
Algoma Elementary School



Student Handbook 2025-2026

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Mission Statement

It is the mission of the School District of Algoma to strive for excellence in education for all students, to help students develop to their fullest potential, and to promote personal integrity, so that they may become contributing members of society. The District will commit to achieve this mission by using the talents, assets, and resources available and will encourage a partnership of community, students, family, and school.

“Building a WORLD of Opportunities for ALL to THRIVE”



2025-2026 School Calendar

September 1	Labor Day, No School
September 2	First Day of School
October 9	Fall Parent/Teacher Conferences Grades 3-6
October 24	No School
October 27	No School for Students, Teacher Professional Development
October 31	End of Quarter 1
November 13	Fall Parent/Teacher Conferences Grades 4K-2
November 26-28	Thanksgiving Break, No School
Dec. 24 – Jan. 2	Winter Break, No School
January 16	End of Quarter 2, End of Semester 1
January 19	Staff Development, No School
February 27	Staff Development, No School
March 20	End of Quarter 3
March 30-April 3	Spring Break, No School
May 25	Memorial Day, No School
May 29	Last Day of School

Algoma Board of Education and Algoma School District Goals 2025-2026

1. High Student Achievement – We will provide learning pathways that will give our students access to relevant instruction, experiences, and workforce skills using innovative practices and technology so that they have the opportunity to attain the knowledge, skills and mental strategies needed in order to reach their highest potential.
2. Thriving Workforce – We will attract, hire, develop, empower, and retain individuals who embrace our district goals and actively participate in a work culture using innovation thinking, collaboration and contributions of talent.
3. Opportunities for All – We value every student and recognize that each student is unique. We will offer a safe, supportive learning environment that rewards individual effort, creativity, and critical thinking and is focused on achievement for all learners.
4. Fiscal Responsibility – We will manage our resources to maximize the success of the district goals and provide value to our community. We will actively seek out partnerships and outside opportunities to supplement our funds, and will work to maintain a stable mill rate for our taxpayers.
5. Community & World Connections – We will create an environment that embraces character building and cultural awareness through authentic experiences, learning with and from one another, to meet the changing needs of our community and world.

Faculty and Staff Directory

Administration	Jesse Brinkmann (Superintendent)	Ext. 2303	jbrinkmann@algotomaschools.org
	Katie Servi (Elementary Principal)	Ext. 1302	kservi@algotomaschools.org
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	Avery Robinson (Social Worker)	Ext. 1504	arobinson@algotomaschools.org
Office Personnel	Shelly Anderson (AES)	Ext. 1300	sanderson@algotomaschools.org
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Introduction

The information included in this handbook is being provided to the parent/guardians of the Algoma Elementary School to help familiarize all families with the various aspects of school expectations and requirements. Please take the time to read all of the information carefully. If you have any questions, please contact the Elementary School office.

Agendas

Agendas may be issued to students in grades 3-6 to be used as a means of communication between parents, students, and teachers. It is recommended that these agendas be signed on a daily basis by a parent/guardian. It is within the authority of the school to collect/recall a student's agenda at any time. Students should be aware of this and ensure that only appropriate entries be made. Replacement agendas will be charged to the student.

Animals

Animals are not allowed in the school building at any time. Special permission may be granted if arranged ahead of time with approval from administration.

Attendance

Algoma Elementary School adheres to Wisconsin State Statutes 118.15 Compulsory School Attendance and 118.16 School Attendance Enforcement. All students benefit by regular attendance at school. Frequent absences interfere with student progress and may have an impact on student achievement. It should be noted that students who are absent during the day will not be admitted to evening activities.

Attendance Reporting

When a student is going to be absent or tardy, regardless of the reason, it will be necessary that a parent/guardian of the student contact the Elementary School office, 487-7001 ext. 1300 between 7:30-8:30 a.m. If no contact is received, the absences will be considered unexcused. Failure to contact the school may result in the school attendance officer or designee placing a telephone call to the home or workplace of the parent/guardian. It shall be the student's responsibility to make arrangements with the teacher(s) regarding make-up work. As a general rule, schoolwork should be made up within a period twice that of the number of school days missed. Teachers may use their discretion on the time allotted if they feel special consideration is warranted.

