

Cedar Grove - Belgium Elementary Student Handbook 2018 - 2019



ELEMENTARY SCHOOL DAY INFORMATION

Student School Day (5K-4th Grade): 8:30 AM-3:35 PM, Daily

Early Childhood and 4K (Morning Session): Monday through Thursday, 8:30 AM-11:35 AM

4K (Afternoon Session): Monday through Thursday, 12:30 PM-3:35 PM

REPORT AN ABSENCE BY CALLING THE SCHOOL OFFICE

(920) 668-8518

Messages can be left on the Elementary Absence Line 24 hours a day.

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

Cedar Grove-Belgium Elementary School

50 West Union Avenue

Cedar Grove, Wisconsin 53013

Telephone: (920) 668-8518

www.cedargrovebelgium.k12.wi.us/3/home

WELCOME TO OUR SCHOOL!

Dear Students, Families and Prospective Members of our School Community,

Welcome to Cedar Grove-Belgium Elementary School! As fellow Rockets, we pride ourselves on being a safe, respectful, and responsible environment for your child to do their best learning! From 4K through 4th grade, you will find our classrooms filled with the excitement and energy that goes with hands on, engaged learning activities in all academic and social areas. We pride ourselves in helping to develop each student's unique learning abilities and provide an atmosphere that promotes social and civic pride and responsibility. We are proud to have achieved the highest Accountability Rating on state report cards, "Significantly Exceeds Expectations" as a school! Our school's Positive Behavior Intervention System (PBIS) has also been recognized by the State of Wisconsin as a "PBIS Wisconsin School of Merit" where our Rocket Shop and month long behavior initiatives guide our daily behaviors. In every corner of our school, the guiding principles for all students and staff is one of great respect.

Cedar Grove-Belgium Elementary offers all core academic subjects as well as regular exposure to the fine arts: library, art, music, and physical education. Students in grades 3 and 4 enjoy "one-to-one" learning environments with the use of Chromebooks, while all other grades have many class-wide technological devices for their use. Our school has been blessed to be recognized as an RTI School of Merit and a Wisconsin Title I School of Recognition. These honors are a testament to the dedicated and hardworking staff that call Cedar Grove-Belgium Elementary home. Students regularly receive education that is tailored to meet their individual academic and social needs. With compassion and an unmatched level of dedication, our staff will do everything in their power to help your child succeed in all areas of their lives. As an intimate school community, we also know that our relationships with parents and families play a critical role in our school's success. We welcome and encourage you as partners in our "Five Star School!"

Go Rockets!

Sincerely,

Jeff Kondrakiewicz
Cedar Grove-Belgium Elementary Principal
jkondrakiewicz@cgbrockets.com

ELEMENTARY OFFICE CONTACTS

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DIRECTOR OF PUPIL SERVICES CONTACTS

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FORWARD

General procedures for the operation of the Cedar Grove-Belgium Area School District are established by the Cedar Grove-Belgium Board of Education and are consistent with the contracts negotiated between the Cedar Grove-Belgium Board of Education and the bargaining unit. This handbook includes information specific to the Cedar Grove-Belgium Elementary School. The procedures in this handbook are consistent with policies, regulations, and procedures established by the Cedar Grove-Belgium Board of Education. Knowledge and practice of the procedures included in this handbook should provide an efficient and consistent pattern for students and staff within the school. Topics not covered in this handbook will be governed by Cedar Grove Belgium School District board policies and District Staff and Student Handbooks. District policy always supersedes any descriptions or policies contained within this school handbook. When questions or clarification is necessary, Board approved policies always should be consulted first for guidance. The Cedar Grove-Belgium Elementary School does not discriminate in its educational programs on the basis of sex, race, national origin ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

MISSION STATEMENT: Cedar Grove-Belgium Elementary School

The Cedar Grove – Belgium Elementary School Staff is dedicated to challenging children to reach their full potential through excellence in education.

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ABSENCES: ANTICIPATED or PLANNED

If you are planning a family vacation, taking a child hunting, or have extended absences involving several school days that your child will miss, please contact the school office and your child's teacher. Students excused for these reasons are NOT allowed to return to school to attend or participate in any practices or activity that day. Wisconsin statutes state that a parent may exempt their child from attending school for any reason for up to 10 school days per school year. *See also, "Absences: General or Unplanned"*

ABSENCES: GENERAL or UNPLANNED

Please call school at 920-668-8518 or 877-280-7361 before 8:30 AM if your child will be absent. A voicemail message can be left at any time of day or night. The school district is required by law to keep records of students' attendance. Parents/Guardians may keep their children out of school for up to 10 days for any reason. After 10 days, a doctor's excuse may be required to excuse the absence. When possible, please make medical and dental appointments outside of school time. Our school will use letters, phone calls, and e-mails to inform families of attendance matters. *See also, "Absences: Anticipated or Planned"*

ACCEPTABLE USE POLICY

The Cedar Grove – Belgium Area School District provides access to networked information resources as a means to enhance the curriculum and the learning opportunities for all users (student, staff, and community). The District has established the acceptable use policy to ensure appropriate use of these resources. Responsible users may:

- Access global education resources to research assigned classroom projects.
- Utilize electronic (e-mail) for communication.
- Gain employability skills needed for the 21st century.
- Broaden problem-solving and decision making abilities.
- Develop higher level thinking skills.

The following guidelines are reviewed by your child's teacher annually and are expectations of understanding for all students and staff in our school:

I understand that I may use networked information resources under the direction of my teacher if I follow these rules:

- *I am responsible for using networked information in an appropriate way. I may use them for research, to communicate with others, and to do assignments from my teachers.*
- *If I use someone else's network, I must obey the rules of that network.*
- *It is against the law to send certain things over the school network. I will not send copyrighted, threatening, or obscene material over the school network.*
- *My teacher will set rules for using the school network, and I agree to follow them. I know that the inappropriate use of our network can break school rules and sometimes break the law.*
- *I will never harm or destroy computers or harm or destroy the work of another person on our school computer system or any other system.*
- *When I am using the school network, I will always:*

Be Polite: Never send, or encourage others to send abusive messages.

Use Appropriate Language: I will never swear or use any other inappropriate language, or threaten or humiliate others.

Respect Privacy: I will not tell my home address, phone number, names or addresses of family members, or the addresses or phone numbers of other students.

Avoid Disruptions: I will not use the network in any way that would disrupt the use for others.

