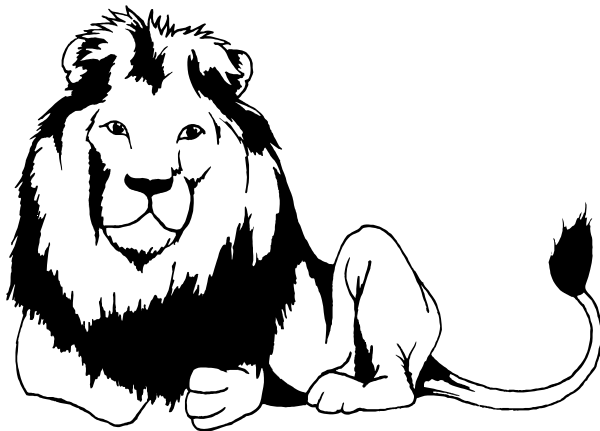


Lomira School District

Grades 4K - 5

Student
Handbook
2019-2020



2019-2020 TOP TEN LIST FOR PARENTS FROM MRS. SCHAEFER

#10 Address, Phone Number And Email Address

- Please be sure that your contact information is updated each year in Skyward and each time you change it. All staff use Skyward as a source for collecting contact information and for parents to check grades.

#9 Communications With Teachers

- The preferred form of contact for most teachers is email but messages in planners or phone calls are also great. If a problem arises, please make direct communication with the teacher before calling Mrs. Schaefer. This chain of command works well for all involved.

#8 School Website

- Our school Website is www.lomira.k12.wi.us and I suggest you bookmark that on your home and/or work computer. This is a great way to know what's happened, happening or about to happen in our district.

#7 Website/Facebook/Newspaper Permission

- When you did your on-line registration you needed to give permission to use your child's picture on our web page or in the newspaper. We frequently send photos to the paper of students who have won awards or are involved in special activities. We also update the district website with student photos highlighting special activities.

#6 Start/End Times

- School will begin at 8:00 in Lomira and Theresa this school year. Please make sure your child is at school on time. The first bell rings at 7:55. School will end at 3:10 in Lomira and 3:00 in Theresa.

#5 PBIS (Positive Behavioral Interventions and Supports)

- When students can't read, we TEACH. When students can't add, we TEACH. And, when students can't behave, we TEACH. This is the motto of PBIS. It's all about recognizing those who meet expectations and creating a framework that works for those students who don't meet them.

#4 Teacher Request Week

- For those parents who would like to request a specific teacher for next school year, please do so by May 1. Requests must be in writing, stating specific reason for placement. Although we can't accommodate all requests, we will do our best to try to honor requests.

#3 Safety

- Please remember "safety first" by being observant and compliant of all posted signs. Students are dropped off at designated areas in each building. If you choose to walk your child in the building, you will need to park your vehicle and walk your child into the building. THE DROPOFF AREA IS NOT FOR PARKING. Parents please talk to your child about walking on sidewalks and utilizing the crossing guards. We want to keep everyone safe!

#2 Mass Notification Program

- Parents will automatically be notified via phone and email about important school information such as delays, closings, and emergency notifications. Make sure the office has your current contact information so you don't miss out on these important decisions!

#1 **Attendance Issues**

- One of the most misunderstood concepts in Wisconsin education is the school attendance policy. You can excuse your child for up to 10 days during a school year, not a semester, before the state tells us to intervene. The way Wisconsin describes an absence is missing any part of a school day. What most do not understand is that when we get a medical note, the state tells us not to count those as the parents 10 days. Once you have 5 absences, you may get an attendance concern letter, once you reach 10 you may get an attendance alert letter, which we are required to send to parents by the state of Wisconsin.

SCHOOL DAY STARTS AND ENDS

Students should **not** arrive before 7:30 a.m. at Lomira & Theresa and should leave the school grounds promptly when they are dismissed from class. If prior arrangements have been made with teachers, students will be able to come and depart at other times.

If parents/students are picking up children at the conclusion of the school day, we ask that you wait in the receptionist's area until the bell rings at approximately 3:10 P.M. (Lomira) 3:00 P.M. (Theresa)

ATTENDANCE INFORMATION

Good attendance is the beginning of a good work habit, one that students will take with them into the world of work. When students miss a day of school, they miss the discussion and social interaction, which took place in the classroom. That valuable interaction is lost forever.

