

# **ELMWOOD ELEMENTARY SCHOOL**



**“WHERE CHARACTER COUNTS”**

**PARENT / STUDENT HANDBOOK**

**2009-2010**

## SCHOOL DIRECTORY

<u>STAFF</u>	<u>TITLE</u>	<u>EXTENSION</u>
Adam Zenner	Superintendent/High School Principal	6240
Paul Blanford	Elementary/Middle School Principal	6225
	Assistant High School Principal/A.D.	
Lois Adank	Middle/High School Secretary	6227
Linda Garfield	Elementary/Administrative Secretary	6226
Billy Jo Mark	District Bookkeeper	6228
Renee Andraschko	Early Childhood/4-K Teacher (a.m.)	6205
Rene Brahmstadt	Speech & Language Clinician	6219
Karen Fowell	Band Teacher	6114
Bev Glaus	Fifth Grade Teacher	6213
Diane Hurtgen	Title One/SAGE Teacher	6209
Richard Jones	Physical Education/Health Teacher	6241
Brenda Kado	Third Grade Teacher	6207
Brian Klapperich	Fourth Grade Teacher	6211
George Klink	Fourth Grade Teacher	6210
Dulcee Kurth	Vocal Music Teacher	6125
Heather Sand	Special Education Teacher	6129
Katie Bechel	Art Teacher	6222
Tracy Thomas	First Grade Teacher	6203
Rhonda Traun	Kindergarten Teacher	6202
Linda Vivoda	Second Grade Teacher	6206
	School Psychologist	6126
Traci Lien	School Nurse	6229
Paula Haugle	Guidance Counselor	6230
Julie Hannack	Teacher Aide	6203
Debbie Howe	Teacher Aide	6129
Dave Smith	Maintenance Director	6116
Mary Ann Halvorson	Food Service Director	6115
Rick Garfield	Transportation Director	6245
Dan Beyer	Custodian	6190
Ken Rew	Custodian	6190
Jessica Handorf	Custodian	6190
Rebecca Traun	Food Service	6115
Jessica Fox	Food Service	6115

## **SUPERINTENDENT/PRINCIPAL MESSAGE**

**WELCOME...**to the School District of Elmwood. We are extremely proud of the programs we offer our students, and look forward to assisting you in fulfilling your educational goals for your child. The School District of Elmwood has a history of outstanding academic and extracurricular accomplishments. We provide a variety of programs to help ensure a safe, successful and enjoyable experience. This handbook has been designed to explain and clarify the procedures, policies, and regulations of our school district. Please read the handbook carefully and keep it for future reference. Please discuss the rules with your child to make sure that your son or daughter understands the need for making responsible choices. Understanding how your school functions can reduce any inconveniences and eliminate problems during the school year.

Our “Commitment to Excellence” is our promise to you and our expectation of every student. We are proud of our school, students, teachers, and staff along with their dedication to excellence. We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year. The positive active role you play in your son’s or daughter’s education is an important one. We are partners working together, providing your child with excellent educational opportunities.

Sincerely,

Adam Zenner  
Superintendent  
High School Principal

Paul Blanford  
Elementary/Middle School Principal  
Assistant High School Principal

### **PHILOSOPHY**

The School District of Elmwood believes that we must make a concerted effort to help each student develop feelings of self worth and confidence which will enable each to experience a sense of pride and accomplishment in our highly technological and rapidly changing society. Our multi-faceted educational program involves development and utilization of skills, attitudes, and values which enables each student to develop potential as an individual and to make useful contributions as a member of society.

We must also address the needs to help students become responsible citizens and productive workers. Students should be guided in their interpretation of the modern world by an appreciation of their democratic heritage so they may be discerning in their choice of competent leadership and become intelligent participants in their communities and vocations. In order to ensure that their participation be satisfying, we must instill in our students an appreciation of positive work habits and the adaptability necessary to succeed in a society where occupations appear, change, and disappear.

We also believe that regardless of race, gender, religious beliefs, economic status, talents, or abilities, we must develop in all students the desire and techniques to learn, know, reason, solve, and evaluate. So that students may become lifelong learners, they must be directed and encouraged to study independently, think logically and creatively, and to communicate ideas meaningfully. We must ensure that each student be equipped to appreciate the arts, culture, and interpersonal relationships. Such awareness, habits, and skills will assist them in accepting a realistic evaluation of themselves, their personal and vocational ambitions, and their environment.

We further believe that the atmosphere in the school should promote a realization within students that while such is expected of them the expectations are realistic and reasonable and should not cause them to be anxious or

overly concerned. The atmosphere of the school should be that which promotes mutual trust between staff and students, as well as values of fairness, generosity, and tolerance. Since the school reflects the needs, values, strengths, and aspirations of the community, it follows that the school, home and appropriate agencies should work together to assure that each person involved is regarded as an individual worthy of our sincere interest, respect, and best efforts.

The power of learning is limited mainly by the choices made as described in the following quote attributed to Harold McAlindon. “You do make a difference by the contributions you make or do not make, by the quality of work you choose to produce, when you choose to produce, when you choose to help or not help other people. You always make a difference. It’s your choice as to whether the difference will be positive or negative, active or passive, helping or hindering. The difference that you make will be the result of your own efforts and your own choosing.”