Be Honest: I will not send anonymous messages or represent a message to have been written by another.

AFTER SCHOOL ACTIVITIES

Throughout the school year, there will be after school extracurricular activities available to students. If your child is going to stay after school to participate in any of these activities, their teacher needs a note explaining the situation, reasons, and directions for student and staff. Otherwise, students without a note will be sent home as usual. We cannot rely on a child's word alone because they often get dates confused. Students absent are not allowed to return to school to attend or participate in any practices or activity that day.

ANIMALS IN SCHOOL

Students sometimes ask to bring in family pets. Generally speaking, animals are brought to school only due to an unusual circumstance (i.e. new puppy, unusual pet, a direct link to the curriculum exists, projects, presentations, etc.). Before an animal can be brought into the building, the owner must receive permission from the teacher and principal. Animals need to be appropriately contained and handled.

ANNOUNCEMENTS

Electronic messages are sent to families through our Infinite Campus student information system. Infinite Campus is used to notify the community of school delays or cancellations due to inclement weather, as well as sending reminders about special events, low lunch account balances, and other important school wide information. Our school also communicates periodically through monthly updates, progress reports, and other various communications throughout the year. Parents may request paper copies of any communications by contacting the elementary school office.

ARRIVAL: STUDENTS

All students who ride the bus are dropped off at the main elementary school entrance. Students disembark from buses at 8:20 AM. Students who walk to school should not enter the building before 8:10 AM. Walking students must enter and exit the building through the main elementary entrance (#1). Students being dropped off by car by a parent or guardian must do so in the turn around near the middle school's main entrance ONLY. Students then walk along the sidewalk the short distance to the elementary school's main entrance (#1). 4K and Early Childhood students are dropped off at the main entrance of school (#1). Please park in the middle school lot and drop your child off at the sidewalk or walk them to the front door. For the A.M. dismissal, students are picked up at the South flagpole entrance (#19). For the P.M. dismissal, student are picked up at the main entrance of school (#1). All entrance doors except west entrance #1 are locked after school starts. Students who come late to school must enter entrance #1 and report to the elementary office to check in and receive an admit slip.

ATTENDANCE and TARDINESS

Cedar Grove-Belgium Elementary encourages a strong relationship between home, school, and the community. Positive school attendance leads directly to future success in school and employment. Students, parents/guardians, and staff recognize that it is a collective responsibility to assure regular attendance in order for student learning and growth to take place. All students in all grades have the responsibility to attend school daily. Likewise, students must arrive and attend school classes on time for maximum learning to occur. Students must report to the school office if they are tardy to receive a late pass before going to their homeroom. Parents/Guardians may keep their children out of school for up to 10 days for any reason. After 10 days, a doctor's excuse may be required to excuse the absence. When possible, please make medical and dental appointments outside of school time. Our school will

use letters, phone calls, and e-mails to inform families of attendance matters. (See also, “Absences” and “Truancy”)

BEHAVIOR EXPECTATIONS: SCHOOL WIDE: *We Are Safe, Respectful, and Responsible*

Certain activities and locations within the school lend themselves to various volume levels and expected behaviors. The following guide is to be used to communicate appropriate volume levels to our school community and expected school-wide behaviors.

VOLUME LEVELS	Level 0	Level 1	Level 2	Level 3	Level 4
	Silent	Very quiet voice	Speaking voice	Outside voice	Emergency/Urgent
	Hallways *Volume: 0	Restrooms *Volume: 0	Cafeteria *Volume: 0, 1, 2	Playground *Volume: 0, 1, 2, 3	School Bus *Volume: 0, 1, 2
Safe	*Walk in a line, right side *Keep hands, feet, objects to yourself	*Always walk *Wash hands with soap/water	*Always walk	*Keep Debris and snow on ground *Keep hands, feet, objects to yourself	*Always remain seated *Keep hands, feet, objects to yourself
Respectful	*Be silent so others can learn	*Use equipment appropriately *Respect privacy	*Use polite manners *Hands and feet to yourself	*Treat others kindly	*Act and speak with kindness
Responsible	*Keep all belongings in your locker *Leave no trace-clean up your area	*Use equipment appropriately *Keep area clean *Report problems to adults	*Sit and eat *Leave no trace *Silence during “Final 5”	*Play in designated areas *Use equipment appropriately *Dress for the weather	*Leave no trace-clean up your area

BOARD OF EDUCATION POLICIES

Topics not covered in this handbook will be governed by Cedar Grove Belgium School District board policies and District Staff and Student Handbooks. District policy always supersedes any descriptions or policies contained within this school handbook. When questions or clarification is necessary, Board approved policies always should be consulted first for guidance.

BULLYING: ANTI-BULLYING and HARASSMENT POLICY

The Cedar Grove-Belgium School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The Cedar Grove-Belgium School District consistently and vigorously addresses bullying to ensure there is no disruption to the learning environment and learning process. Bullying behavior is prohibited in all schools, buildings, property and educational

environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision. It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member, principal, or the principal's designee. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. (*Refer to specific Board Policy for more information.*)

BUSING

Students transported in a school bus shall be under the authority of the driver of the bus. Students are expected to obey all rules and procedures as established by the bus driver and follow general behavior expectations as if they are in the school building. Failure to follow safety and/or behavior guidelines may result in disciplinary action including loss of bus riding privileges. All student bus misbehavior that warrants principal intervention will be initiated by the bus driver using a (*Bus Conduct Report*) form. When riding the school bus, students are expected to conduct themselves in the following manner:

- a. Be seated at all times with feet out of the aisle
- b. Keep head, arms and legs inside the bus
- c. Avoid eating or drinking on the bus
- d. Refrain from throwing any objects on the bus or out the bus windows
- e. Use appropriate language
- f. Display attitude and behavior that promote mutual respect between you and your driver

