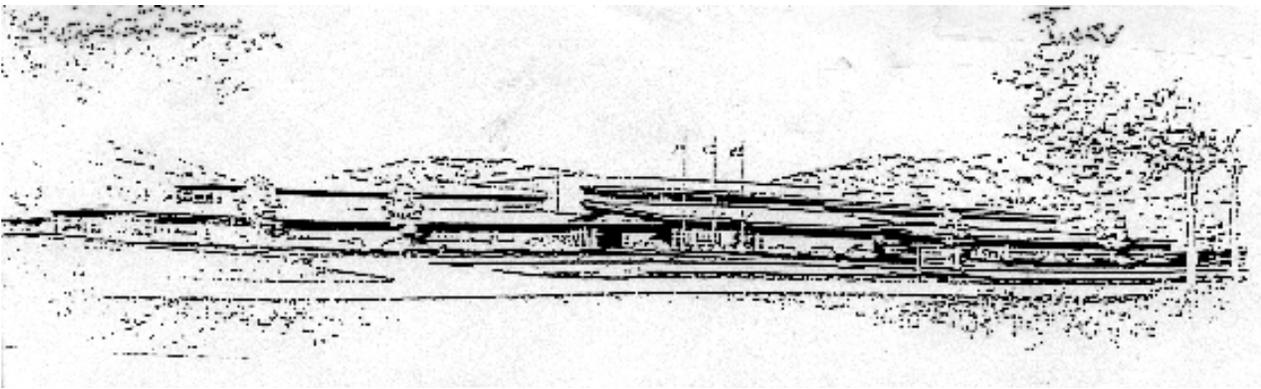


# North Crawford



## Elementary Parent/Student Handbook 2016-2017

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## **AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)**

An Automatic External Defibrillator (AED) is located on the wall in the hall across from the main gym between the two offices. The AED is a medical device, which provides verbal instructions, and an instrument to deliver an electric shock to a person whose heart has stopped beating.

## **ATTENDANCE POLICY**

Regular and punctual attendance is necessary to ensure success and establish good work habits. To maximize the educational benefits of school, regular and consistent attendance is essential. According to state law, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter or semester in which they become 18 years of age unless they have a legal excuse.

The elementary principal will determine if the students' absence is excused or unexcused. Thus all attendance/absence communication must be first made with the elementary office. This information will then be distributed to the teacher.

Missing any part of the day will be considered an absence.

### **Excused Absences**

Students may be excused from school for the following:

1. Sickness/injury (extended sickness may require a doctor's excuse). **After 10 sickness absences, a doctor's slip will be required to excuse the absence.**
2. Doctor, dental and counseling appointments that cannot be arranged outside of school hours. Written verification from the professional will be needed to excuse every absence. **All medical appointments without a doctor's slip will count towards sickness absences.** Written verification will need to include specific dates of coverage.
3. Emergencies (death, funeral, court, legal appointments, etc.).
4. Religious holidays.

### **Excused Absences From Parents**

A parent or guardian may excuse, for any reason, a child for up to ten days in a school year. The parent **must** excuse the child **in writing before** the absence.

#### **Absences After Programs**

Parents of students participating in a school program/concert must sign the student out in the teacher's classroom. This will not be counted as an absence.

A written note must be submitted to the elementary office before non-participating students are taken home after school programs/concerts and for participating students in a classroom program/concert since this is considered a parent permission absence.

### **Excessive Absences**

A parent may submit 10 excuses for their child's illness during the school year. This will include illness for any part of a school day. **If a student exceeds the allotted absences, the parent will need to provide a written excuse from a doctor for all subsequent illnesses.**

### **Unexcused Absence**

An unexcused absence is an absence from school for any reason other than mentioned above. An unexcused absence causes a student to be considered truant. Students who have an unexcused absence will not be allowed to attend or participate in after school activities or events.

Parents have 5 school days from the date of the unexcused absence letter to provide a written excuse for an unexcused absence. For unexcused absences which occur at the end of the second semester, parents will have 5 working days from the date of the unexcused absence letter to provide a written excuse for an unexcused absence.