If a student's attendance is of concern, the following actions may be taken:

- Parent contact
- Conference with principal
- Required make up academic time

Excused Absence

Excused absences are those that are reported to the Elementary School office. The following reasons are considered to be justified excusable absences:

- Illness (Medical verification may be required if deemed necessary due to circumstances or excessive absences.)
- Medical or dental appointment (These appointments should be scheduled during non-school hours if possible.)
- Family emergency
- Other pre-arranged absence (Approval must be granted by the principal at least 48 hours in advance.)

Upon ten excused absences a letter requiring a medical excuse for each subsequent absence will be issued. (State Statute 118.15 (3) (c).

Subsequent absences will be reviewed by the principal to determine if they are excusable. If/when a student acquires five (5) unexcused absences, truancy rules will take effect.

Unexcused Absence/Truancy

Failure to follow the proper attendance reporting procedures could result in an unexcused absence. Truancy means any absence of part or all of one or more days from school without an acceptable excuse. Part of any school day can include one period or a portion of any school period in which school is in session. Students who skip school will be considered "simple truants" and can receive a citation for each class period/day they are gone.

Habitual Truancy

118.16 of Wisconsin State Statutes has established that a student is considered habitually truant if he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. Please note that the student may be prosecuted for violation of the City of Algoma, Kewaunee County or may be referred to Kewaunee County Human Services or the District Attorney's office for continuing violations.

Tardy

Students are expected to be on time for school at the start of the school day and for their classes throughout the school day. A student is considered tardy if they arrive at school after the designated start time. Students who are tardy should report to the office for a tardy slip. In addition to missed learning opportunities for the tardy student, tardiness to class or to school causes disruption to the learning environment for all students. Patterns of severe tardiness call for intervention by the teacher, the principal, and/or the school's pupil services team. Excessive tardiness will result in a truancy violation.

Backpacks

We encourage students to use their backpacks to bring books, assignments, and other school supplies to and from school but to leave their backpacks in their lockers. Backpacks can be a source of concern to staff due to the clutter and congestion that they can create in the classroom.

Before and After School Procedures

The school day runs from 7:55 AM – 2:55 PM. The Algoma Elementary School provides breakfast beginning at 7:30 AM. At this time, breakfast will be available for students in grades 4K-6. **For safety reasons, please DO NOT send your children to school any earlier than this.** Students not eating breakfast will be allowed to enter the building at 7:45 AM. Students are not allowed in the hallways before this time.

School is dismissed at 2:55 for students in all grades. Teachers will keep a list of names of the individuals who have been granted permission by the parent/guardian to pick up their child. A child will not be released to anyone whose name is not on the release form signed by the parent/guardian. If there is a change in pick up, parents/guardians must notify the school of the change. A note from a parent/guardian is also required for all students who will be attending activities after school. Students who do not have a note will be sent home in accordance with their regular procedure. There is no supervision after school above and beyond those involved in school activities.

All entry doors in the building will be locked from 7:50 AM – 2:55 PM while school is in session. Anyone wishing to enter the building must use the doors by the main office.

Behavior and Expectations

Algoma Elementary School is a PBIS school. A PBIS school is a positive school wide approach to behavior intervention and a process for creating a safer and more effective school. Our goal is to promote a respectful, responsible, and safe school environment that enhances student learning through teaching and recognizing positive behavior. To do this we will educate all children by developing research-based, school wide, and classroom discipline systems. In order for this to be successful parents, students, and staff must unite to form a strong partnership with the goal of developing students into responsible and respectful citizens. Students will be expected to adhere to "The Way of the Wolves" at all times. Please see the behavior matrix located at the back of the handbook for more details and the district's school classroom code of conduct policy (5500) posted on the school website.