CALENDAR: 2018-2019 SCHOOL YEAR

August 28-30: Staff In-service – No Students
August 29: Back to School Night - 2:00 pm-5:00 pm (staff, students, and parents)
September 3: Labor Day: No School
September 4: First Day of School
September 21: Staff In-Service – No Students)
October 18 & 23: Parent-Teacher Conferences: MS/HS: 3:30-7:30; ES: 3:45-7:45
November 16: Staff In-Service – Full Day (No Students)
November 21: No School
November 22 & 23: Thanksgiving Holiday, No School
November 30: End of 1st Trimester
December 24-January 1: Winter Break, No School
January 18: Students Half Day/Teachers Half Work Day(Dismissal: MS 10:55, HS 11:00, ES 11:55)
January 25: Staff In-Service-No Students
February 7 & 12: Parent-Teacher Conferences: MS/HS: 3:30-7:30; ES: 3:45-7:45
February 15: No School
March 5: End of 2nd Trimester
March 15 Staff In-Service-No Students
March 25-29: Spring Break, No School
April 19: Good Friday-No School
May 17: Staff In-service-No Students
May 27: Memorial Day-No School
June 7 Last Day: End of 3rd Trimester, Student Half Day/Teacher Half Work Day
(Dismissal: MS 10:55, HS 11:00, ES 11:55)
***Necessary snow days will be added in June

CELEBRATIONS, BIRTHDAYS, and INVITATIONS

Sweet treats are welcomed for special occasions like a celebration and/or birthday. Classroom celebrations may occur for Halloween, December Holidays, and/or Valentine's Day. Families must be mindful of known student allergies and take necessary steps to avoid having food causing allergies from being brought into the classroom purposefully. Please check with the classroom teacher to find out if there are any known allergies within the classroom. Any student correspondence (i.e. party invitations) and/or gifts are to be handled outside of school time due to the distractions they cause here at school.

CHAPERONES

Chaperones are often required to accompany classes on field trips so that children are kept safe and properly supervised. Chaperones on field trips shall be parents or guardians of children in the classes going on the field trip. Because chaperones need to be totally focused on supervising children, they may not bring other siblings or relatives along on the field trip. Chaperones are expected to travel on the bus with students to and from field trip location, unless otherwise stated by the classroom teacher. Chaperones accompanying a classroom, should park in one of the middle school parking lots during the field trip. (*See also, "Volunteering"*)

CONFERENCES

Parent-Teacher Conferences are held twice a year and are a mutual responsibility (*Please see "Calendar" for specific dates*). We encourage you to contact your child's teacher, either in person, phone, or email whenever you have a concern. Parent conferences are designed to provide an update of your child's academic and social development, an opportunity to share concerns about your child, and is a chance to plan for your child's continued growth. Please check the district calendar for conference dates and times for this school year. The parent-teacher conference is the time to share information regarding a child's academic achievement, social behavior, and emotional development. It is a time to listen to what both parents and teachers feel is important. The goal of any conference is to enhance understanding of a child's overall performance and behavior in a school environment. When necessary, arrange a conference with the principal regarding students who are not working up to their grade or ability level or if you wish to have administrative support in a conference. Parent conferences should provide:

- an update of the student's academic and social development
- an opportunity to share concerns
- a mutual discussion of the child's strengths and needs
- a chance to cooperatively develop plans for continued growth

CRIMINAL BACKGROUND CHECKS

Prior to volunteer chaperoning/assisting in any of the Cedar Grove-Belgium Area School District buildings (Elementary, Middle, High), each office shall conduct a Wisconsin Circuit Court Access (WCCA) check through the Wisconsin Court System. Interested parents/guardians should fill out and submit the parent/guardian volunteer form to the office. If a criminal background check confirms a conviction or a pending charge is acknowledged on the system, a determination shall be made by the principal if the volunteer will be able to assist in any capacity and the parent/guardian and teacher will be notified.

DISMISSAL

Children are expected to go directly home after school at 3:35 PM. Communicate with your child and send a note in advance if it is necessary for your child to go somewhere other than home after school. If your child does not have a note, he/she will be expected to go home as usual. Students who ride the bus may only ride their own bus home. Buses pickup and depart on the north elementary playground. Walking students must enter and exit the building through the main elementary entrance (#1). Students who walk to school are expected to walk themselves and/or their bikes along sidewalks at all times.

Riding a bike during arrival or dismissal creates an unsafe situation. Crossing guards will be provided at the intersections for the safety of our students. Students are expected to obey the crossing guards.

- ❖ *Students riding the bus use the elementary's north exits and playground to board buses*
- ❖ *Walkers and student pick ups use the main door(Door #1) of the elementary*
- ❖ *Walkers and bikers MUST use the sidewalk and crosswalks at all times*
- ❖ *Bikers walk their bikes until they are across the street from school*

DISRUPTIVE BEHAVIORS

Any conduct which causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the health, safety or well-being, or the rights of themselves or others is prohibited. The preceding is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized here. Situations or problems that may occur during the school year that are not specifically covered in this handbook will be decided by the building principal. Some of the main areas of conduct which may lead to disciplinary action include: detention, confiscation of material, revoking privileges, removal from the school setting by law enforcement officers, probation, exclusion, mandatory program reassignment, suspension, or expulsion. Exclusion, suspension, expulsion, and mandatory program reassignment shall be administered in accordance with the standards established by state law. (Refer to Board Policy for more information.)

1. Possession/Use of a weapon or other item that might cause bodily harm to anyone in the school.
2. Possession or being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies.
3. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
4. Fighting, taunting, baiting, inciting, and/or encouraging a fight or disruption.
5. Disruption and intimidation caused by gang symbols or gestures, gang or group posturing to provoke altercations or confrontations.
6. Pushing, striking or threatening a student or staff member.
7. Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from teaching or other students from learning.
8. Interfering with orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
9. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
10. Repeated classroom interruptions, confronting staff argumentatively, making loud noises, refusing to follow directions, or excessive disruptive talking.
11. Restricting another person's freedom to properly utilize classroom facilities or equipment.
12. Throwing dangerous objects in the classroom or on school grounds. This includes snowballs.
13. Repeated disruption or violation of classroom rules.
14. Racial slurs or degrading statements of any nature.
15. Behavior that causes the teacher or other students fear of physical or psychological harm.
16. Physical confrontations or verbal/physical threats.
17. Willful damage to school property.
18. Defiance of authority (willful refusal to follow directions or orders given by the teacher).
19. Repeatedly reporting to class without bringing necessary materials to participate.
20. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others (lighters, matches, noise makers etc.)