ABSENCE CALLS

For illness, unexpected absence or emergencies, - parents must call the school as soon as possible, before 8:30 a.m. For Lomira students call 269-4757. For Theresa students call 488-2181.

Please provide the following information:

- **Your child's name (please spell the last name)**
- **Teacher's name and grade level**
- **Reason for absence and possible return, if known**
- **The date your child will be absent**
- **A phone number to call should we need further clarification**

ABSENCE POLICY

Lomira School District's attendance policy states that acceptable reasons for absences from school include personal illness, death in the family, family vacations, deer hunting, compelling family needs, religious observance, quarantine, impassable roads, extreme weather conditions, necessary court appearances, medical appointments, school sponsored activities, and state tournaments. However, some of these reasons are acceptable only with approval (such as school sponsored activities or vacations)

The Principal's determination of the validity of excused or unexcused absences, in any given situation, is final.

ABSENCE - PREARRANGED PROCEDURE

Parents, if you are aware of an upcoming absence, please send a signed note from home to the office prior to the start of that school day. A "permission to leave slip" will be issued. At the time of departure, your child should first present the slip to the teacher, visit the office and sign out. When your son/daughter returns, he/she should come to the office and sign in to get a pass to re-enter class.

ACCIDENTS OR ILLNESS

Parents, if your child has an accident or becomes ill during the school day he/she should inform his/her teacher immediately. If the teacher determines that your child needs to see the nurse, he/she will be sent to the Nurse's office or school office. If assessment shows your child should not be in school, you will be contacted and asked to pick up your child. If your child does not seem seriously ill, we will suggest a short rest before returning to class.

BEHAVIOR EXPECTATIONS

Appropriate behaviors are expected in our homes, work sites, and in our dealings with each other. At school the expectations for children are similar to those expected at home or in the work place. This year, and in future years, interpersonal skills will be stressed in every 4K-5 classroom.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

Lomira

Be Respectful
Be Responsible
Be Safe

Theresa

Be Respectful
Be Responsible
Be Safe
Be Kind

These simple common sense rules reinforce the major expectations of everyone in our school.

BOMB OR FIRE ALARMS

If a student tampers with or causes a false alarm, parents will be notified and the student will be suspended from school. A bomb threat will result in an immediate suspension from school and possible expulsion. Police will be notified immediately and given the name of anyone who created a false alarm or bomb threat.

BUS RIDING PROCEDURES AND RULES

BUS SAFETY AGREEMENT

Every student receives a copy of the **Bus Safety Agreement**. Parents, please read it with your child. Students and Parent need to sign and return the bus safety agreement.

CLASSROOM BEHAVIORS EXPECTED

Each teacher will post and explain the expectations for behavior in his or her classroom. Some teachers may have additional expectations. They will explain their expectations and the consequences for positive and negative behavior. Should students or parents have questions about an individual classroom behavioral plan, they should speak with that teacher for clarification. Expectations are designed to compliment learning by maintaining a safe and orderly environment. Should a student repeatedly or severely disrupt this learning environment, he/she will receive a written referral and will be sent to the principal. In these situations, parents will be notified and involved in the development of a parent-teacher plan to remedy the behavioral situation.

CODE OF CONDUCT

The School District of Lomira recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe classroom environment, conducive to teaching and to the learning process. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers must use their training, experience, and authority to create schools and classrooms where effective learning is possible. Students are expected to come to school and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems. To meet these goals the School District of Lomira established a **STUDENT CODE OF CONDUCT**. A copy of the complete policy is on the district webpage under school policy.

COMMUNICABLE DISEASE

A communicable disease is a disease or condition that may be transmitted directly or indirectly from one individual to another. If your child has pink eye, scabies, lice, ringworm or any other condition that is deemed communicable, you will be called to pick up your child. They need to be treated and the School Nurse must check their condition before being admitted back on the bus or into the classroom.

Lomira School District has a "No Nit" policy regarding lice. This means that once you have treated your child for lice, before they can be allowed back into school, the school nurse must check them. If there are nits (eggs) present, you will be asked to take your child home and continue treatment until they are nit free. The nurse will discuss current methods that are effective. Feel free to call her with any questions. Please know that confidentiality is a high priority in these cases and the child and family will be treated with the utmost dignity and respect.