The Way of the Wolves



I am Respectful
I am Responsible
I am Safe



Office Discipline Referrals (ODRs) may be completed when a student exhibits behaviors that do not align with The Way of the Wolves expectations (I am Responsible, I am Respectful, I am Safe). ODRs may be taken into consideration when determining eligibility for school incentives such as activities, field trip, or other classroom events. The ODR form is submitted to the building principal for review, and the staff member completing the ODR will notify the parent or guardian. Once reviewed by the building principal, copies of the ODRs can be provided upon request.

Bicycles, Scooters, Skateboards, Rollerblades, Rollerskates

Bicycles may be ridden to and from school only. They must be parked and locked in the area provided. Students are discouraged from bringing scooters, skateboards, rollerblades, or roller skates to school. These items may be held in the office for safe keeping.

Breakfast Program

All students in grades 4K-6 are eligible a free breakfast daily. A breakfast menu is available on the school website and also in the Elementary School office.

Bullying/Harassment

The district is committed to the provision of a democratic learning environment free of any form of harassment or intimidation toward and between students. It will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it. Instances of bullying/harassment that take place off of school grounds will be addressed at school if the conduct causes any type of disruption or unrest at school. See district's anti-bullying policy (5517 & 5517.01) posted on the school website.

Bus Rider Regulations

Bus transportation will be provided to all students attending the Algoma School District who live outside the city limits. Because of the dangers and other problems encountered in having large number of students on buses, certain rules of conduct must be observed. The rules and regulations have been jointly established between the bus contractor and the school.

- Always walk to the side of the road facing the traffic when approaching the bus stop.
- Do not play on the road while waiting for the bus.
- Be on time. The bus has a definite schedule and cannot wait.
- Wait for the bus to come to a complete stop before attempting to board.
- Upon entering the bus, avoid crowding and disturbing others.
- Do not tamper with the bus or any of its equipment. Damage done to seats or equipment must be paid for by the rider.
- When the bus is in motion, do not stand, extend your arms out of the window, move about, or change seats.
- Remember that loud talking, laughing, and unnecessary confusion diverts the driver's attention and makes the task of providing safe transportation extremely difficult.
- While on the bus, you are in the bus driver's charge and must obey him/her. Failure to comply may prohibit you from riding the bus.
- The bus driver will assign pupils to certain seats or all pupils to specific seats when he/she deems it advisable.
- Always treat your fellow pupils with courtesy.
- Help keep the bus clean. Dropping paper, apple cores, lunch bags, etc. on the floor of the bus is prohibited. There are wastebaskets provided for this material.
- Throwing of objects such as caps, pens, rulers, paper airplanes, etc. is strictly prohibited.
- Do not throw anything out of the bus windows.
- Water guns and water balloons are strictly prohibited.
- Keep books, packages, coats, band instruments, and all other objects out of the aisles.
- Smoking, scuffling, fighting, drinking and obscene language will not be tolerated.
- Under no circumstances will the emergency door be opened, except as directed by the driver in case of emergency.
- Keep absolutely quiet when approaching a railroad crossing.
- Remain on the bus in case of a road emergency unless directed to do otherwise by the bus driver.
- Eating or drinking on the bus is prohibited unless special permission has been granted by the driver and only on special occasions.
- The bus driver will not discharge riders at places other than the regular bus stop, at home, or at school unless by proper written authorization from parent or school officials.
- If it is necessary to cross the road when leaving a bus, cross at least ten feet in front of the bus.
- If you live on a dead-end road, notify the driver directly or through friends at times when you do not plan to ride it.
- If your student is going to be bringing friends home, check with the driver first to see if there is room. A permission slip stating the day(s) and the name of the student riding home is also needed.
- No animals allowed on the bus.
- At the loading zone (back parking lot) stand behind the yellow line until the bus comes to a complete stop.



Cell Phone Policy

Students are responsible for properly securing and silencing their cell phone within their lockers. Cell phones must remain in lockers and in silent mode during the instructional day. Cell phone use is prohibited in any location on school property during regular school hours unless otherwise allowed by school staff under special circumstances. Furthermore, the use of cell phones to record students or staff members is strictly prohibited. The school and its staff are not responsible for any damage to or theft of a student's cell phone.