21. Use of profanity
22. Students who believe they are victims of bullying behaviors must report their concerns to the school counselor or building principals to assure consistency and timeliness in handling complaints. Procedures used in handling the complaints will be in accordance with Board Policy.
23. Students who believe they are victims of sexual harassment must report their concerns to the school counselor or building principal to assure consistency and timeliness in handling complaints. Procedures used in handling the complaints will be in accordance with Board Policy.
24. While at school, on school property, or at a school-sponsored activity off school grounds, students are not to:
 - a. possess or use tobacco
 - b. possess or consume alcoholic beverages
 - c. sell, consume or have possession of drugs
 - d. be under the influence of alcohol or drugs and/or look-alike drugs
 - e. possess or use weapons/firearms/tasers

Failure to adhere to school expectations in regard to the above mentioned may result in any or a combination of the following disciplinary actions: parental notification, search and seizure of items in question, referral to authorities, referral for counseling and/or treatment, suspension from school, recommendation to the School Board for expulsion. Expulsion restrictions extend beyond the normal school day to include all school sponsored co-curricular activities.

(See also, "Behavior Expectations: School Wide," "Bullying," "Expulsion Policy," "Fighting Policy," "Interventions (Behavioral)," or "PBIS")

DRESS CODE

Students are expected to dress in a manner conducive to learning, health, and safety. We recognize that students' individual dress is primarily a parental responsibility that should reflect concern for the health and safety of the child. When the dress of the student causes or may be perceived to cause a substantial disruption or disturbance to the learning environment, the student will be asked to change or may be sent home to change. For your child's health and safety, please help him/her dress appropriately for winter weather conditions. During the noon hour recess period, students may be playing outside for up to 30 minutes. If they do not have boots, they must remain on the blacktop and/or stand by the building. Students will not go outside for recess if the wind chill is consistently below zero degrees.

EARLY DEPARTURES: PICKING UP STUDENTS DURING THE SCHOOL DAY

Parents will need to come to the office to sign out their children if the absence begins during the school day. Upon arrival at the school, a school secretary will notify the classroom teacher and the student will be sent to the office. Students are **NOT** sent to the office prior to a parent or guardian's arrival at school. Parents/Guardians must notify the office in writing for any student to be released to anyone other than an identified parent/guardian.

EMERGENCY PROCEDURE INFORMATION

Your family's emergency forms are to be reviewed on Infinite Campus for all children. Please complete the forms and return with your registration material. If any changes occur during the year, please make the appropriate changes in Infinite Campus or notify the office. We need to keep this information current. Please contact the elementary school office if you need additional forms.

ENGLISH LANGUAGE LEARNERS

English language learners are a diverse group of students, with different language, academic, and social-emotional needs. Students who speak the same language or have similar levels of language proficiency may need very different kinds of support to succeed in the classroom. Our school is dedicated to doing whatever it takes to provide the necessary educational supports to help children of all languages succeed. School officials such as the elementary principal, director of pupil services, guidance counselor, migrant coordinator, and reading specialists can provide direction in helping families acquire the information needed to begin at our school.

EXPULSION

Grounds: The following reasons may be considered sufficient cause for student expulsion.

1. The willful or malicious destruction of school equipment or property.
2. Possession or sale of drugs or alcohol on school property and/or at school sponsored activities off school property, including being on school property or at school activities under the influence of drugs or alcohol.
3. Behavior that leads to the physical and moral deterioration of the school.
4. Repeated refusal or neglect to obey the school rules or board policies.
5. Engaging in conduct which endangers the property, health or safety of others.
6. Use or possession of tobacco on school grounds or at school activities.
7. Use or possession of a weapon on school grounds or at school activities.

Purpose: Expulsion is limited or permanent termination of enrollment by action of the Board of Education. The purpose of expulsion is to maintain an orderly educational system, to eliminate undesirable influences on other pupils, and/or to rehabilitate pupil conduct. It may be imposed when other remedies have been exhausted or when the severity of conduct merits it. Expulsion procedures are governed by Board Policy and associated administrative guidelines.

Expulsion For Possession of Facsimile Firearms

Under this law, Wisconsin Act 191, no person may carry or display a facsimile firearm in a manner that could reasonably be expected to alarm, intimidate, threaten or terrify another person. Whoever violates this section is subject to expulsion.

Expulsion For Endangering Employees or Board Members

Wisconsin Act 284, provides that a pupil may be suspended or expelled from school for conduct which endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled.

FIELD TRIPS

Field trips can be an important part of learning. They help children apply what has been taught in the classroom and learn more about the community in which they live. Each student will need to have written parent/guardian permission to attend field trips, which may require bus transportation. No student will be denied the opportunity to participate because of limited financial resources. Please contact the school counselor if field trip costs place a strain on your family's budget. Students will occasionally take walking trips to the public library or other places in Cedar Grove. Since field trips extend classroom learning and the school day, we expect the same behavior out of school as we do in school. Students who exhibit poor behavior may remain at the school for future trips.

FIGHTING

Student Conflicts/Fighting can happen in many forms and how one chooses to handle conflict can have an impact on one's personal and academic future. If any student is experiencing conflict, an administrator, counselor, teacher, school resource officer or other campus personnel should be notified of issues in which a student feels unsafe, threatened, or harassed. Contact an adult to help you. He/she

can give additional suggestions, meet with the other student, or arrange a meeting for the students involved in order to solve the problem in a safe and non-confrontational manner. Students that choose to engage in a physical or verbal altercation will face school consequences for their actions. Threatening, perpetuating, or initiating fights will be treated the same as fighting. Consequences may include: Suspension and/or Expulsion, Referral to School Resource Officer and/or Athletic Department. Students should defend themselves appropriately. Self-defense is characterized by putting hands up to block or prevent a hit, putting hands out to keep the other student at a distance, repeating over and over the desire to NOT fight, calling for help, turning and walking away. (See also, "Bullying")

FIRE DRILLS

Fire drills will occur at least once per month. Students and staff follow evacuation maps found in classrooms to exit the building. Forms to account for students will be completed so our school can ensure our safety procedures account for all students once a fire evacuation has been conducted.

GUIDANCE PROGRAM

Students in grades K-4 have the opportunity to receive guidance services through regularly scheduled classroom activities, small group experiences, individual counseling sessions, and community service projects. The guidance program, using a developmental model to address the needs of all students, strives to help students learn the skills necessary to prevent as well as cope with problems. Collaboration with teachers, administrators, and parents is an important component of the guidance program at all grade levels, for all students.

HOMEWORK

Homework is an extension of the school day. Homework may be work not finished during the school day or supplemental practice work. Students are expected to read daily outside of the school day. Staff support can be provided for students in need of additional academic support. Please contact your child's teacher directly if your child has questions about or is struggling with academic work that comes home.