COMPUTER/NETWORK GUIDELINES

As the School District of Lomira continues to expand upon educational opportunities provided by computer technology, it is important that disciplinary guidelines are in place to encourage proper use of computer systems. Various levels of discipline will be used relative to any student misuse and abuse of the computer network, software and hardware. These disciplinary levels will be applied based upon the severity of the infraction. The levels of discipline will be explained by the teacher/supervisor at the beginning of the year and periodically reinforced throughout the year.

CONCERNS

Parents, sometimes you question a school practice or react to your child's comments about school. Should you need additional information or clarification, please follow this format:

1. Call the teacher about your concern first and get first hand information.
2. If required, develop a plan with the teacher to rectify the concern.
3. Have at least two follow-up sessions to see how the plan is working and make corrections if necessary.
4. Call the principal if your concerns are not addressed to your satisfaction.
5. Call the superintendent if you still are in need of assistance with the situation.

COURT ORDERS

Parents, sometimes the parent/guardianship of a child is determined in the court system. The school is generally not aware of these decisions. To protect your rights, please supply the school with a copy of your court order that may affect your children. By doing so, we will know who to send such school information, i.e. fliers, grades, event notices, etc. We will also know who may or may not be allowed to visit with your child. This order will be maintained in your child's cumulative file. If any changes take place during the year that affect the court order, keep your school informed.

DISCIPLINE INFORMATION

(disorderly conduct, anti-social [gang] behavior,
other forms of overt or covert harassment)

The above-mentioned behaviors are dealt with in a prompt and serious manner. Harassing, disorderly conduct and anti-social behavior are frequently referred to the police.

- Harassment is an act, or a series of acts, that create a threat to another person. It includes striking, shoving, kicking, or any other physical contact or threat of physical contact. It can also be repeated physical or verbal actions that intimidate another person.
- Disorderly conduct includes engaging in a violent, abusive, indecent, profane, boisterous or unreasonably loud conduct, which causes or provokes a disturbance.

DOGS ON SCHOOL PROPERTY

As per School Board Policy, no animals are allowed on school grounds without prior permission from administration. Please do not walk the dogs on school property at the drop off and/or pick up times.

DRESS AND GROOMING

Any type of attire that attracts undue attention to the wearer, causes a disturbance for others, or safety concerns for the wearer, will be cause for rejecting it as suitable apparel for school. Your hat and jacket are not to be worn in the classroom. All head coverings are not allowed. Head coverings include, but are not limited to: caps, hats, and bandannas. Because our nation's flag is displayed, please remove your hat immediately upon entering the school.

Students who choose to wear inappropriate clothing will not be allowed to disrupt the teaching or learning environment and will be referred to the principal immediately.

EMERGENCY PROCEDURES

(Fire, Tornado, Lock Down and Evacuation Alerts)

Emergency procedures will be practiced monthly for fire, and on a periodic basis for tornadoes. Information specific to procedures that are to be followed will be posted in all rooms and explained and reviewed over the year by the teacher.

For the safety and welfare of all, we also have procedures in place to deal with "intruder alerts" or "bomb threats". With the assistance of the Lomira and Theresa Police Departments, our staff has been inserviced and knows the correct procedure to follow if necessary.

Any student not complying with the above procedures will be considered a major rule violator and will be dealt with appropriately by the principal.

GRADES PRE K-5 DISCIPLINE PROCEDURES

The classroom teacher retains the primary responsibility for determining the degree of follow-up needed with each student and incident. Teachers and staff will make their expectations clear to the students and review them periodically per PBIS procedures. When a student fails to follow building/classroom rules the consequences will depend on the grade level and severity. 4K-Second grades, Early Elementary, will have different consequences than our 3rd through 5th grade, Upper Elementary.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

In order to provide an effective structure for classroom management, each individual teacher will share with you their classroom management system early in the year. These structures may vary from class to class and grade level to grade level. The most important part in lowering classroom management problems is to have a high quality professional teacher in the classroom; that, in our opinion, is the greatest variable.