### **ATTENDANCE**

Regular attendance, punctuality and responsibility are essentials of good performance on any job. Absence from school is the greatest single cause of poor achievement in school. Since state law requires attendance, students, parents and school should view attendance at school as the student’s primary job.

Frequent absences from regular classroom learning experience disrupt the continuity of the instructional process. The benefit of regular classroom instructions is lost and cannot be entirely regained even by extra after-class instruction. A student absent from school shall present upon his/her return a written excuse from parents or guardian. If notification does not arrive in a timely manner, the absence may not be excused. Parents may not excuse students for reasons not outlined in district, county and state guidelines without the permission of the principal in advance.

When students in grades E.C. - 5 are absent from school parents are asked to call the school at 639-2711 between the hours of 7:30 - 9:30 a.m. to assist in assuring the safety of the students. If calls are not received when a student is absent, parents may be contacted using the telephone numbers listed on the Elmwood School District enrollment form.

If your child is absent from school, we ask that you call the elementary office at 639-2711 before 9:30 a.m. Please give the following information:

- Your name;
- name of student;
- their grade;
- the name of their teacher;
- the reason for the day’s absence, and;
- the expected length of the absence.

### **ABSENCE WITHIN THE SCHOOL DAY**

All students must check out in the office before leaving the building and check back in upon returning no matter what time of the day it is. This includes between classes and/or during lunch. The parents or guardians must notify the office by telephone or in writing of the reason of the absence and the student must have permission from the office before the student leaves the building.

## ABSENCES PRE-ARRANGED

All absences, which can be reasonably foreseen, are expected to be pre-arranged. The student will have the opportunity to be aware of and complete, within a reasonable time, the work they will miss during this absence. Parents should contact their son or daughter's classroom teacher to make arrangements.

## ABSENCES EXCUSABLE

Wisconsin State Statutes Pierce County and the School District of Elmwood spell out acceptable reasons for school absences (paraphrased below):

1. Evidence of a debilitating physical or psychological condition. The district may require a written statement from a physician. Excuse must be in writing and may not exceed 30 days.
2. An illness in the immediate family that requires the student to attend to family responsibilities.
3. Medical or other professional appointment. Parents are asked to make appointments during non-school time. Prior notice of appointees is requested.
4. A death in the immediate family or funeral of a close relative.
5. Religious holidays.
6. Family trips that can be taken only during the normal school term. Students are required to notify the classroom teacher prior to the trip in an attempt to complete any homework or take any tests prior to the trip. The student's attendance and academic record will be reviewed before permission is granted. Students who fail to meet the standards will not be given an excused absence for the trip. Students must be accompanied by parent/guardian for the trip to be acceptable.
7. A court appearance or other legal obligation that requires the student's attendance.
8. A quarantine imposed by a public health official.
9. Attendance at a special event of educational value.
10. Approved school activities during class time.
11. Special circumstances that show good cause **which are approved in advance by the administration.**

By state law 118.15 (3)(b), all excused absences require parent/guardian/legal custodian's **written** explanation of absence stating the time period for which it is effective. The written explanation is to be submitted to the school attendance officer, or designee, in advance of the absence or **within two school days** of re-admittance to classes. All absences will be categorized as either 'verified', or 'not verified', depending on the documentation provided. Absences which remain as 'not verified' beyond **the second school day** following re-admittance to classes be considered unexcused and will require the time missed to be make up as assigned. Excessive absences for the school year, whether excused or unexcused, totaling all or parts of 7, 11 and 15 days will prompt parent notification per county truancy committee recommendation. All cumulative absence, whether excused or unexcused in a school year beyond the 10th absence, where the absence is not verified as illness by a doctor will be scrutinized by the principal, or designee as part of the student's overall attendance/academic progress review. The review may require parent/guardian participation in development of an individualized monitoring and academic progress plan.

## ABSENCES UNEXCUSED (OR UNVERIFIED)

An absence is unexcused when a student misses school for reasons not approved by Wisconsin Statute 118.15 or by Student Attendance Policy, which may occur with or without parental knowledge, or when the school has not received timely parent notification for a student's absence. Examples include: missing the bus, over-sleeping, hair cuts, shopping, family trips not approved in advance, car problems, and unexplained personal reasons. In such cases, the teacher has no responsibility to grant credit for the work missed. Students remain responsible for information covered in classes during all absences.

A student is “**truant**” when they are absent from school without an acceptable excuse for all or part of any day on which school is held. Repeated cases of truancy will be grounds for suspension and court referral. “**Habitual truant**” is a student who is absent without an acceptable excuse part or all of 5 days or more on which school was held in a semester. (S.948.45, 118.15, 118.16)

### **ACCIDENTS - SCHOOL RELATED/INSURANCE**

Every accident in the school building, on school grounds, riding buses, at practice sessions, or at school sponsored events must be reported immediately to the person in charge and to the school office. The district carries insurance on every student; however, the student or parent/guardian may request a copy of coverage from the district office as not all possibilities or financial expenditures can be covered. The parent/guardian may wish to purchase individual insurance if the student is not already covered under such.

### **ASBESTOS NOTIFICATION**

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the School District of Elmwood has an Asbestos Management Plan at the school administrative office. The plan is available for inspection by the public, parents, and district employees. The district contracts six month periodic surveillances of asbestos in April and October and full reinspections every three years. For more information please contact the district office.