HOT LUNCH

Hot lunch is available to students on a prepay basis. Infinite Campus enables parents to prepay any amount at any time. As students go through the lunch line, the cashier scans your child's barcode and the purchase is automatically recorded. You are welcome to join your child for lunch. Please let staff know you are attending so lunch arrangements can be made for you. No carry-in meals are allowed.

ILLNESS and INJURY: DURING SCHOOL HOURS

In the event that a student becomes sick at school, they will be sent to the office or health room. If the symptoms are severe or if it appears that after a reasonable length of time they cannot return to the classroom, every effort will be made to contact you or the person you indicated on your emergency form so that transportation home and care for your child can be arranged. The school office or nurse will also contact parents in case of an accident, injury, or bee sting. If the parent or designated person on the emergency form cannot be located, school staff will handle the responsibility of obtaining necessary medical treatment as deemed necessary, up to and including a 911 emergency phone call.

ILLNESS: RETURNING TO SCHOOL

Many flu bugs, viruses, and colds are always around. If your child should be the unfortunate host of one of these, we encourage you to keep him/her home until they are fully recovered. Notes should be sent to school indicating any restrictions for your child following an illness. A child should not attend or

return to school unless they have been free of the following symptoms for at least 24 hours: persistent cough, diarrhea, vomiting, fevers, strep throat, or other communicable illnesses.

IMMUNIZATION REQUIREMENT

Wisconsin State Law requires students be current with immunizations before starting school. To obtain information about School Immunization Laws or your child’s immunization record contact the State of Wisconsin Department of Health or your health care provider.

INTERVENTIONS (ACADEMIC): BY STAFF COLLABORATIVELY

Prevention, Intervention, and Enrichment (P.I.E.) time is a daily opportunity within the RTI process to provide tiered instruction to all levels of learners in subject material that is linked to Common Core Standards. Targeted teachers and support staff are utilized during common time each day to provide flexible grouping of students to meet the learning needs of all.

P.I.E. Time Is An Opportunity For...

- Using flexible groupings of students and differentiated instruction linked to Standards
 - Tier II Instruction with teachers and support staff
 - Tier III Instruction with interventionists
 - Prevention of failure through re-teaching, reviewing, extra practice
 - Enrichment for students meeting and exceeding grade level expectations
 - Pre-teaching a new skill, upcoming lesson, or upcoming book
 - Providing an *extra dose* of a previously learned skill or lesson
 - Extension opportunities for highest achieving/gifted learners
- Making decisions based on student achievement data
- Grade level teachers, interventionists, special education teachers, and aides work with students
- Teaching to mastery of targeted Common Core Standards
- Creating smaller groups or providing extra adult assistance
- Inspiring higher level thinking through rigorous instruction
- Systematic- Focused- Targeted
- Establishing set outcomes and goals
- Explaining thought processes through teacher think-alouds
- Utilizing curriculum resources that are sometimes missed or underutilized
- Quality instruction based on essential questions and lesson objectives
- Interdisciplinary projects- Integrating reading, math, writing, science, social studies, etc.
- Inclusion of special education students in all appropriate scenarios

INTERVENTIONS (BEHAVIORAL): BY SCHOOL OFFICE

Referral to the office may include counselor or principal interventions as deemed what is best for the behavior exhibited by the student. Possible interventions include:

Conference with student on the problem (student-teacher or student-teacher-principal)	Contact parents about the situation
Review rule or expectation that is involved	Loss of privileges
School counselor-student conference/plan	Written problem solving plan made by student

INTERVENTIONS (BEHAVIORAL): BY STAFF MEMBERS

Each homeroom teacher formulates rules and guidelines for students to follow. Once the teacher determines that the student has violated a series of class rules and the teacher has made a good faith effort to use all of their interventions, the student may be referred to the office. The following disciplinary actions are available to staff members in regard to inappropriate student behavior:

Verbal/written warning	Behavior plan	Teacher-student-parent conference
Individual student conference	Referral to office/counselor	Loss of co-curricular activity privileges
Parental contact	Removal from a school activity	Loss of free time: recess or lunch

INTOXICANTS and CONTROLLED SUBSTANCES

Students are not to consume alcoholic beverages, illegal intoxicants or controlled substances before or during school hours, before or during school activities, at home or away. Students are not to have any alcoholic beverages or illegal intoxicants in their possession during school hours or at school activities. Violations for use, consumption or possession of any alcoholic beverage, illegal intoxicants (including near beer), or controlled substances will be as follows:

First Violation may result in any or all of the following: confiscation of intoxicant or controlled substance; parent notification, law enforcement citation and/or fine, Screening, Brief Intervention and Referral to Treatment (SBIRT) evaluation; 3-5 days out of school suspension.

Second Violation may result in any or all of the following: confiscation of intoxicant or controlled substance; parent notification, law enforcement citation and/or fine, Screening, Brief Intervention and Referral to Treatment (SBIRT) evaluation; comprehensive alcohol and drug assessment and follow-up; clinical counseling evaluation; 4-4 days out of school suspension.

Third Violation may result in any or all of the following: confiscation of intoxicant or controlled substance; parent notification, law enforcement citation and/or fine; 5 days out of school suspension; recommendation to the Board of Education for expulsion.

LATE ARRIVALS: STUDENTS ARRIVING AFTER THE BEGINNING OF SCHOOL DAY

Students are expected to arrive on time to school in all grades. Failure to do so will result in an inability to achieve success. Students are expected to be in the classroom ready to learn by the time the 8:30 AM bell rings. In the event that a student is late/tardy to school, the student must receive a pass from the elementary office staff. *(See also, "Truancy")*

LOCKERS

The school assigns lockers/cubbies for student use during the school year for the storage of outer clothing, lunches, and school supplies. Students should strive to keep each locker/cubby neat and orderly. In order to maintain order and discipline in the school as well as protect the health, safety, and welfare of all students and staff, school officials may conduct student searches on school property according to Board Policy. Searches may be conducted without a search warrant and/or consent of students or parents/guardians. The student assumes complete responsibility for all items in the locker and will have to reimburse the school for any damage to a locker or school materials taken from a locker. *(See also, "Search and Seizure")*

LUNCH

Students have a 50 minute lunch period consisting of a 20 minute time to eat followed by a 30 minute outdoor recess. Students must be appropriately dressed for outside play in all seasons. Students may

buy a lunch and/or milk from the food service program or bring one from home. Lunch menus are available on our school's website and will be sent home monthly on paper. Soda, candy, and other unhealthy snacks are discouraged. (*See also "Snacks"*)