### **Parent Responsibility**

Parents or guardians must notify the school between 7:00 AM & 9:00 AM on the day their son or daughter is to be absent. The only exception will be the parent or guardian with no phone. Upon returning to school, the student must bring a **written** excuse from his/her parent or guardian stating the time period for which it is effective. Failure to do so will result in an unexcused absence for the student.

### **Truancy**

Each school attendance officer will notify the parent or guardian of a child who is a simple or habitual truant when the child initially becomes a simple truant.

“Simple Truancy” means a student who is absent from school without an acceptable excuse for part or all of 3 school days during a semester. “Habitual truancy” means a student who is absent from school without an acceptable excuse for part or all of 5 school days during a semester.

### **Late Arrival**

Classes begin at 8:05AM. Students arriving after 8:05AM **must** report to the office to receive an admit pass. An unexcused tardy is a late arrival for any reason other than those listed under excused absences. An unexcused tardy does count towards truancy for a student.

## **Permit To Leave School Early**

In the interest of safety, no student is to leave school during school hours, unless the parent has given permission. Please adhere to the following procedure: Parents or guardians should pick up the child. Please report to the office and we will have your child meet you there. If you are unable to pick up your child, send a note to the office indicating the time that you want your child to be excused. Students leaving anytime prior to the end of the regular school day will be considered leaving early and will be marked accordingly.

## **BEHAVIOR EXPECTATIONS**

The elementary staff believes that it is important to provide a positive, safe and appropriate atmosphere that is conducive to learning. Students need to develop and employ positive behaviors and attitudes. Disruptive students can upset the educational atmosphere for the staff and other students.

### **PBIS (Positive Behavioral Intervention and Supports in School)**

PBIS is a team based, systematic approach in teaching behavioral expectations throughout the school. It is based on a proactive model which teaches the behaviors, reinforces and recognizes students who are able to model these behaviors and has systems in place to support students who have a difficult time or may present with more challenging behaviors. It is a school-wide discipline system that addresses the entire school, the classroom, areas outside the classroom (such as hallways, restrooms, offices, cafeteria, playground/school grounds etc.).

### **Birthday Invitations**

The elementary staff recognizes the importance of celebrating birthdays in a child's life. We ask that all invitations be handled outside of school.

### **Vending**

Students are not permitted to purchase items from the vending machines during the school day including immediately before or after school.

## **BULLYING POLICY**

### **Introduction**

The North Crawford School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

## **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

## **CYBER BULLYING**

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the building principal or Director of Technology.

The administration shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy **AND WILL BE REFERRED TO LAW ENFORCEMENT**. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a District employee or school board member.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

### **Prohibition**

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. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

### **Procedure for Reporting/Retaliation**

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building administrator or guidance counselor.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building administrator or guidance counselor (a school staff member or administrator designated by the Board of Education to be a recipient of such reports.)

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following North Crawford School District employees have been identified as the investigator: Daniel Davies, Brandon Munson, Pat Wenske, & Hillary Day

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

### **Procedure for investigating reports of bullying**

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

### **Sanctions and supports**

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

## **Disclosure and Public Reporting**

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

## **BUS POLICY**

Parents requesting their student to ride a different bus from school must provide a written note/phone call to the office by 3:00PM to ensure timely transportation notification. As soon as the students arrive at school in the morning, they are asked to turn their bus request in to the office and return to the office to pick up the note before riding on the bus. Students or parents need to contact the transportation director to ensure that there is sufficient room for the student to ride on the different route.

We ask that parents/child care providers meet young students, or give a visual sign to the bus driver after the students have departed from the bus.

Please remember that if you send a note for your son or daughter to be picked up or dropped off at a different location, the location should be on an established bus route.

If your child(ren) is/are not riding the morning bus route, please call the bus garage by 7:00 a.m. at 624-3484. This message will then be relayed to the bus driver, to assist with efficiently running the bus route.