### **BIKES**

Students may ride bikes to school. It is recommended that they ride only when street conditions are favorable. Helmets are also strongly encouraged to be worn when riding bicycles. Bikes are to be placed in the bike racks. As a safety precaution, bikes should be locked. Bikes should not be parked near the entrance doors. Students are not allowed to play near the bike rack during the day.

### **BUS REGULATIONS**

The school bus driver shall be responsible for the maintenance of order among students being transported to and from school. Students must obey the rules as directed by the bus driver at all times. Serious violations of the bus rules will result in being put off the bus, assigned seats, suspended from riding the bus. Students should use the usual means of transportation home from school unless a written note is sent with the child. Riding a school bus is a privilege. If you have any questions concerning bus transportation, please contact Rick Garfield, Transportation Director, at 639-3822.

### **CHANGE OF ADDRESS**

Be sure to notify the school of any change of address, phone number, name changes or employment. Please give us advance notice if you are moving out of the district. This allows us time to update our records.

### **CHILD ABUSE/NEGLECT**

By Wisconsin State Statute, school personnel are REQUIRED to report ALL suspected cases of physical abuse, sexual abuse, emotional abuse, and child neglect.

## CLASSROOM WORK MAKE-UP

Students returning to school after an absence must assume the responsibility for making up all work missed. He/she must report to the teacher(s) to ask for make-up work and then make arrangements to complete it. A student has two days for each day absent to make up their work.

## CLASSROOM RULES

Rules will be posted in each classroom. The students and teacher will discuss the rules the first days of school. A review of the rules will be done periodically throughout the year.

## EARLY DISMISSAL DAYS

Early dismissal days are usually scheduled at the end of every quarter. Students will be dismissed at 11:30 a.m. No lunch will be served on early dismissal days.

## ELECTRONIC COMMUNICATION DEVICES

Wisconsin State Law prohibits students from possessing beepers, pagers and cellular telephones on school grounds, in school buildings or at school related events.

## EMERGENCY SCHOOL CLOSINGS

If weather conditions during the night or early morning require the school to be closed, the information will be broadcast over WCCO radio, WAXX radio, WMEQ radio, WEAU-TV (13), KARE-TV (11), and KSTP-TV (5). Such notice will be broadcast before 7:00 in the morning. If weather conditions make it necessary to close school after it is in session, the students will be sent home immediately. **Parents should instruct their children where to go for shelter in case they are not home when the child arrives.** If school is dismissed due to weather, no athletic events or other extra-curricular events will be held that day.

## FIELD TRIPS

Field trips within our community and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents/guardians will receive notices of field trips well in advance of the scheduled trip date. A one-time field trip permission form should be filled out at the beginning of the school year. Parents may be asked to chaperone. Other family members are not permitted to go on the field trip.

## FIRE DRILL PROCEDURES

Fire drills are held at regular intervals throughout the school year. Directions posted in each room should be followed carefully. Every person in the building must leave promptly and quietly at the sound of the fire alarm. Every drill should be approached with the attitude that it is an actual fire.

The student should:

1. Walk quickly and quietly, no running;
2. Not wait in line to use a specified exit if another is free;
3. Move away from the exit after leaving the building to make room for students still exiting.

## **GUIDANCE COUNSELING**

The guidance and counseling program at the Elmwood School District recognizes that each student is a unique, significant person with potential, rights, and responsibilities. The program serves social growth and vocational needs, as outlined in the Wisconsin Developmental Guidance Model. A major concern of the school counselors is the developmental needs and problems of students. Through individual and group contacts, the counselors serve an important function in helping the students to develop positive and realistic self-concept, to interact effectively with others, and to become aware of their educational and occupational opportunities. The counselors also serve as referral agents for students and parents in the areas of emotional, educational, vocational, and social growth when necessary. The counselor seeks to assist the students in integrating their understanding of self with their ability to make informed decisions, thus helping prepare them to become effective members of society. The services provided by guidance include the following: 1) classroom guidance activities based upon a developmental guidance curriculum; 2) individual and small group counseling sessions; 3) staffings and consultations. Referrals or request for service can be made by students, parents, or staff.

## **HEAD LICE**

Parents or guardians of students with head lice will be notified by the school nurse and/or office staff to pick their child up from school. Prior to returning to school, your child must be treated and nit free.

## **HEALTH ACCIDENT PROCEDURE**

In the event of a serious illness or injury to a student, the teacher will give immediate necessary first aid and contact the school nurse. If the school nurse is not available, a member of the staff first responders will assist. If the student requires immediate medical attention, 911 will be called and the parents will be notified. If the child is ill or injured, but does not require immediate medical attention, the school nurse or first responder will contact a parent or a person designated on the students enrollment form for the student to be transported to see a clinic. All minor accidents will be taken care of by the teachers in charge of the students. If your child would be injured at school an accident report will be completed by the teacher who provided the supervision.

## **HEALTH SCREENING**

Parents may request vision or hearing checks on an individual basis by contacting the school nurse. Vision screening is performed annually on 4-K/Early Childhood, kindergarten, first grade, second grade, third grade, fourth grade, seventh grade, new students, and students with individual education plans (per DPI guidelines). Hearing screening is performed on 4-K/Early Childhood, kindergarten, first grade, third grade, new students, and students with individual education plans (per DPI guidelines).