PBIS provides a system of positive support systems that we'll be sharing with students starting on the first day of school. We will consistently reinforce positive behavior throughout the year in a variety of ways. We will be focusing on those students who are meeting our expectations and try to give them that positive attention. However, we do understand that some students will still chose to misbehave from time to time. We do have a plan for those as well. We will focus on TEACHING correct behavior and develop empathy for victims who were wronged.

In addition to teaching expectations, and building a positive relationship with your child, there are times when behavior will disrupt the learning environment. When this occurs, it shall never be a teacher's intention to humiliate, embarrass, or degrade a child! Such behavior will always be addressed but it will always be done in a matter-of-fact tone, with respect, and little disruption to the rest of the class and the instruction. Teachers will follow the flowchart that details the severity of the incident, major and minor lists have already been identified. Major incidents will be directed to the office while minors will stay in the classroom and could end up notifying the parents, based on severity. At each step we try to identify the possible reasons and contributors to the behavior including time, place and others involved and address the issue appropriately with the information that we have at that time. That information will be logged into our PBIS software data package, SWIS, and reviewed monthly at staff meetings to drive our behavioral emphasis for that month.

FIELD TRIPS

You will acknowledge permission through online registration for field trips, walking trips or trips between schools. For example, TLC students traveling to Lomira for program practices and assemblies. Students may be denied trip privileges if their behavior is unacceptable and will distract from the learning of others.

Chaperones will be notified by classroom teachers in a timely manner. Other attendance is pending on administrative approval and travel accommodation availability.

Parents, when volunteering as a chaperone for a school event you must follow the same rules for being on school grounds, such as no smoking or tobacco products. We also ask that you do not take pictures of Lomira students and place the pictures on social media as many of our students are not to have their photos posted to the public. It is expected that students on the field trip will ride the bus with their classmates to the field trip. Parents may ride separately. Parents must fill out a permission form to transport their child home after a field trip

HARASSMENT CONCERNS

The Board of Education for the School District of Lomira seeks to provide a learning environment free of harassment or intimidation toward and between students. Therefore, the district will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offender. Any student who believes that he/she has been the subject of harassment shall complete a bullying/harassment form in accordance with the established procedures. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

HARASSMENT COMPLAINT PROCEDURE

Any student who believes he/she has been the subject of prohibited harassment shall report the situation immediately to any teacher, aide or principal. A procedure defined by the Board of Education will be followed from that point.

HOMEWORK ASSIGNMENTS

Our district adheres to the U.S. Dept. of Education's guidelines that suggests 20-30 minutes of homework for grades 1-3 and up to 40 minutes for grades 4-5. Homework is different from daily incomplete work. **Homework** is an assignment or project the child is capable of and properly prepared to do without teacher assistance. For example, a teacher may assign 15 minutes of reading and 10 minutes of math facts as homework. **Incomplete** work is classroom work that students are given time to complete in class but do not finish. Contact your child's teacher if your child has difficulty completing assignments at home.

HOMEWORK ASSIGNMENTS WHEN YOUR CHILD IS ILL

Parents, when your child is absent and you would like to get his/her assignments, notify the office before 9:00 A.M. This will permit the teacher adequate time to get the assignment ready and to the office. If the absence will be over one or two days, prior arrangement should be discussed with the teacher involved.

ILLNESS

(GUIDELINES FOR KEEPING YOUR CHILD AT HOME)

Parents, when your child is observed during the day having any of the symptoms listed below, we will need to contact you to pick up your child immediately. Students should remain at home if any of these symptoms are prevalent or persist:

Evidence of infection, red throat, sore throat, swollen glands, severe coughing, or difficulty breathing, fever over 100 degrees, diarrhea, vomiting, pink eye, (impetigo*), (lice*), or (scabies*). These (*) problems must be adequately treated before returning to school. *See Communicable Disease.

IMMUNIZATIONS

Parents, current immunization cards, by State Statutes, must be maintained on all students. Since we maintain immunization histories of all students, we will depend on you to inform our nurse of new immunizations or health conditions to keep our health records current. As per State Health guidelines, all children enrolled in Wisconsin schools must have on file, at school, a copy of their immunization history.

INHALERS

(asthma and other types)

Students with asthma and other respiratory illness may carry their inhalers while at school. However, such students must have written approval by the pupil's physician and parent or guardian. See the school nurse for these forms.

