server. Students are not to share their user name and password with anyone. The use of someone else's username/password is essentially identity theft and that everyone involved (both the perpetrator and the person implicated by username) will be punished equally. The student who shares his/her password demonstrates poor responsibility just the same as the student that uses someone else's username/password.

Parents are asked to sign a waiver annually giving permission to allow your child to use computers to access the Internet. A copy of the Manual of Acceptable Use is available on the district's website.

## **Miscellaneous**

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### **Parent-Teacher Organization**

Parent-Teacher Organization meets often throughout the year. Parents are strongly encouraged to become active members and attend meetings. Please check with the school office of the dates of the meetings.

Your support can and does make a difference. The association helps the school in a variety of ways.

## **Tornado Warnings**

In the event of a tornado warning, students will proceed to the designated tornado shelter. Students will stay in the designated area until the warning is cancelled. Buses will not pick up students during such an emergency.

## **Lunch**

Students are expected to eat lunch daily. A 'hot lunch' is available for purchase through the district's computerized hot lunch program. The debit program is a family, not individual account. Deposits to a family account can be made at any school. Parents/custodians need to maintain a prepaid balance in their family's account in order for their child/ren to eat hot lunch daily. The price of one elementary hot lunch is \$2.50, which includes a carton of milk.

Applications for federally funded free or reduced lunch are available in both the school and the district office, and are kept confidential. Menus are posted on the Plymouth School District Web Site

<http://www.plymouth.k12.wi.us>

Children may bring a cold lunch to school. Milk may be purchased to drink through the debit system pre-paid account at \$.35 per carton. When packing a cold lunch for your child, remember to pack a healthy lunch. Always include a fruit or vegetable. Pre-packaged lunches are expensive and not healthy. They are often high in fat and sodium. Do not include soda or candy.

The price for an adult hot lunch is \$3.70, which comes out of the family debit account. Please notify the school the day before (or prior to 9:00 a.m. of that morning at the latest) if you are planning to have lunch so that we may include you in our lunch count.

## **Morning Breakfast Snack/Snack Milk**

Fairview provides a morning **Breakfast Snack** program as part of the district's Nutrition and Wellness Plan. This **Breakfast Snack** will be offered to every child at Fairview in the classroom during their scheduled school day.

Each child will have the option of purchasing a **Breakfast Snack** (which includes milk), or **Morning Milk**, and/or bringing a snack from home. A monthly signup sheet is needed from each child to indicate what part of the program you are choosing, if any.

There will be no 'prepaid morning milk'. You will be ordering **Breakfast Snack** or **Morning Milk** and the cost will be deducted **each** day from your family's food service account (in the same account and in the same way as is done for lunch). Each month a menu and signup will be sent home. This signup sheet will need to be returned before the beginning of each month with your child's choices (one sheet per child).

- Regular cost of breakfast (including milk) will be \$1.65
- Milk only will be \$0.35
- If you qualify for reduced lunch, the cost for breakfast is \$0.20
- Free for those families that qualify for Free lunch

Any questions please contact food service at 892-2661, ext. 1650, or us at school.

### **Performance Release**

Plymouth Public Schools reserve the right to record, tape, and/or publish the appearance, property, or possessions of it's students by means of live performance, video tape, sound recording, web sites, photographs or printed material made by Plymouth Public Schools or their agent of assign, authorizes the editing, reproduction, copyright, sales, exhibition, broadcast, and/or distribution of said materials without limitation.

Any individual wishing to wave the above authorization needs to submit in writing, to the building principal, a written letter requesting exemption from the above policy. This policy does not take precedent over any state or federal laws relating to student privacy.

### **Guidelines for Pets in the Classroom**

We respectfully request that **NO** animals or pets be brought to school. While disappointing to some, it is better than dealing with allergic reactions, bites,

salmonella, etc. Exceptions may be made to support the curriculum through the principal on a pre-approved, individual basis.

### **Friday Folders**

Each week students will receive a Friday Folder that will provide families with important school information and notices. Also included in Friday Folders is information related to community activities.

**Friday Folders should not be used for personal invitations such as birthday parties.** Invitations to birthday parties or private social events should **only** be handed out at school when **all** the children in the classroom are being invited.

### **NCLB Parents' Right-to-know**

The No Child Left Behind Act (NCLB) of 2001, Public Law Number 107-110, has strong provisions that support parents' right-to-know. Two main provisions of NCLB are to notify parents of their right:

- to request information regarding the professional qualifications of the students' classroom teachers and any paraprofessionals providing support to the child and
- timely notice when a student has been assigned, or has been taught for 4 or more consecutive weeks, by a teacher who is not highly qualified.