## **HEALTH SERVICES IN SCHOOL**

The district acknowledges that parents and guardians have the primary responsibility for their children's health and the aim of the school health program is to assist parents in this task.

## **IMMUNIZATIONS**

The State of Wisconsin requires students to be immunized for polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, and hepatitis B. The Wisconsin immunization law now requires proof of varicella (chickenpox) immunity in all grades Pre-K-12. A child is considered compliant with the law if either a vaccination date is provided or an indication that the child had the chickenpox disease.

## **THE INTERNET**

The Internet has become a powerful learning tool and its use is a basic skill required to be a successful student. Internet use will be governed by the School District of Elmwood's Acceptable Use Telecommunications Policy which includes the following: Students will look at and download only information, computer software, or graphics which are classroom related, have educational value and are consistent with district educational goals. Students may not subscribe to list serves or news groups nor participate in chat-rooms, games or use personal e-mail without prior permission. Please note the policy in the back of this handbook.

## **LIBRARY PROCEDURES**

The library is for quiet reading, research and computer use. It opens by 8:00 each morning. A librarian or library aide is always available to help students.

### **Books, magazines and newspapers:**

Books are checked out for three weeks and can be renewed for three more weeks. Magazines in storage are checked out for one week and renewed for one more week. Current magazines and newspapers are read in the library. Reference books including the newest encyclopedias and dictionaries are used in the library.

**Fines:** Fines will be charged for overdue materials as follows:

0 - 5 school days                      No Fine  
After 5 days you will be charged \$.05/day.

### **Lost items:**

If an item is not returned after five weeks, the replacement cost of the item will be charged. If the item is found after the cost has been paid, one half of the cost minus \$1.00 for the overdue fine will be refunded.

### **Reserve:**

Library materials placed on reserve by teachers will be checked out for the period to be used in the library. Any other use will need to be arranged with the teacher and the librarian.

## **LOST AND FOUND**

Parents are encouraged to label their children's clothing and possessions. The lost and found area is located in the main entry area of the elementary school building. Children and parents should check the lost and found for items they are missing. After the school year has ended, unclaimed items are donated to charity.

## **LUNCHES AND LUNCH ROOM DECORUM**

Students should memorize their four digit lunch code to enter into the computer at the end of the lunch line. Students are to eat lunches in the lunch room or other designated areas. Food and beverages are not to be carried out of the cafeteria. Students are to pay ahead of time for her/his lunches. Payment should be made in the main office (or in the lunch line). Students who cannot afford the cost of these meals are asked to check about an application for reduced or free lunches. The school lunch room is maintained as a vital part of the health and dietary program of the school. To encourage good nutrition, a well balanced lunch is offered at a reasonable price. The lunch room management and your fellow students will appreciate your cooperation in the following:

1. Return all trays and utensils to the dish washing area.
2. Deposit all lunch litter in provided wastebaskets.
3. Do not throw food or cartons. Leave the table and floor area in a clean condition for others.

4. Students causing a disturbance in the lunch room may be prohibited from using the lunch room.

### **LUNCH AND MILK**

Information concerning lunch and milk break purchases will be available at the beginning of the school year. Each family receives a copy of the policy for free and reduced lunch and is encouraged to apply if the criteria are met. Lunch and breakfast menus are in our bi-monthly newsletter. Children may bring their own lunch and purchase milk by the carton. Parents, please do not include pop in your child's lunch.

### **MEDICATIONS**

When it becomes necessary for a student to take medication at school prescribed by a physician, the student must have a medication authorization form with instructions on file. This form is available in the main office. Parents/guardians must bring in prescriptions and/or non-prescription with the medication form signed by the parent/guardian and physician. Federal and state laws prohibit schools from dispensing any medication, including aspirin or pain relieving products, and cough drops, without written consent of the parents. Written dosage and dispensing instructions of medications must be given to the school by the parent in its original container with the pharmaceutical label containing the student's name, drug, dosage, time to be given, and physician's name. Non-prescription medication taken at school does not require a doctor's signature, only a parent's signature. Phone instructions will not be accepted. The school does not supply medication.

### **MONEY IN SCHOOL**

Money sent to school should be placed in a sealed envelope with the child's name, amount of money and specific purpose for which the money is to be used.

### **NONDISCRIMINATION POLICY**

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

### **OFFICE HOURS**

The main office is open between 7:45 a.m. and 4:00 p.m. each school day Monday through Friday during the school year.

### **PARTIES**

If you wish to send treats (birthdays, etc.) please contact the teacher in advance. We encourage nutritious snacks. To avoid hurt feelings, please **do not** have children distribute invitations at school for private parties.

### **PETS**

Due to health reasons, arrangements should be made with the classroom teacher prior to the visit with a pet. The grade level teacher has the sole discretion to allow pets to visit the classroom. If permission is granted the adult must accompany and remain with any pets brought to school. No pets or animals can be brought to school on the bus. Pets that parents bring to school will need to have had rabies shots. Parents need to bring a copy of the

immunization for the school. Some pets, like hamsters, gerbils, guinea pigs, chinchillas do not need vaccines. Ferrets, dogs, cats, etc. do need a vaccine.