Failure to adhere to this policy will result in disciplinary action using the following steps. Some situations may result in more severe consequences based on the type of incident that occurs.

1st Offense – Cell phone will be held in the office until the end of the day

2nd Offense – Cell phone will be held in the office until the end of the day and a parent will be required to pick it up

3rd Offense – Cell phone will be held in the office until the end of the day, a parent will be required to pick it up, and an alternate plan for cell phone storage at school will be determined

Cheating/Academic Honesty/AI (policy 5505)

When a teacher believes that a student(s) has in some way cheated on an assignment, test, report, paper, etc., the teacher will discuss the allegation with the student(s) involved. If the allegation is believed to be true, the student may receive a grade penalty on the assignment, test, etc. as determined by the classroom teacher.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment (See Policy 7540.08 - Artificial Intelligence (AI));
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (See Policy 7540.08 - Artificial Intelligence (AI))

Child Abuse and Neglect

Wisconsin Statutes 48.981 require that certain school district employees report any suspected child abuse or neglect which they encounter in the course of their professional duties.

Closed Campus

Algoma Elementary School has a closed campus lunch hour. All students at Algoma Elementary School will be assigned to a lunch period. During this time, all students will be expected to report to the cafeteria for lunch. Federal regulations prohibit any competition with the lunch program; therefore, lunches such as pizza, sub sandwiches, etc. cannot be delivered to the school from establishments. Students are not to share food. Glass bottles will not be permitted in the lunchroom. Inappropriate behavior will lead to assigned seating or cleaning.

Computer Headphones

Each student is required to have a set of computer headphones. Headphones will be stored in a secure location.

Controlled Substances

The use, possession, or delivery of alcoholic beverages, controlled substances and tobacco in the building, on school buses, on school grounds, or at any school-sponsored function is prohibited. Students violating this policy are subject to suspension, possible expulsion from school and a citation or referral by the Algoma Police Department in violation of city ordinance 10.00 (32). This is in compliance with Wisconsin State Statutes 125.09, 161.41 and 176.31. Students involved in the above may also be referred for treatment and/or counseling.

Counseling Services

Our school provides a counseling service for the purpose of helping guide students through school and preparing them for later life. These services may include:

- Individual student counseling
- Coordination and administration of a standardized testing program
- Student conferences concerning grades, behavior, or other problems
- Conferences with teachers and parent/guardian regarding student progress or problems
- Conferences with students regarding program and group changes



See district's school counseling and academic and career planning policy (5517 & 5517.01) posted on the school website.

Crossing Guard/Safety Patrols

Please make your children aware that the crossing guards are there for their safety before and after school. It is very important that our students and parents/guardians respect and follow the rules they enforce.

Detention

Staff members may assign detentions or other consequences/restitution as needed. Additional detentions may be assigned by the teacher for failure to report for detention. The principal will inform the parents if necessary and a suspension may be given for failure to serve assigned detentions.

District Assessments

All students are screened for academic needs throughout the year. Students also participate in mandatory standardized testing organized through the Wisconsin Department of Public Instruction. You will be notified of the testing windows throughout the year. See district's policies related to student service needs (2460, 2460.03, & 2464) posted on the school website.

Dress Code

Students are expected to dress appropriately for school. While the school attempts to be tolerant of various styles/fashions or dress, some may not be appropriate. The principal or designee will address dress code questions or concerns on a case-by-case basis.

Algoma weather conditions can change rapidly without notice. Parent(s)/guardian(s) are asked to help students plan and dress appropriately. Students will be required to wear a jacket outside when temperatures are below 50°.

Electronic Devices

Electronic devices will only be allowed in designated areas with the consent of the teacher and/or principal. Electronic devices may be held by the office if used without permission. See Cell Phone Policy on page 9 for specific details related to cell phone usage at school.

Field Trips

School field trips are selected to enrich and enhance the curriculum by increasing the understanding of the unit or topic under study. All students are encouraged to participate. Students are expected to follow the Way of the Wolves each day, and failure to do so may result in loss of field trip privileges or other consequences as deemed appropriate to the situation.