LUNCH PAYMENTS

Lunch payments are accepted in all school offices, online or by postal mail. All payments must be received in the office by 9:00 AM in order to be credited for that day's lunch. If payments are received after 9:00 AM it will be credited the following business day. Payments must be in an envelope with the following information: Person responsible for payment, student names / grade, amount enclosed. Pre-made envelopes are available in each school office. It is only necessary to make one payment for all of your children attending the Cedar Grove-Belgium Area School District. Infinite Campus will also send out periodic low balance messages. You can check your family lunch account balance by using the Family Access portion on our school Web Page. Any unused balance in the family account will be carried forward to the next school year. We recommend that they should be able to eat at least half of the items served or they should bring a cold lunch from home. Children need food to fuel their growing bodies and minds in order to work and play their best. After June 1st no negative balances will be allowed.

MATH: CRITICAL LEARNING TARGETS

"Critical Learning Targets" are standards and skills that each grade level has established as critical to master prior to moving to the next grade level. Mastery of these skills will increase the likelihood of success and continued improvement in the area of math. Instruction and assessment of these critical learning targets will occur throughout the year and strategy groups will help students attain fluency in them. While not an exhaustive list of math skills, these critical learning targets serve as the foundation for many other areas in mathematics. Learning diverse math skills is, of course, necessary and the intention of critical learning targets is not to include everything. This is by design. Instruction continues throughout the year in all areas of mathematics as each plays an important role in a deeper understanding of all math skills and their interconnectedness. Critical learning targets have special attention paid to them to ensure students are set up for future success in mathematics. [Click this link to access our school wide framework of math critical learning targets at Cedar Grove-Belgium Elementary.](#)

MEDICATION PROCEDURES

We understand that children may need to take medication during the school day. To ensure the safety of all of our children, the district has written policies dealing with medication. These policies require:

- *All medication must be in the original container. The only medications that can be kept with the student is an inhaler and/or epipen (doctor permission is needed). Students are not to keep any other prescription drugs or over the counter medication in their desk/locker. Pharmacists will provide containers for both school and home.
- **The label must state: Student's name, Effective Date, Name of drug, Dosage, Directions, Time of administration, Name and telephone number of pharmacy, Name of physician, Picture of student attached (to be provided by school)
- Before medication can be dispensed to a child by district employees, a medication form must be completed in full and signed by both the parent and the attending physician. This is the only authorization we are permitted to use. Medication forms are available in school office or online.
- Over-the-counter drugs (such as aspirin, cough medicine, etc.) are treated the same as prescriptions. Complete parent consent form available online or in the school office.
- A medication log is completed each and every time medication is dispensed.

- Staff who will be administering medication have been DPI certified and a copy of this certification will be on file.

NON-CUSTODIAL PARENTS

Non-custodial parents will be given or sent report cards or other information as requested unless there is a court order to the contrary. Non-custodial parents may contact the school office for information on how to receive school materials and gain access, where appropriate, to our Infinite Campus student information system. Custodial parents with a court order preventing non-custodial parents from receiving information or from picking up the children must present a copy of the order to the principal. The law requires the school to allow biological parents to pick up their child – unless there is a court order forbidding it. The court order must be on file with the school. If you have concerns about the child’s other parent picking him/her up at school, please call the principal.

PARENT CONCERNS OR COMPLAINTS

Cedar Grove-Belgium Elementary School welcomes open, honest, and respectful conversation about any topics of interest from parents and community stakeholders. This includes parent concerns and/or complaints. All parental concerns or complaints should be addressed first with the person directly involved. After this contact, additional support from the elementary principal, guidance counselor, and/or other necessary staff is welcomed. Sidestepping the staff member directly involved in a concern or complaint without their knowledge is discouraged. Contacting staff member supervisors or direct reports first will likely result in a parent being referred back to the staff member directly involved before addressing a concern further with said supervisors. Teachers will be notified of any concerns or complaints received by supervisors of elementary staff members that involve their classroom. A conference may be requested by a parent at any time to discuss concerns with any staff member or group of staff members.

PBIS: POSITIVE BEHAVIOR and INTERVENTION SUPPORTS

Cedar Grove-Belgium Elementary School is committed to creating a school climate of academic excellence, respect, responsibility, and a safe learning environment. Teachers have at their discretion a number of means to positively reinforce positive behaviors including verbal praise, personal notes, positive phone call to parents, special privileges, individual class reward activities, grade level rewards, and team celebrations. PBIS helps teachers focus on teaching and helps students to remain focused on learning. Positive Behavior Interventions and Supports in our school district:

- Clearly define appropriate behavioral expectation
- Teach and practice expected behaviors
- Encourage expected behaviors
- Discourage problem behaviors
- Provide consistency
- Maintains the expectation for all that, “We are Safe, We are Responsible, We are Respectful.”

(See also, “Behavior Expectations: School Wide,” “Disruptive Behaviors,” and “Interventions (Behavioral)”)

PERSONAL BELONGINGS

Students will occasionally misplace things so all articles of clothing and school supplies should be plainly marked with the student’s name. The school is not responsible for student possessions that are lost or stolen. Students are encouraged not to bring any items to school having great value.

PHONE USAGE

Calls will be made home when children are sick, injured, need medication, or other emergencies. Forgotten assignments, lunches, money, library books, or changes in schedules do not constitute an emergency. Permission to use school phones must be given by an elementary staff member. Phone messages to students from parents will be communicated via the elementary secretary. Use of cell phones during the school day by elementary students is not allowed except by special permission.

REPORT CARDS

Report cards are available for viewing on Infinite Campus for 4K through 4th Grade students within one week from the end of each trimester. Report cards are also published through Infinite Campus on a trimester basis. (*See also, "Calendar"*)

RECESS

All students who stay for lunch will go outdoors after lunch for recess. An additional 15 minute recess break occurs one other time during our school day. Exceptions will be made for bad weather or medical reasons. Students must dress appropriately for outside weather. Students will remain indoors for recess when it is raining, during severe weather, and when the wind chill is consistently below zero.

REGISTRATION

Registration is handled online through our Infinite Campus Student Information Portal. Please contact the school office should you need assistance in accessing this portal or need to complete an initial set up for your family. It is the responsibility of each family to maintain current family information updated in Infinite Campus.