### **PLAYGROUND AND HALLWAY RULES**

Playground and hallway rules will be sent home during the first week of school. Please sign and return the parent signature page to your child's classroom teacher. Students are supervised during play periods. Supervisors attempt to ensure that students play in a safe manner, interact appropriately, and use equipment properly. Weather permitting, students will have recess outside. If the temperature drops below zero, including wind chill factor, the students will be inside. Make sure your child is dressed appropriately for the weather. The students will stay inside if it is raining. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled breaks. Students will have supervised recess in the classrooms on days when bad weather prevents outside recess.

### **P.T.O. - PARENT TEACHER ORGANIZATION**

The P.T.O. is a vital part of our school program which helps to facilitate educational opportunities for our students. We are always looking for ACTIVE members. P.T.O. meetings are usually held the third Tuesday of every month at 4:30 p.m. in the board room and you're welcome to join us.

### **REPORTING TO PARENTS**

There are four reporting periods during the school year. Formal reports are sent home every nine weeks. Formal parent-teacher conferences are scheduled in the fall and spring. Additional conferences may be requested by parent or teacher at any time during the school year. At the beginning of the school year each parent will receive a grade level parent's guide which further explains the report card. The grade level parent's guide should be placed in a convenient location at home and parents are strongly encouraged to provide additional reinforcement and practice of these skills.

### **SCHOOL HOURS**

School hours are from **7:45 a.m. to 3:45 p.m.** We are concerned about the safety of our students and cannot provide adequate supervision prior to 7:45 a.m. and after 3:45 p.m. Students are not to be on school district property during non-school hours unless they are under the direct supervision of a school district employee which has been previously arranged.

### **SCHOOL NURSE**

The professional school nurse is a leader in building a healthy school community by promoting successful student learning. The school nurse collaborates within the school community to plan, implement, and evaluate the school health program in the areas of health services with the utilization of public health resources. The school nurse is available two days per week.

### **SCHOOL SUPPLIES**

A list of grade level school supplies will be located in our fall district newsletter. Please keep in mind that supplies need to be replenished throughout the school year, especially pencils and tissues. All instructional supplies such as textbooks, workbooks, activity books, as well as paper for specific projects or assignments will be furnished by the district. Textbooks are issued to students in the fall and returned to the teacher in the spring. Should the condition of the textbook deteriorate beyond normal school use, the student will be fined accordingly.

The loss of a book will require replacement value to be paid.

### **SCHOOL VISITS**

Parents are welcome to visit classrooms at any time during the school year. Please make arrangements for visits in advance. For student safety, we ask that all visitors check in at the main office before going to classrooms. It is not always possible for a teacher to accommodate visiting children; therefore, permission must be obtained from the teacher if a student wishes to bring another child as a guest to visit the classroom.

### **SEVERE WEATHER PROCEDURES**

Tornado alert drills are conducted to acquaint the student with indoor survival procedures. Teachers will advise his/her classes concerning the area to which they will proceed.

#### **The student should:**

1. Walk quickly and quietly, no running.
2. Remain alert for additional or changed instructions.
3. Proceed to the far end of an assembly area so that entrances will not be blocked.
4. Make every effort to report to those in charge the illness of another student.
5. Return immediately to classrooms when so instructed.

### **SPECIAL EDUCATION SERVICES**

Special services are provided by our school district for students between the ages of three and twenty-one who have handicaps that interfere with the learning process. A description of available services for children with Exceptional Education Needs (EEN) follows:

**The Early Childhood EEN Program (E.C.):** This is a developmental program for pre-school and kindergarten age children who have problems or developmental delays in various areas.

**Learning Disabilities Program (L.D.):** Pupils who have average or higher basic aptitude but whose learning style makes it difficult for them to learn new material within the traditional classroom receive supplemental instruction from a specially trained learning disabilities specialist.

**Speech/Language Therapy:** Pupils with speech or language difficulties receive therapy from a qualified speech/language clinician.

**Cognitive Disabilities Program (C.D.):** Our Cognitive Disabled, K-12, are served in our own school, in programs designed to meet their unique educational needs.

**Emotionally Disabled Program (E.D.):** Students who exhibit chronic, frequent, or severe emotional and behavior problems which interfere with their learning.

**Occupational/Physical Therapy (O.T./P.T.):** This program is available as a related service to children who qualify for a special education program.

**School Psychologist Services:** The psychologist conducts evaluations and assessments, makes recommendations on placement of students in programs, and provides consultation as needed.

**Special Education Director:** He/she conducts evaluations and assessments, makes recommendations on placement

of students in programs, and provides consultation as needed.

### **STUDENT BEHAVIOR - RESPONSIBILITIES, RULES AND RIGHTS**

All members of the school community have the right to be treated with respect and dignity and are expected to treat others in a similar fashion. Everyone is expected to exercise the appropriate self-discipline that will allow the school community to function effectively and productively. Students are expected to attend all classes, complete all assigned work, and follow general school and classroom rules. Conduct that disrupts the classroom environment, endangers oneself, endangers others, or that may cause damage to property, is not acceptable. Each classroom shall establish standards of conduct that promotes appropriate social skills.