## **CLASS LIST DEVELOPMENT PROCESS**

Whenever possible, a student shall be placed in the teaching-learning situation in which he/she shall receive the kind of instruction best suited to his/her ability to progress in school. Placement shall be based on the child's academic achievement, chronological age, mental ability, social and emotional adjustment, physical characteristics, and parental request. Parents/guardians may request their child to be with a particular teacher by notifying the elementary principal in writing before May 1. Those requests will be forwarded to the teachers and will be considered in the assignment process. The district has the final say in the assignment. Parents will be notified of this policy through the district newsletter one month before the deadline.

Notification of teacher assignment for the following year will be communicated through a Summer Registration Day occurring in August. Adjustments to the class lists will be made based only on

students moving in or out of the district. If an imbalance in class size results from this movement, some students may be reassigned to a new teacher.

Students recommended for placement in special education programs shall be placed upon consent of the child's parent/guardian. If specific special education programs are not available within the district, arrangements shall be made with other school districts or the Cooperative Educational Service Agency (CESA).

### **CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS**

The North Crawford School District will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It will be the responsibility of the custodial parent to provide the school principal with a copy of such a court order if restricted access to students or student information is requested.

Both custodial and non-custodial parents have the right to:

- a. View the student's school records.
- b. Receive school progress reports and all school mailings
- c. Attend parent/teacher conferences
- d. Visit the student briefly at school

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.

Except as otherwise provided, only the custodial parent will be permitted to remove a student from school. If a non-custodial parent asks to remove a student from school, established procedures will be followed.

### **Guidelines For Non-custodial Parent Visits With A Student At School/Removal Of A Student From School**

#### **A. Visits With A Student At School**

If a non-custodial parent asks to visit with a student at school, the following steps will be taken:

1. The principal will contact the custodial parent and inform him/her of the request and the conditions under which the visit will occur.
2. The student will be summoned to the office and remain in the office area for the duration of the visit. (The school may require the visit to be in the presence of a guidance counselor or principal.)
3. The student will be returned to class at the end of the visit by the guidance counselor or principal.

#### **B. Removal Of A Student From School**

If a non-custodial parent asks to remove a student from school, the following steps will be taken:

1. The principal will contact the custodial parent and inform him/her of the request.
2. Only if the custodial parent agrees with the request will the school release the student.
3. If the custodial parent cannot be reached or if the custodial parent objects, the student will not be released.

### **DELAYED START, EARLY DISMISSAL & SCHOOL CLOSING**

In case of poor weather conditions and school is closed, a delayed start or an early dismissal occurs, an announcement will be made on the following *radio and television* stations:

WVRQ--102.3 FM--1360 AM-----VIROQUA  
WPRE--94.3 FM--980 AM---PRAIRIE DU CHIEN  
WRCO--100.9 FM--1450 AM---RICHLAND CENTER  
WIZM/Z-93.3 FM---LA CROSSE--As time & phone lines permit  
WKBT—CHANNEL 8—LA CROSSE  
WXOW—CHANNEL 19—LA CROSSE  
North Crawford School District website at [www.northcrawford.com](http://www.northcrawford.com)  
Automated phone message from North Crawford Schools through Skylert

On the day of a late start, the bus drivers will begin their route 10 minutes earlier to account for slower travel.

Please do not call the school to determine if school is closed, delayed or closing early.

Breakfast will not be served on the morning of an unplanned late start.

There will not be any morning Early Childhood classes on unplanned late starts.

### **DIRECTORY INFORMATION**

Information such as the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student shall be considered public information and may be released unless parents or adult students refuse the release, in writing, of their own initiation.

#### **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The primary purpose of directory information is to allow the North Crawford School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- The school web page;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.) If you do not want North Crawford School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. North Crawford School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution
- Dates of attendance
- Grade level attended

### **DISCRIMINATION COMPLAINT PROCEDURES**

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following complaint procedures:

1. Any student, parent, or resident of the district complaining of discrimination against a student as described in Policy #411 in school programs or activities shall report the complaint in writing to the principal.
2. If the complaint is against a building principal, the complaint shall be reported in writing directly to the District Administrator who shall assign the investigation to a different building principal or other person of his or her choosing for initial investigation and other action as provided in paragraph 4.