SAFETY DRILL PROCEDURES

Consistency is crucial for a safety plan to work in a district. All three schools in our school district have developed common language and procedures for safety drills. The procedures below outline the steps that will be taken in a safety drill situation. Safety drills can be used in situations when hallways must be kept clear. For example, a student or staff member in the hall may need assistance (ambulance or other rescue personnel), a fight in the hall, an unsafe or unsanitary mess the hall (sick, blood, spill, etc.), or any other situation that would require hallways to be clear. Safety Drill Procedures:

- Staff will be directed to "begin safety drill " procedure.
- Staff and students stay in room. Lock doors (no one leaves the classroom).
- If students are out of the room, they are to be directed back to their classrooms immediately.
- Students and teachers continue with class instruction until an "All Clear" call is issued, or another verbal ending to the safety drill procedures.

SCHOOL CLOSING ANNOUNCEMENTS

In case of inclement weather, school closing announcements will be made over our Infinite Campus Student Information System and local media outlets. The Infinite Campus Notification Service will allow us to send a telephone or e-mail message to you providing important information about school emergencies or events. We will use Infinite Campus to notify you of school delays or cancellations due to inclement weather. Local media outlets (television, radio, internet, etc.) provide timely notification of any school closing.

SCHOOL SUPPLIES

Basic textbooks, workbooks and instructional materials are provided by our district. Student supply lists are available on our website and updated annually. Replenishing school supplies throughout the school year is the responsibility of families. Label clothing and equipment with your child's name. Families

needing financial assistance for purchasing school supplies not provided by the district should contact the elementary guidance counselor for information so arrangements can be made for your child to have what he/she needs to be successful in our school.

SCHEDULE OF FEES

Each student registering for classes will be required to pay annual material fees during the designated registration times. Current school fees can be found on our school website or by calling the elementary school office. Students are expected to buy their own folders, paper, writing pens and pencils, etc. (*See also "School Supplies"*)

SCHOOL HOURS AND SUPERVISION

School hours for grades 5K through 4th grade are from 8:30AM-3:35 PM daily. Four year old kindergarten (4K) is held Mondays, Tuesdays, Wednesdays, and Thursdays. Typically, there are no 4K classes held on Fridays. Morning 4K is held from 8:30AM-11:35PM. Afternoon 4K is held from 12:30PM-3:35PM. Please see the district website for a more detailed calendar for when school is in session. Supervision of students begins at 8:10AM when students are permitted to enter the building and wait in the elementary commons until the 8:20AM bell. At that time, students proceed to their classrooms. No supervision is provided for students prior to 8:10AM. Students are expected to leave building grounds at the 3:35PM dismissal. Our school does not offer after school supervision or child care.

SEARCH AND SEIZURE

In order to maintain order and discipline in the school and protect the health, safety and welfare of all students and staff, the elementary school principal or his designee may conduct student searches on school property according to Board Policy when a situation warrants such a search be conducted.

SECURITY

Cedar Grove-Belgium Elementary School staff strives to keep children secure and safe at all times. Please be aware that entrance to our school may only be made through the elementary office (Entrance #1). All visitors are required to sign in at the office and must receive a visitor's pass. Parents are required to sign in at the school office during the school day when visiting and before removing children from school grounds. The building office secretary will call your child's classroom and have them come to the office only upon your arrival at school. This procedure must be followed for the safety of our students! The office must be notified if a non-custodial parent does not have legal authorization to pick up a child. A copy of the court order that restricts the non-custodial parent's access to the child must be on file in the office. Access cannot be denied without copies of the most recent court documents. Our elementary school operates under a "closed campus" policy. This policy requires that the school office be notified when students leave the building, when parents take children out of school, and when parents or visitors enter the building for any reason. (*See also, "Security Cameras"*)

SECURITY CAMERAS

Students and visitors should realize that there are security cameras on school grounds. These cameras are operational 24 hours a day. These cameras are monitored by school personnel and recorded. When necessary, school personnel will review the recordings to verify any infractions of school rules and may be used as part of the discipline process when dealing with students. (*See also, "Security"*)

SMOKING, TOBACCO, and ELECTRONIC CIGARETTES

Students are not permitted to smoke or possess smoking materials, including all tobacco products, in the school building, or on school property. This applies to all school-sponsored activities as well as the regular school day. Violations for possession or using tobacco products, tobacco related devices, or electronic cigarettes on school property or at school function will follow board policy.

SNACKS

Healthy snacks are encouraged. One designated snack time during the day for students may be scheduled within the school day and is considered a “working snack.” Working snack times occur while students are engaging in ongoing work, such as a work time during math, independent reading, or a teacher read aloud. Snack time should not interrupt the academic flow of the school day. Candy for snack is not permitted (with rare exceptions) and sweet treats are welcomed for special occasions like a celebration/birthday. Families must be mindful of known student allergies and take necessary steps to avoid having food causing allergies from being brought into the classroom purposefully. Students in Grades EC-Grade 4 can purchase milk for one daily milk break. Milk fees are collected during registration and the first two weeks of the school year for the entire school year. Prorated fees by trimesters are handled through our elementary office.

SPECIAL EDUCATION

Programming for students with disabilities is available. These include programs for children who qualify with mental and physical handicaps; cognitive, learning, and emotional disabilities; and speech and language concerns. Children can be referred for needed academic supports by school personnel or parents. If you suspect your child has a special learning need, contact the district’s Director of Pupil Services or your child’s classroom teacher.