The following rules are in effect:

- a. Students must be in attendance unless excused according to A. 2. above – Excusable Absences
- b. There will be no use or possession of alcohol, tobacco or other controlled substance in the school or on the school grounds. Anyone violating this rule will be referred to the police.
- c. Students may not defy a teacher, a substitute teacher or any other staff member.
- d. Students may not lie, tease, harass, spread rumors about others or use foul language.
- e. Students may not possess other student's books or personal belongings.
- f. Students are responsible in caring for textbooks, desks, and playground equipment.
- g. Students who physically assault a teacher, an employee or another student will in all likelihood be suspended immediately, reported to the police for possible criminal charges and referred to Board of Education for possible expulsion from school.
- h. The School District of Elmwood is proud of student appearance and behavior. To encourage a positive atmosphere, any type of attire which may cause a physical hazard, is in bad taste or attracts undue attention to the wearer, and thus creates a disturbance in the school is not acceptable. Coats, jackets, sunglasses, chains and other forms of outside wearing apparel, including hats, caps, and other forms of head coverings are prohibited in the building between 8:12 and 3:17 during school days. Clothing with any word(s), picture, logo or representation classified by the administrator as vulgar, obscene, racial, disruptive or otherwise socially unacceptable in a elementary school setting will not be allowed. This includes items of clothing that advertise drugs, alcohol, tobacco or places of business that sell these items.
- i. Students will not be permitted to wear clothing that may cause embarrassment to the wearer and/or viewer because of being immodest, suggestive or revealing - shirt/blouse and pants/shorts/skirt must be at waist level. Students must also wear appropriate footwear for each season.
- j. Students may not leave the school building without permission from the classroom teacher and/or the main office.

Violation of these rules will result in disciplinary action which includes teacher detention, recess detention, office detention, parental contact, in-school suspension and out-of-school suspension, police referral, and referral to School Board for expulsion.

### **STUDENT COAT RACKS/DESKS**

Student coat racks and desks are provided by the school for the convenience of students to be used solely and exclusively for the storage of the students' wearing apparel and school related materials. Students are not to use his/her coat rack or desk for any other purpose, nor are they to share coat racks. Coat racks and desks are assigned to students upon the conditions that they are not the students' private property nor under her/his exclusive possession. The school authorities reserve to themselves the right to inspect coat racks and desks at any time and remove unauthorized items. Since the school cannot accept responsibility for articles lost or stolen from coat racks and desks, we recommend that students do not bring valuable articles to school.

## **STUDENT REFERRAL FOR SPECIAL EDUCATION SERVICES**

State and federal laws regulate the referral process and eligibility criteria for special education programs. Students are usually referred to be considered for special services by their classroom teacher or their parent. Parents must give their consent before any evaluation is done. Assessment results are reported to parents who must also consent to their child's placement in a special education program if the child is qualified. Special Education Services are mandated by Public Law 93-142 and paid for from district, state, and federal funds. The Special Education Director and School Psychologist handle all referrals and can be reached at 639-2711.

## **STUDENT PICTURES**

Throughout the year we have occasion to be featured in a newspaper article, web-page, communications, and other promotional features. Newspaper reporters, PR committee, and/or other personnel may take pictures, interview students or observe them at work. It is always done with the supervision of a teacher or principal. When signing the form that you have read the Parent/Student Handbook, you will be giving permission for your child to be featured should the occasion arise.

## **TEACHING SPECIALIST**

In addition to his/her regular classroom teacher, your child has the opportunity to meet, on a regular basis, with several teaching specialists. Our school is served by a specially trained vocal music/band teacher, art teacher, and physical education/health teacher. Our school is also served by Title I and SAGE. Title I is a program funded by the federal government and local school district, administered by the State of Wisconsin, and operated by our local school district. It is designed to upgrade educational opportunities for children who are experiencing difficulty in acquiring the basic skills of reading and math. SAGE is a Wisconsin program that helps children in grades kindergarten through third grade in the core subject areas. Our school librarian helps students check out books from our library, provides basic instruction in the use of the library and elementary research skills, and helps children utilize and appreciate literature.

## **TELEPHONES**

The office telephone is a business phone and may only be used by students with permission for emergencies, illnesses or other reasons deemed appropriate by the administration. Upon obtaining staff permission, students may use the telephone located in the "main entrance" for personal use during non-class time and for local calls only. Student use of the classroom telephone is at the discretion of the classroom teacher.

## **TESTING INFORMATION**

The statewide Wisconsin Knowledge and Concepts Examination (W.K.C.E.) will be administered each fall to students in grades 3<sup>rd</sup> through 8<sup>th</sup> grade and 10<sup>th</sup> grade. For your child's benefit, we would appreciate any help you could give them in doing well on the assessments. It is essential that they receive adequate sleep and nutrition during this time period. We ask that your child avoid any absences during these days if at all possible, get a good night sleep, and be on time for school. Thank you for any cooperation you may give your child in accomplishing this goal. Parents will be notified each fall of the testing dates. Test results will be distributed in late spring.

## **VOLUNTEERS**

Throughout the school year volunteers are used to assist with activities in the school. Some of these include:

- Health screening, hearing, and vision
- Resource people for classrooms
- Tutors for children
- Field trips and special event chaperones
- Library
- P.T.O. Parent Teacher Organization

If you could provide any assistance please contact your child's teacher. Your help is greatly appreciated.

## **WEAPONS POLICY**

The School District of Elmwood expressly prohibits any behavior jeopardizing the safety of self or others. No person shall possess, use, or store a weapon on school property, on school buses, or at any school related event. Weapons are defined as real or imitation (look-alike) firearms; explosive compounds; improvised explosive devices; ammunition for firearms; razor blades; knives having a blade which opens by pressing a button, spring or other device in the handle or by gravity; any knife with a blade over two inches long or any instrument which is used as a weapon.