3. If the complaint is against the District Administrator, the complaint shall be reported in writing directly to the Board which shall assign the investigation to a person of its choosing who shall report his or her findings to the Board, which shall decide the merits of the case, determine the action, if any to be taken, and report in writing to the complainant.
4. The principal, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The principal will review, with other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the principal shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
5. If the complainant is not satisfied with the building principal's decision, he/she may appeal with the decision in writing to the district administrator. Within 15 days, the district administrator will review the case and make a written decision regarding the case. Copies of the written decision shall be mailed or delivered to the complainant and the building principal.
6. If the complainant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant, the principal and the district administrator.
7. If the complainant is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction
8. Discrimination complaints relating to the identification, evaluation, education placement or the provision of free appropriate public education of a child with exceptional educational needs shall be processed in accordance with procedures established by the district's special education director/coordinator.
9. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
10. Discrimination complaints based on federal discrimination laws may be referred directly to the Office of Civil Rights or appealed to such agency.

### **DRESS CODE**

#### **DRESS AND GROOMING**

The responsibility for the appearance of the students rests with the parents and students. They have the right to determine such student's dress providing that such attire is not destructive to school property, complies with the health code of the State of Wisconsin and does not interfere with the educational process.

A student should be appropriately dressed and groomed for school. In establishing a policy of student dress and grooming for North Crawford Elementary, such factors as health, hygiene, safety, indecency, and the disruption of the educational process are considered. Unusual and bizarre dress or grooming can be detrimental to the development of a positive climate for teaching and learning.

The following are the minimal dress requirements: 1) Shoes are to be worn except by request of a teacher. 2) No coats, hats, head scarves or other types of head gear are allowed to be worn by males or females in the classrooms or hallways between the hours of 8:10 a.m. to 3:20 p.m. 3) No clothes that promote drugs or alcohol or inappropriate, offensive, or suggestive language or symbols will be permitted. (i.e. Alcohol, drugs or tobacco symbols.) 4) Tank tops, tube tops, and exposed mid-riffs (no belly skin) or bare shoulders showing, shorts/skirts shorter than the knees, and low-rise jeans that expose underwear are prohibited unless covered by a blouse or shirt.

Students will be expected to attend school in neat, clean and modest clothing. When a student's appearance disrupts the educational process, he/she may be subject to disciplinary action. Teachers or staff may refer a student to the office if they feel a student's attire is disruptive to the classroom or if they find the revealing nature of the attire objectionable.

### **EARLY ADMISSION**

A child is eligible to enter 4-year-old kindergarten if they have become four years of age, or kindergarten if they have become five years of age, or first grade if they have become six years of age on or before September 1 in the year he/she proposes to enter school. There is no early admittance to any of these programs.

### **ELECTRONIC DEVICES**

No student shall be permitted to use or possess an electronic paging or two-way communication device (i.e. beeper, cell phones, picture phones, etc.), laser pointers, trading cards or any other objects of significant value on school premises, except as specifically authorized by the building principal. Students must obtain advance permission from the principal to be in possession of a cell phone during school hours for such purposes as medical or other legitimate use. All unauthorized communication devices may be checked in the elementary office for use before and after school. Students violating this policy shall be disciplined according to the following procedures: 1<sup>st</sup> offense – removal of phone, 2<sup>nd</sup> offense – detention & phone returned to parent, 3<sup>rd</sup> offense – suspension & phone returned to parent. (Re: Wisconsin Statutes)(Ref.: 443.2)

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The North Crawford School District is committed and dedicated to the task of providing the best education possible for every student in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because

of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

Complaints regarding the interpretation or application of this policy shall be referred to the building principal/unit leader and processed in accordance with established procedures

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled even if they are not covered under the district's special education policies and procedures.

The district will provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, being excluded from participation in an activity, alternative assignments, release time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Notice of this policy and its accompanying complaint procedures shall be published annually in the Crawford County Independent and posted in each school building in the district.

### **FACILITY SCHEDULE**

Students should arrive at school between 7:45 & 8:00 AM and will be dismissed by 3:30 PM.