Every Plymouth School District classroom teacher as well as all substitute teachers are officially licensed by the Wisconsin Department of Public Instruction and therefore highly qualified. (Policy 3120)

For further information regarding a specific teacher's qualifications, please contact the school principal or refer to the Wisconsin Department of Education, Teacher Licensing Web Site:  
<https://www2.dpi.wi.gov/lic-tll/home.do>

Assessment results and overall district and school performance data is available at the school district's web site:

## **Board Policies**

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### **PARENTS RIGHT TO REQUEST PROGRAM MODIFICATIONS - Board Policy 2240**

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the building principal that either content or activities conflict with his/her religious beliefs or value system, the principal will consider a written request for his/her child to be excused for particular classes for specified reasons. If a request is not honored, that decision may be appealed to the District Administrator. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during time of parent requested absences.

### **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY - Board Policy 2260**

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, including transgender status, change of sex or gender identity, military status, or physical, mental, emotional, or learning disability in any of its student program and activities in the areas of:

- A. Curriculum Content
- B. Staff Training
- C. Student Access
- D. District Support
- E. Student Evaluation

Dan Mella (920-892-2661, Ext. 1002) and Anne Gamoke (892-2661, Ext. 1002) shall act as the compliance officers whose responsibility it will be to

ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law.

S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children, ages 3-21, with disabilities who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs. (Title IX, 34C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106)

### **HIGHLY QUALIFIED TEACHERS – Board Policy 3120**

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, The Plymouth School District is required to make sure that all parents of students are notified that they may request, and the District will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents shall be provided:
  - a. information on the level of achievement of their child(ren) on the required State academic assessments;
  - b. timely notice if the parent's child has been assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified".

If you want to see the state qualification for your child's teacher please contact us or find it on the DPI website at [www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html](http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html).

### **COMPULSORY STUDENT ATTENDANCE – Board Policy 5200**

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, or this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays, during the full period and hours that kindergarten is in session until the end of the school term. Students may be excused for illness, necessary appointments which cannot be scheduled outside the school day, the funeral of a relative, legal proceedings which require the student's presence, college visits (junior or senior status only), a job interview/fair, or family trip, vacation or observance of a religious holiday consistent with the student's creed or belief.

### **ALCOHOL AND DRUGS – Board Policy 5530**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this



policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and school procedures, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **HARASSMENT – Board Policy 5517**

The Plymouth School District does not tolerate harassment of any kind between and among students or staff members. It is the policy of the District (5517) to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex, race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who believe they are victims and/or parents/guardians, who believe there is sexual harassment, should immediately report their concerns to the principal, assistant principal, guidance counselor, teacher, or police liaison officer. Formal complaints will be taken seriously and will be subject to a thorough review and prompt investigation.

### **CONTROL OF BLOOD BORNE PATHOGENS – Board Policy 8453.01**

The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or

could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally-mandated procedures is a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if a situation does develop you will understand the reason for your request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Sara Stout or Anne Nelson, District Nurses, at 920-892-4353, Ext. 2105

**PLYMOUTH JOINT SCHOOL DISTRICT BOARD POLICY FOR LOCKERS – Board Policy 5771 (Search and Seizure)**

A student locker is provided by the school district for the convenience of the student. The Plymouth School District retains ownership and possessory control of all pupil lockers and desks. Pupil lockers and desks are subject to search as determined necessary or appropriate without notice or consent of the pupil assigned the locker or desk, and without obtaining a search warrant. Pupil lockers or desks may be searched by school administrators, teachers, custodial and maintenance employees, and any other authorized school employee. Annually, a copy of this policy will be distributed to all pupils enrolled within the School District, and will be incorporated within all student handbooks. Additional details regarding Search and Seizure authority is available by requesting a complete copy of policy 5771.

### **STUDENT RECORDS – Board Policy 8330**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates. For more information on student records please see Board Policy 8330 on the Plymouth School District Website.

## Personal Responsibility Guidelines and Consequences

**Please sign and return to your child's classroom teacher during Sneak Peek.**

## Personal Responsibility Guidelines and Consequences

The Fairview student handbook is available online at [www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us)

After reading the student handbook, please sign below. Your signature and your child's signature will acknowledge that you have read the handbook.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Date

### Internet Access

Teachers at Fairview School may use information found on the Internet as a part of whole group or small group instruction. Students, if age appropriate, may have the opportunity to explore on the Internet individually under teacher supervision.

I understand that my child(ren) at the elementary level will be supervised while accessing the Internet. I also understand the district has made every effort to guard against students' access to inappropriate material.

\_\_\_\_\_ I give my permission to allow my child(ren) to use a computer and access the Internet under staff supervision.

\_\_\_\_\_ I **do not give** permission for my child(ren) to use a computer and access the Internet under staff supervision.