This prohibition does not apply to the following:

- 1) law enforcement officers discharging her/his official duties,
- 2) military personnel who are armed in the line of duty, or
- 3) a person who has obtained the advance, express written permission of the District Administrator and/or principal. Such permission may only be granted for good and appropriate reason.

Appropriate reason may be for purposes of demonstration or educational presentations. The approval must be in writing and granted prior to the weapon being brought to school. The weapon shall be in the possession of the principal except during the actual demonstration or presentation. Students violating Board policy will be suspended one to fifteen days and referred for expulsion except when compelling mitigating circumstances exist. Students and his/her parents/guardians shall be fully informed about alleged misbehavior and provided an opportunity to respond to the charge. They shall also be afforded due process before the implementation of disciplinary actions that deny the student's right to an education. The administration reserves the right to alter the rules and regulations listed above in order to deal with special circumstances.

## **WISCONSIN STUDENT LOCATOR NUMBERS**

The federal No Child Left Behind (NCLB) Act requires extensive new data collection and reporting for schools, districts, and the state. The NCLB calls for every student to be proficient in reading in math by the year 2014 and to meet other educational goals, including regular attendance, high school graduation, and proficiency in English. To determine if educational goals are met, the NCLB requires each school, district, and state to document the progress of all students. In addition, the progress of many specified student groups must be summarized and reviewed, including the progress of economically disadvantaged students, students with disabilities, students of race, and English language learners.

The system will require that every public school student in the state be assigned a unique student number, called the Wisconsin Student Number (WSN), by July 2004. The DPI will assign each student a WSN which, for data collection purposes, will be the student's sole identifier throughout his or her PK-12 experience. Parents cannot opt their child out of being assigned a number in the system. Students are not expected to know their WSNs.

Protecting student privacy is the highest priority of the Individual Student Enrollment System. Under the new system, student records are expected to be as secure or more secure than most districts now keep them. Student information is also protected by strict state and federal student privacy laws. Confidential data about individual students will not be accessible to the public. The public will not have access to the DPI confidential data base. Only data about student groups will be publicly reported.

## **THE SCHOOL DISTRICT OF ELMWOOD** **TELECOMMUNICATIONS/INTERNET ACCEPTABLE USE POLICY**

The School District of Elmwood recognizes the potential educational benefits of the Internet and other telecommunications networks for accessing and exchanging national and international information in education. Students need telecommunications knowledge and skills to select, evaluate, and use information online as well as to live, work, and compete in a global economy. Educators require telecommunications expertise to teach and guide student learning experiences, obtain educational resources and engage in an exchange of ideas.

The School District of Elmwood is committed to the appropriate use of the Internet to support delivery of the curriculum and increase learning opportunities for students. Through the Internet and other telecommunication networks, students and staff will:

1. access global resources
2. enter into partnerships with other students, educators and experts to exchange information
3. broaden their problem-solving and decision-making abilities
4. develop their higher level thinking skills
5. broaden their research capabilities by using primary documents and other materials
6. differentiate and assess available resources, and
7. gain an employability skill needed for the 21<sup>st</sup> century.

Telecommunication skills will be integrated throughout the curriculum, and telecommunications activities will be related to curricular units.

The Internet links thousands of computers around the world, and along with access to computers and people all over the world comes the availability of material that may not be considered of educational value in a school setting. However, the Elmwood School District believes that the information which is of educational value and the interactions available on the worldwide network is valuable. The Internet is dynamic, and resources change daily. To maximize positive experiences, faculty and administration will make every effort to provide students with the understanding and skills needed to use the Internet in ways appropriate to their educational needs and personal safety. Additionally, district personnel may use bookmarks to guide students to materials consistent with district educational goals.

The use of the Internet is a privilege, not a right, and users are responsible for following the district's acceptable use policy, procedures and guidelines.

The School District of Elmwood makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including-but not limited to-loss of data resulting in delays or interruptions in service. The District will not be responsible for the accuracy, nature or quality of information gathered through District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

## **INTERNET & COMPUTER NETWORK RULES AND REGULATIONS FOR THE SCHOOL DISTRICT OF ELMWOOD**

The use of the Internet is provided for educational purposes. The rules and regulations are provided so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using the Internet. These rules and regulations apply to all computers on school grounds.

### **Age-appropriate Use of the Internet:**

Rules and regulations, training, and filtering software will help provide structure and guidance to students. The students will follow a structured approach to gaining the skills that will allow them to become independent, responsible users of the Internet.

### **Staff Responsibilities:**

1. Supervise and guide student access to the Internet.
2. Teach students about responsible use of the Internet.
3. Instruct students in appropriate research practices and Internet searching skills.
4. Teach students how to evaluate the credibility of Internet resources.
5. Teach students about copyright laws and plagiarism.
6. When appropriate, pre-select and preview sites that are appropriate to the age of the students and relevant to the course objectives and direct them to those sites.