**Students staying after school must be under the direct supervision of a staff member.** Students will not be allowed to stay after school to wait for a sibling.

Elementary Office hours are from 7:30 AM to 4:00 PM during the school year.

### **FIELD TRIPS**

Field trips are planned to enrich the school curriculum. You will receive one general permission slip at the beginning of the year. This must be returned, with parent signature, as soon as possible. You will be notified of all bus field trips in advance and will not receive additional permission slips.

### **FOOD SERVICE**

The food service program provides a breakfast and lunch program. The cost of a breakfast is \$1.10 and a lunch is \$2.45. Students that qualify for Reduced Meals eat breakfast for free, and pay \$.50 for lunch. Extra milk can be purchased at a cost of \$.30. Each student will be issued a pin number to be used to purchase breakfast and/or lunch. When the student passes through the lunch line, he/she will input their pin number in the numerical key pad.

The computer will deduct the appropriate fee from the family account. Your family will be notified when you reach a negative balance. Meals are to be paid for in advance. Please maintain a positive food service balance. Please send your lunch money to the office with your child to deposit in your family account. The program offers free or reduced priced meals to income eligible families. Applications may be obtained from the office and are found in the Back to School newsletter.

Food service money should be brought to the elementary office upon arrival at school. If possible, please send the lunch money in the form of a check. If payment is made in cash, please enclose the money in an envelope, write on the envelope the amount of deposit, **the account name** and indicate that the money is for the food service program.

In an effort to increase student wellness, we ask that students not drink soda during lunch.

### **Milk Break**

Students in pre-k-dg. through 5th grade may elect to participate in the milk program. The cost will be \$0.30 per carton. Milk break is part of the lunch account and will be deducted accordingly.

## **LOCKERS**

Lockers are provided for student use. The lockers are the property of the school and can be entered by school personnel at any time. Do not store money or valuables in the lockers.

### **Locker Rules**

1. No locks.
2. No unauthorized signs, posters, stickers, etc. on the inside or outside of the lockers.
3. Do not leave anything in the locker overnight.
4. Only use your locker.
5. Locker use is limited to: before school, recess and after school.

## **NOTES FROM PARENTS**

A written parental note giving permission for your child to go home with another child or parent should also include the first and last names of the students involved.

Also, please be sure that both sets of parents are aware of the arrangements.

## **NURSING SERVICES**

The school nurse will be available 2 days per week assist students if they become ill or injured during school. Parents should annually notify the school of any specific health needs of their child.

### **Medication**

Whenever possible, medications should be administered to students at home rather than at school. Before any prescription medication may be administered to a student, school personnel must receive written parental consent and written instructions from the child's physician, dentist or podiatrist. A Medical Administration Form is available in the office or from the school nurse. The prescription medicine must be in the original medicine bottle, labeled with the child's name, the name of the drug,

the dosage, the time to administer and the physician's name. Written instructions and parental consent must also be obtained before administering any nonprescription medications to students.

### Inhalers

Assembly Bill 783 allows all students with asthma and other respiratory illnesses to carry their inhalers with them at school. While in school, at a school sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all the following are true; the pupil has the written approval of the pupil's doctor and if the pupil is a minor, the written approval of the pupil's parent or guardian and the pupil has provided the school principal or nurse with a copy of the approval

### 2016-17 SCHOOL REQUIREMENTS

Age/Grade	Number of Doses					
Pre K (2 years - 4 years)	4 DTP/DTaP/DT		3 Polio	1 MMR (5)	3 Hep.B	1 Var (6)
Grade K - 1 (1)	4 DTP/DTaP/DT/Td (1)		4 Polio (4)	2 MMR (5)	3 Hep.B	2 Var (6)
Grades 2 - 5	4 DTP/DTaP/DT/Td (2)		4 Polio (4)	2 MMR (5)	3 Hep.B	1 Var (6)
Grade 6 - 7	4 DTP/DTaP/DT/Td (2)	1 Tdap (3)	4 Polio (4)	2 MMR (5)	3 Hep.B.	2 Var (6)
Grades 8	4 DTP/DTaP/DT/Td (2)		4 Polio (4)	2 MMR (5)	3 Hep.B	1 Var (6)
Grade 9 - 10	4 DTP/DTaP/DT/Td (2)	1 Tdap (3)	4 Polio (4)	2 MMR (5)	3 Hep.B	1 Var (6)
Grades 11	4 DTP/DTaP/DT/Td (2)		4 Polio (4)	2 MMR (5)	3 Hep.B	1 Var (6)
Grade 12	4 DTP/DTaP/DT/Td (2)	1 Tdap (3)	4 Polio (4)	2 MMR (5)	3 Hep.B	2 Var (6)