Fire Drills

Directions for fire evacuation are posted in each room. Drills will be conducted throughout the year and are serious procedures. Students are to proceed in an orderly fashion out the designated exit and move rapidly away from the building. Law strictly upholds the regulations regarding fire alarm equipment in a public building. Under Wis. State Statute 941.13 intentional violations may result in up to a \$500 fine and/or (1) year imprisonment.

Food/Beverage

Food and beverage are allowed at the discretion of the teacher. Healthy and nutritious food choices are encouraged. Sale of food or candy to others, unless as part of a classroom activity, is not allowed. Consumption of food and beverage are not permitted in the hallways.

Grading System

Report cards are issued at the end of each quarter to keep parents/guardians informed of their child's progress. Progress can be checked online on PowerSchool throughout the year for students in 3-6 grades. Please contact your child's teacher if you have any questions/concerns about their academic progress.

Health Services

Students in need of first aid attention will be treated by the school nurse or in the office. Should the student suffer from injuries more severe than can be handled by school personnel, parents will be contacted as to the severity of the injury. Any student injured during the school day must report or be reported to the office. Parents/guardians will be contacted from the school office when students become ill in school and want to go home or if an injury is of concern. The parent must sign the student out of the office before the student will be released. Additional resources on common student illnesses are available in the main office.

Health Records and Physicals

Parents/guardians of students admitted to the district's elementary and or high school shall present immunization records as required by law. In addition, students are encouraged to have completed physicals and dental examinations prior to athletic practices.

Homelessness

Many circumstances facing families can fit the definition of homelessness. Free lunch and other accommodations can be offered to families in this situation. Call the Homeless Liaison, Jesse Brinkmann, at (920) 487-7001 ext. 2303 for more information.

Injury

Any student who has received an injury in school or while participating in a sport or club activity should report it immediately to the teacher/coach in charge at the time of the injury and then to the office as soon as possible.

Illness

If a student becomes ill while at school, a parent/guardian will be contacted by the school nurse, your child's teacher, or the main office. Your student should not be contacting you. It is important that we have current phone numbers and/or the names of those individuals who should be contacted if your child becomes ill and needs to be sent home. Please update emergency contact information in PowerSchool AND on the "Student Pick Up Release Form".

Leaving School Premises

No student may leave the building during school hours unless he/she has obtained prior permission. Office personnel grant permission. Leaving school without permission is truancy. When returning to school after appointments, students need to report back into the office for an admit slip to class.

Lockers

Lockers, desks, books and equipment loaned to students remains school property while in the possession of the student. Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility not to share a locker combination with other students. When combinations are not assigned, it is the responsibility of students to enter only the locker assigned to them. Unauthorized use of a personal lock will be cut off and discharged of. Students who damage a locker will be charged for its repair. At the end of the school year ALL writing and personal belongings must be removed. No stickers allowed (use magnetic strips). Inappropriate articles or pictures may not be displayed in student lockers.

Students using lockers do so understanding that its use is contingent upon implied consent for search by school authorities. LOCKERS ARE SUBJECT TO SEARCH AT ANY TIME BY SCHOOL AUTHORITIES. Wisconsin Statute 943.01, 943.20, 988.10, 968.11, & 968.13.

Lost and Found

Two lockers in the hallway near the auditorium have been designated as a holding place for any items turned into lost and found. Parents/guardians are encouraged to check the lockers to see if any of the items might belong to them.

Lunch Fees

The school lunch program will be run using a pre-paid computerized system. Parents are asked to deposit a minimum of \$25.00 per child into the family account. When sending lunch payments to school, please include your student's full name on the envelope. Payments can also be made online in eFunds. Daily lunches (fees not determined at this time) will be deducted electronically from the individual account. Families will be notified when the account drops below \$7.00. Students must maintain sufficient account funds in order to be served a school lunch.