### **Student Responsibilities:**

1. Use of the Internet for school-related, educational activities and research only.
2. Follow copyright laws and restrictions. Users should assume that all material is copyrighted unless explicitly noted.
3. Do not plagiarize Internet resources and present them as your own work.
4. Do not use the computer to check personal e-mail.
5. Never reveal personal information such as your name, telephone number, home address, credit card numbers, social security numbers, e-mail address, or anybody else's personal information.
6. Visit only those sites that are about the topic you are researching. Only sites that would normally be appropriate in a school environment should be visited.
7. The use of forums or news groups will only be allowed under the direct supervision of a teacher for educational purposes.
8. Subscribing to any services or ordering of any goods is prohibited.
9. Employing the Internet for commercial purposes is prohibited.
10. Educational staff Internet supervisors will determine what constitutes inappropriate use of the Internet or violation of these rules and regulations and their decision is final.
11. Use computer equipment appropriately.
12. Network users will respect all forms of password protection and use responsible file management.
13. Never download files or copy information onto disk or hard drives without permission.
14. School and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
15. Report security problems or inappropriate use of the network to the classroom supervisor immediately.
16. Minors should not arrange face-to-face meetings with someone they have "met" on the Internet without permission of their parent or guardian.
17. "Hacking" and other illegal activities are prohibited. Using the District's computers network and Internet access to gain or attempt to gain unauthorized access to other computers or computer systems is prohibited. Also, prohibited is any use that violates a municipal ordinance, state, or federal law relating to trade secrets or distribution of obscene or pornographic materials.

18. Using the computer in ways which violate school district policies and the student code of conduct is prohibited.

### **Rules and Regulations for Student E-mail Use:**

The use of e-mail is provided for educational purposes. Appropriate use includes classroom projects and approved curriculum-related activities. Students will only be able to send or receive mail through a teacher or classroom account. Students who have e-mail accounts from sources outside of school may not use school resources to access those accounts. Improper use of electronic mail accounts will result in immediate removal from project activities and appropriate disciplinary action will be taken. Use is a privilege, not a right. All students participating in curriculum-related projects integrating electronic mail will be instructed in appropriate use and must be supervised by a classroom teacher.

### **Student Responsibilities:**

1. Use of school e-mail accounts are for approved e-mail activities only. The student is responsible for using the school access provided in an ethical, responsible and legal manner for school-related tasks only; i.e. using or importing (transferring in) offensive, obscene, libelous, disruptive, or inflammatory language, pictures, or other material on any computer or network within the School District of Elmwood is prohibited.
2. Students are expected to use proper composition skills and letter writing format and use appropriate language in e-mail exchanges.
3. E-mail accounts are the property of the School District of Elmwood, and therefore, appropriate staff may review e-mail files.
4. Any harassing or inappropriate message received will be reported to the supervising teacher immediately.
5. Students will respect the privacy of e-mail and will not re-post communications without consent of the sending party.
6. Students will use all resources on the Internet in accordance with the policies of the institutions providing the service and the procedures developed by the School District of Elmwood.

### **Consequences for Improper Use:**

Inappropriate use of district technology results in the loss of technology use, disciplinary action, and/or referral to the legal authorities. Payment for costs incurred during the misuse of the Internet will be responsibility of the user.

### **Inappropriate** use of district technology (chat room, inappropriate e-mail)

- Referral to building administrator
- Contact with parent/guardian
- Loss of privileges:
  - 1<sup>st</sup> offense- 4 weeks
  - 2<sup>nd</sup> offense- 9 weeks
  - 3<sup>rd</sup> offense- 18 weeks

### **Illegal/misuse** of district technology

- Referral to building administrator
- Contact with parent/guardian
- Referral to law enforcement agency as appropriate
- Loss of privileges:
  - 1<sup>st</sup> offense- 18 weeks
  - 2<sup>nd</sup> offense- remainder of the year

**Note:** When a penalty is imposed that cannot be completed in the current school year, it will be completed in the next school term.

**Appeals Process**

The intent to appeal the decision shall be put in writing and submitted to the Superintendent of Schools within 14 calendar days after the decision of the building administrator. Appeals based on the severity of the consequence will not be accepted.

The Superintendent of Schools will review all written information related to the decision.

The Superintendent will ensure that all elements of due process have been provided relative to the enforcement of the policies.

The Superintendent may request more information from those involved and may request a meeting of any or all those involved in the decision-making process. Such meeting will be held within 14 calendar days of receipt of the appeal.

The Superintendent will render a decision in writing within 21 calendar days of receipt of the appeal.

If the decision of the Superintendent affirms the building administrator the parent/guardian of such student (or the adult student) shall have the right to appeal the decision to the Board of Education.

The intent to appeal to the Board of Education shall be put in writing and submitted to the Superintendent of Schools within 7 days of the decision by the Superintendent.

The Board of Education may rule by reviewing documentation of the Superintendent and/or by allowing those appealing to meet with the Board.

**Legal Reference:** Title XVII “Children’s Internet Protection Act”  
WI State Statute: 943.70(3), 947.0125 Chapter 19, Subchapter II

**Cross Reference:** Linking WI School Libraries and Class

**Approved:** 08/18/03

# SCHOOL DISTRICT OF ELMWOOD

2009-2010

## STUDENT / PARENT HANDBOOK SIGNATURE PAGE



My signature indicates we have read this handbook over with our child and we will abide by the 2009-2010 handbook.

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Parent Signature

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Please print child's name

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Grade Level

Please sign and return to your child's classroom teacher by Friday, September 4, 2009.