1. DTP/DTaP/DT/Td vaccine for students entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup>) to be compliant. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

### PETS

Students are not to bring pets or animals to school without prior administrative approval. Under no circumstances are pets or animals to be transported on the bus.

## **PHONE NUMBERS**

Elementary School-----624-5201

Bus Garage-----624-3484

High School-----735-4311

District Office-----735-4318

District Office Fax-----735-4317

## **PLACEMENT PROCEDURES**

### **School Admissions**

Before admittance to school, every child must present ALL school records. This includes the necessary health and immunization records as required by the Department of Public Instruction, the Department of Health and Social Services and state law.

Parents/guardians who are requesting enrollment of their children in the North Crawford School District must submit the following information before a student may attend school:

1. Identifying information (i.e., name, date of birth, chronological age, address),
2. Summary of developmental background including previous instruction provided or programs attended as found in official school records (Cumulative File), transcripts, summaries of coursework completed or alternative educational programs completed by the child prior to the request for entrance into the North Crawford School District. Each student receiving Special Education services must submit all documentation associated with such service including a current Individualized Education Program (IEP).
3. Record of immunizations as required by the state of Wisconsin.
4. Record of any health condition that may affect a student's education, i.e. asthma, ADD, ADHD, Diabetes, life threatening allergies, etc.
5. Each student entering kindergarten must provide evidence of a completed basic physical examination.
6. Each student entering kindergarten is encouraged by State Statute 118.135 to provide evidence of an eye exam by an optometrist or physician, by December 31 following the student's enrollment. Evidence of the eye exam will be placed in the student's Cumulative File.

The guidance counselor, school nurse and school psychologist will review all of the submitted information. A recommendation for grade placement, schedule of courses in which the child will enroll and additional graduation requirements will be presented to the principal for approval. A competency-based evaluation may be required in order to ensure proper placement.

## **PUPIL PROGRESS**

Students' academic progress is evaluated on a regular basis. Parents will receive mid-quarter progress reports and a report card at the end of each quarter. The first quarter report card will be distributed at parent/teacher conferences.

## **SPECIAL EDUCATION PROCESS**

The School District of North Crawford solicits and receives referrals on all students and children with suspected impairments or disabilities from all persons who have a reasonable cause to believe that such a need or condition exists. Prior to making a referral, the person (teacher) who submits a referral must inform the parent of their intent to make the referral. The referral must be in writing and the form can be obtained from the school psychologist. It must include the reasons for the referral, the documentation of informing the parents, and measurable pre-referral interventions that were attempted in the general education environment to meet the child's needs.

When a child is suspected of being a child with a disability (CWD), the Special Education Designee shall appoint an evaluation IEP team and consent for the evaluation will be acquired before the assessment begins. A determination of a disability cannot be based on a lack of instruction in reading or math, Limited English Proficiency, environmental, cultural or economic disadvantage. If the IEP team determines that the child has a disability, an Individualized Educational Program (IEP) is developed. Individuals with Disabilities Act (IDEA) mandates the School District of North Crawford provide children with disabilities a free appropriate public education in the least restrictive environment that is educationally appropriate.

The composition of the IEP team shall include: 1.) The parent(s), 2.) At least one special education teacher, 3.) At least one regular education teacher, 4.) A representative of the Local Education Agency, 5.) An individual who can interpret the instructional implications of the evaluation results, 6.) Other individuals who have knowledge or special expertise regarding the child, and 7.) The child with the disability, whenever appropriate.