Effective January 5, 2015, the Algoma School District will only refund lunch/breakfast money to students if their balance is over \$5.00 when they leave the district or graduate. Amounts \$5.00 and under will not be refunded unless a written request is made to transfer lunch/breakfast money to a sibling's account.

Notice and Statement of Nondiscrimination

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Notice of the Board's policy on nondiscrimination and the identity of the District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

The Board of the Algoma School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Marie Ott
Director of Pupil Services and Special Education
(920) 487-7001
1715 Division Street, Algoma, WI 54201
mott@algomaschools.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: www.algomawolves.org. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

Protecting Personal Property

Students are responsible at all times and in all situations to protect their personal property from theft if brought to school. Items of value may be kept in the main office for safe keeping if needed. Anything that is lost should immediately be reported to a teacher or to the main office.

Recess Guidelines

Please make sure your child is appropriately dressed for the weather before coming to school. If the temperature or wind chill is zero or below, the students will stay inside. Additionally, students will be required to wear a jacket outside when temperatures are below 50°.

Do not send notes requesting that your child stay indoors for recess. It is our expectation when you send your child to school he/she is well enough to go outside and participate in outside activities. A doctor's written excuse will be needed if there is a medical reason why your child should not be going outside for recess.



School Closure

In the event severe weather conditions require school to be called off before starting or through early dismissal, this information can be obtained by listening to radio/TV stations WBDK, WDOR, WAUN, WKKB, WCUB, WSRG, WIXX, TV-2, TV-5, TV-11, and TV-26. Notice will also be sent electronically via email and posted on the school's social media page.

Student Suspension

In-School Suspension (ISS)

In order to maintain greater control and provide more guidance for students whose disruptive behavior force their temporary removal from the regular classroom, in-school suspension may be conducted in the Algoma Elementary School. Parents will be notified by the principal or designee of the in-school suspension. Students may not be re-admitted to class until their assignment to the in-school suspension room has been fulfilled. In-school suspension may be assigned by the district administrator, principal, or a teacher designated by the principal for not more than the period of time allowed by law.

Out-of-School Suspension (OSS)

Students will/may be removed from the school building as an out-of-school suspension if the student is guilty of the severe disruption clause, including the following: knowingly conveying any threat or false information concerning the attempt to endanger the health, safety or property, or not under the supervision of a school authority which endangers the health, safety or property of a school employee, or school board member. Out-of-school may be assigned by the district administrator, principal or a teacher designated by the principal for not more than the period of time allowed by law.

Student Expulsion

The School District of Algoma may expel a student from school whenever it finds the student guilty of repeated or neglect to obey rules of the school or the school district, or finds that the student engaged in the use of alcohol, and/or controlled substances, possession of a weapon, threatens or endangers the health and safety of students, district employees (including school board members), volunteers, or parents of students.

See district's Suspension & Expulsion and In-School Discipline policies (5610 & 5610.02) posted on the school website.

Surveys (policy 2416)

No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents; or
- H. 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 have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

Technology

Any student who wishes to use the internet and/or school computers must agree to all terms of the District's Media Acceptable Usage Policy.

Tornado Drills

Designated safety areas are posted in each room. Students are to proceed in an orderly fashion to the designated area. All will remain in their designated area until the all clear is given. A statewide drill is held each year.

Toys and Valuables

In an effort to limit the risk of theft and distraction from learning in the classroom, please keep personal belongings (including toys and valuables) at home. The school is not responsible for loss or damage of personal property brought to school or stored in lockers.

Visitors

All visitors must report to the Elementary School main office during school hours in order to receive authorization to visit elsewhere in the building. Any person other than a student or staff employee is regarded as a visitor and must report to the building office to check in and pick up a visitor's ID badge. Visitors should check-out in the main office when departing.

Volunteers

To ensure the safety of our students, the Algoma School District requires background checks for all volunteers who will be working with students on a regular basis. The forms can be picked up in the main office.

Weapons

The possession of firearms (WI Statute 941.235) or other potentially dangerous weapons is not allowed in the building, on school buses, on school grounds, or at any school-sponsored function. Students in violation will be subject to suspension and/or expulsion from school.