STAFF: ELEMENTARY

Abler, Shelly	Student Services Administrative Assistant (District-Wide)
Ackley, Melissa	Art Education
Apthorp, Laura	Special Education Aide
Augustiniak, Tammi	3rd Grade Teacher
Barth, Tiffany	Food Service
Berndt, Donna	Special Education Aide
Brill, Jamie	School Aide
Brill, Kim	5 Year Old Kindergarten Teacher
Brochtrup, Natalie	Speech/Language Teacher
Brock, Shannon	3rd Grade Teacher
Claerbaut, Bonnie	Special Education Aide
Claerbaut, Mary	Reading Specialist
Courneene, Jeanne	Superintendent (District-Wide)
DePagter, Molly	5 Year Old Kindergarten Teacher
Desmond, Julie	4th Grade Teacher
Doherty, Melissa	3rd Grade Teacher
Egan, Dawn	1st Grade Teacher
Feind, Karen	Elementary Administrative Assistant
Grace-Jensen, Michelle	Physical Therapist
Guy, Cheri	2nd Grade Teacher
Halleman, Karen	1st Grade Teacher
Heimerman, Kari	4 Year Old Kindergarten Teacher
Helling, Candace	Special Education Teacher
Hoftiezer, Jill	Special Education Aide
Hokanson, Nan	4 Year Old Kindergarten Teacher

Holzer, Rebecca	Special Education Teacher
Isken, Jean	Library Aide
Jach, Shane	4th Grade Teacher
Ketterhagen, Sally	Elementary Guidance Counselor
Kondrakiewicz, Jeff	Elementary Principal
Kluck, Sara	4th Grade Teacher
Krause, Shelley	Instructional Aide
Koehler, Jan	Buildings and Grounds
Kuerschner, Melissa	Special Education Aide
Lewis, Mary	Buildings and Grounds
Lilyquist, Tricia	Instructional Aide
Lukens, Ben	Director of Building and Grounds (District-Wide)
Menien, Kari	2nd Grade Teacher
Mundt, Leslie	Physical Education
Navis, Jackie	Library Media Specialist (District-Wide)
Obbink, Sally	Instructional Aide
O'Keefe, Tamra	Director of Pupil Services (District-Wide)
Paris, Vic	School Aide
Peiffer, Tammy	Director of Food Service (District-Wide)
Rooker, Katie	Reading Specialist
Sass, Kris	1st Grade Teacher
Schmidt, Katy	Occupational Therapist
Schmit, Sharon	School Aide
Schmitt, Alice	Migrant Aide
Seider, Kaye	Special Education Aide
Suhorepetz, Mary	Early Childhood Teacher
Testroete, Karla	Elementary Buildings and Grounds
VanEerden, Ann	School Nurse
Veldhorst, Sally	2nd Grade Teacher
Velzke, Nicole	5 Year Old Kindergarten Teacher
Walejko, Jaquelyn	Food Service
Weavers, Tabitha	Physical Education
Weiland, Chris	Food Service
Wonser, Wendy	Instructional Aide
Zimmermann, Lynn	Music Education

STATE TESTING

Students in grades 3 and 4 participate in Wisconsin State Testing annually which assesses reading, language arts, and mathematics. Additionally, 4th grade students take science and social studies exams. All state testing is done following state guidelines. Individual reports will be provided to parents in fall of the year following state assessments. Parents may opt-out by submitting a written request to the elementary principal.

TORNADO SAFETY PROCEDURES

Tornado Watch: When a tornado watch exists, routines may be maintained until such time as skies become threatening. The elementary office will monitor the situation.

Tornado Warning: When a severe storm or tornado requires shelter be taken, students and staff will proceed immediately to the elementary tornado shelter area located in the basement of the elementary school. The Elementary Office will provide guidance and information in the event shelter must be taken. Classrooms proceed to shelter by following the classroom emergency route.

TRUANCY PROCEDURES: ELEMENTARY

1. **Bimonthly Attendance Pull:** An attendance pull will be made by the Elementary Secretary twice per month and notification of student absences will be made to the Elementary Principal
2. **Communication Documentation:** Each parent contact done regarding truancy and attendance must be documented with the following information about what has been done:
 - Form of Communication: Infinite Campus, Phone call, Letter, EMail, in-person meeting
 - Details of the Communication: Document who, what, when, and how contact was made with the family
1. **Occurrence of 5th-9th Absences:** When student accumulates at least their 5th but before their 10th absence, 1st letter sent home. One month must pass between the 1st and 2nd letters sent home. A doctor's note is required for additional absences, less the number of absences due to vacations.
2. **Occurrence of 10th-14th Absences:** When student accumulates at least their 10th but before 15th absence, 2nd letter sent home. One month must pass between the 2nd and 3rd letters sent home. A doctor's note is required for any additional absences, less the number of absences due to vacations.
3. **Occurrence of 15th-19th Absences:** When student accumulates at least their 15th but before 20th absence: 3rd letter sent home. One month must pass between the 3rd letter and parent meeting that occurs at the 20th absence. A doctor's note is required for any additional absences, less the number of absences due to vacations.
4. **Occurrence of 20th absence:** When a student is absent for the 20th time, a parent meeting is required. Required attendance at parent meeting: elementary principal, elementary guidance counselor, and at least one parent or guardian of the student. Optional attendance at parent meeting: classroom teacher, other pertinent staff members. One month must pass between the parent meeting at the 20th absence and referral to a truancy officer or making a social services referral. A doctor's note is required for any additional absences, less the number of absences due to vacations.
5. **Occurrence of 25th absence:** At the occurrence of the 25th absence by a student, a truancy officer is notified, a truancy referral is made to social services, or both are made by the elementary principal.
6. **Vacations and Extenuating Circumstances:** Known vacations or extenuating circumstances may dictate and alter the frequency of notification of absence status and the sending of letters.
7. **Post 9:00 AM Arrival:** Students arriving to school after 9:00 AM will be marked with a ½ day morning absence.
8. **Prior to 3:00 PM Departure:** Students leaving school before 3:00 PM will be marked with a ½ day afternoon absence.

VISION SCREENING

Children in 5 year old kindergarten (and any other students referred by teachers or parents who suspect that their child or students may be having vision difficulties) will be administered a vision screening. Dates for vision screening will be scheduled during the school year. If your child does not pass the vision screening, a letter will be mailed with the results and recommendation for further testing.

VISITATIONS

Parents are encouraged to visit school to participate in special activities and volunteer when needed. Visits are most valuable when the time has been planned with the teacher to avoid activities that are not typical of the daily program. Parents may eat lunch with the children on any day. Adult lunches need to

be paid on the day lunch is eaten. All visitor/volunteers must register in the office upon arrival and pick up a Visitor's or Volunteer's Badge.

VOLUNTEERS

Parents, relatives, and other family friends are encouraged to volunteer in our school. Many opportunities exist such as: working with children in the classroom, assisting a teacher, conducting book clubs, chaperoning field trips and helping with other special projects. For safety reasons, a background check is required each year for all volunteers who work with children in the building and chaperoning field trips. Volunteers working in the building are asked to sign in and out of the office and to wear a volunteer badge.

WEAPONS ON SCHOOL PREMISES

Weapons of any kind are prohibited on school grounds at all times and in all circumstances. Consult board policy for specifics regarding this policy.