As appropriate with modifications, children with disabilities shall participate in state and district wide assessments. They shall continue to be required to be taught in the general education environment with supplementary aids and services, to the extent appropriate as determined by the IEP team. A child with disabilities shall be re-evaluated at least every three years, if the parent or teacher request it, or if the IEP team request it. For a re-evaluation, if the IEP team determines that no additional data is needed to establish whether the child continues to have a disability, the IEP evaluation team shall not be required to conduct an assessment. An IEP must be reviewed at least annually.

The North Crawford School District has a full continuum of special education services. The following programs are an integral part of our education system at the elementary, junior, and senior high levels:

- A. Early Childhood (ECH) (3 to 5 years of age)
- B. Cognitively Disabled (CD)
- C. Emotional Behavioral Disturbance (EBD)

- D. Specific Learning Disabled (SLD)
- E. Speech and Language (S/L)

Related services, which can be provided, include:

- A. Occupational Therapy
- B. Physical Therapy
- C. Transportation
- D. Counseling
- E. Psychological Services
- F. School Health Services
- G. Orientation and Mobility
- H. Specially Designed Phy Ed
- I. Audiology
- J. Educational Interpreting
- K. Rehabilitation Counseling Services
- L. Speech and Language

Students may be eligible to qualify in the following special education disability areas.

- Autism
- Emotional Behavioral Disability
- Hearing Impairment
- Specific Learning Disability
- Cognitive Disability
- Orthopedic Impairment
- Other Health Impaired
- Significant Developmental Delay
- Speech and Language Impairments
- Traumatic Brain Injury
- Visual Impairment

Further elaboration in each area may be received by contacting the school psychologist at 624-5201.

### **STUDENT SEXUAL HARASSMENT**

It is the Board of Education's desire to maintain and ensure a learning environment free of any form of sexual harassment or intimidation.

The North Crawford School District shall not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders and referral to law enforcement agencies.

Sexual harassment includes, but is not limited to, the following:

1. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact that is considered unacceptable by another or other individual(s).
2. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or educational status.
3. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes, gestures or actions that offend others.
4. Engaging in any type of sexually oriented conduct that would interfere with another's work or educational performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
5. Creating a work or learning environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attentions. Also, the existence or display of sexually suggestive or graphic materials including, but not limited to, photographs, magazines and posters.
6. Unwelcome verbal or physical conduct directed at another individual because of that individual's gender, other than the conduct described above, that has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment or has the purpose or effect of substantially interfering with that individual's work or school performance.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee should report the incident to the building principal. It is the intent of the District to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly. If a student is not comfortable with making a complaint to the principal, the complaint may be made to any other administrator or the school psychologist. The employee will report the complaint to the appropriate person. All complaints will be recorded on the North Crawford School District Sexual Harassment of Students Complaint Form (Board Policy 443.5-Exhibit). All complaints shall be investigated and acted upon in a timely manner. Students may appeal decisions regarding the complaint using the appeal procedure described in Policy #411-Rule. Appeals beyond the District may be made in accordance with state and federal laws.

The identities of the parties involved shall be kept confidential to the extent possible.

No District employee, school board member, or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or their witnesses during or after the presentation, processing, and resolution of a complaint.

## VISITATION

Parents are encouraged to observe their child at work in the classroom. One of the best ways to understand the instructional program is to visit. Advanced arrangements should be made with the teacher. All visitors to the building must stop in the school office to receive authorization to visit elsewhere in the building. Students wishing to bring a guest to school must obtain prior approval from the school office. (Student visitors are not encouraged to visit the classrooms.)

## STAFF

### BOARD OF EDUCATION

Mr. Wade Dull  
Mr. James Dworschack  
Mr. Aaron Fortney  
Mrs. Mary Kuhn  
Mr. Terry O'Donnell  
Mrs. Judy Powell  
Mrs. Jesse Swenson

### ADMINISTRATION

Mr. Brandon Munson  
Mrs. Julie Kruizenga  
Mr. Toby Triplan  
Mr. Demetri Andrews

### ELEMENTARY STAFF

#### ECH

Mrs. Cindy Peterson

#### 4 Year Old Kindergarten

Mrs. Cindy Peterson

#### Kindergarten

Mrs. Bethany Seiser  
Mrs. Sue Klema

#### First Grade

Mrs. Amy Geary  
Mrs. Becky Molledahl

#### Second Grade

Mrs. Lisa Greene  
Mrs. Amy Allbaugh

#### Third Grade

Mrs. Jean Ottaway

#### Fourth Grade

Mr. Kyle Oldenburg  
Ms. Dana Bay

#### Fifth Grade

Ms. Amanda Ziemer  
Undetermined

#### Reading Specialist

Ms. Sue Presser

#### Math Resource

Ms. Shelly Biggin

#### Guidance

Ms. Stephanie Colsch

#### Physical Education

Mr. Chris Wettstein  
Ms. Anna Davidson

#### Music

Mr. Paul Cota  
Mrs. Holly Jones

#### Nurse

Mrs. Lori Hines

#### Art

Mrs. Katie Breidel

**Cross-Categorical Resource**

Mrs. Stacey Nutter  
Mr. Kurt Meyer  
Mrs. Lisa Andresen

**Keyboarding**

Mr. Scott Hubatch

**Library Media Specialist**

Mrs. Liz Bransky

**Speech/Language Pathologist**

Mrs. Melinda Biege

**Secretary**

Mrs. Tina Volden

**Special Education Assistant**

Mrs. Shayla Pickett

**School Psychologist**

Mrs. Andrea Cunha

**Food Service**

Ms. Hannah Gauthier – Director  
Mrs. Janet Pittsley  
Mrs. Heidi Olson-Stovey  
Mrs. Connie Torgerson

**Paraprofessionals**

Mrs. Nancy Brockway  
Mrs. Chanda Chellevoid  
Mrs. Laurie Opprecht  
Mrs. Patty Kvigne  
Mrs. Angie Visgar  
Mrs. Jodi Swiggum  
Mrs. Deb Varo

**Custodial**

Mr. Dan Eitsert  
Mr. Doug Gander  
Mr. Harry Heisz  
Mr. Dale Spencer  
Mrs. Jeanne Spencer

**District Office**

Mr. Demetri Andrews  
Mrs. Angie Boland  
Dr. Daniel Davies

**Technology Coordinator**

Ms. Donna Starkey

**Transportation**

Mr. Jerred Powell - Director  
Mr. Jim Helgerson – ECH van  
Mr. Wayne Goplin  
Mr. Eric Sime  
Ms. Nicole Nelson  
Mr. Todd Brudos – Sub  
Mr. Mike Knight – Sub  
Mr. Stan Turben - Sub

## 2016-2017 Important Dates

Tuesday, August 30.....	Open House and Pictures
Thursday, September 1.....	First Day of School
Monday, September 5.....	Vacation Day
Monday, September 26.....	No School Inservice Day
Wednesday, October 19.....	Picture retakes
Thursday, October 27.....	Parent Teacher Conferences 1:30-7:30
Thursday, October 27.....	1:05 Early Release In-service
Wednesday, November 23.....	1:05 Early Release Vacation
Thursday, November 24.....	Vacation Day
Friday, November 25.....	Vacation Day
Thursday, December 22.....	1:05 Early Release Vacation through Jan. 2
Tuesday, January 3.....	Classes Resume
Friday, January 20.....	Inservice Day
Monday, February 13.....	Preschool Screening 12-7 pm
Friday, February 17.....	Vacation Day
Monday, March 6.....	1:05 Early Release Inservice
Monday, March 6.....	Parent Teacher Conferences 3:30-7:30
Monday, March 13.....	Vacation through March 17
Monday, March 20.....	Classes Resume
Thursday, April 13.....	1:05 Early Release
Tuesday, April 18.....	Classes Resume
Friday, May 5.....	Inservice Day
Monday, May 29.....	Vacation Day
Friday, June 2.....	Last Day of School - 1:05 Early Release
Saturday, June 3.....	High School Graduation 10am Large Gym