INSURANCE

The school district does not carry insurance on students. Insurance is available on a family voluntary basis at cost. If you do not have coverage under a family health policy, we recommend that you give this serious consideration.

INTERVENTION AND ENRICHMENT BLOCK (D.E.N. Time)

Within each daily schedule, there is a designated block of time set aside to provide intervention and enrichment for students. At this time teachers, interventionist, and paraeducators work together to support and enhance the learning of all of our students.

LIBRARY CIRCULATION POLICY

Classes come to the library at least once a week to check out books and to return books checked out the week before. Students in second through sixth grade are permitted to check out three books per week. Kindergarten classes start with one book, and may progress to two books per week at their teacher's discretion. First grade classes usually are allowed two books, again at the discretion of their teacher. Middle School students come to the library during their study halls, or after school, to select books, and are permitted three books for pleasure reading. All classes may have extra books as needed for assignments.

Although the classes come at least once a week, books are checked out to the students for two weeks. After that, they are overdue, and should either be returned to the library or renewed for another two-week period. Notices are given to students each week, advising them of which books they have overdue.

Once a book has been overdue for four weeks, the library will send a notice to the parents asking either for the book's return or payment of a replacement cost. We would much prefer to have the book returned, but if it cannot be found, payment will permit us to purchase a replacement.

Payment must also be made for books damaged beyond repair. Occasionally a book is damaged, but can still be used. In that case, a fine for the damage will be assessed, which is less than the total cost of replacing the book. We encourage students to establish good habits, returning books on time and treating them with care.

LUNCH HOUR/TICKET PURCHASES

Elementary students get free milk for a classroom snack once a day (quantities will be limited). Student lunch money should be sent in envelopes with name, grade and amount of money enclosed. **The cost for lunch is \$2.30 daily.**

The School District of Lomira has implemented a computerized debit lunch program. This system allows parents to pay for all of their children's hot lunch with one check even if their children attend different public schools within the district. Each child has been given a pin number, which

the child will give to the food service worker each time he/she goes through the line. A list of student names and pin numbers will be available to food service workers and teachers in case the student forgets the pin number. Every attempt will be made to make sure students are not using another student's pin number.

LUNCHROOM BEHAVIOR

We want your lunchtime to be an enjoyable and relaxed experience for students. However, to control a few hundred students, we will need student cooperation to provide this comfortable and safe setting. Please observe and follow these rules:

- Students are to remain seated at their own table until finished or excused by the noon supervisor
- Students are to keep their hands and feet to themselves
- Students are to scrape their own tray and plate and deposit their milk container in the garbage container
- Students are to stack their tray and plate quietly and properly

MEDICATIONS

Parents, our school nurse must receive a written consent and specific instructions from you and a licensed physician before we can administer any prescriptions to your child. **Medications at school must be in the original pharmacy containers.** Unless absolutely necessary, medication should be taken at home. Non-prescription medications will not be administered by school personnel without your written consent. All medications must be supplied by a parent/guardian. A record will be maintained of all medications given at school.

PARKING-THERESA

To ensure a safe arrival to school, students should be dropped off in front of the building (traffic is one way only) by entering the parking lot on the north end and exiting on the south end. **Always be cautious of children biking or walking to school!**

Parking is available for visitors in the designated lined area in front of the school. **THE CURB AREA FROM THE STREET ENTRANCE TO AN AREA PAST THE SCHOOL ENTRANCE IS FOR BUSES ONLY.**

PARENTS AND TEACHERS FOR CHILDREN (PTC)

The Parents and Teachers for Children was organized to have the Parents and Teachers at our school work together for our children. PTC encourages parent and teacher input to support our school's efforts to educate your children effectively. Parents are automatically members of the PTC. The PTC organization holds elections and the officers run the meetings. Please be aware of meeting notices being sent home about upcoming meetings. If you have email you can also participate by signing up for "In the Loop," an email group that receives PTC information. PTC sponsors several special events, assemblies, and guest speakers each year. A minimum number of fundraisers are organized to provide funds, which support educational programs or resources.

Volunteers - We are eager to involve community volunteers in our educational family. If you are interested in being a volunteer, please contact your child's teacher, advisor, or principal. We need volunteers to act as mentors, to read with students, tutor, to assist students on projects, to chaperon events, etc. We are always looking for guest speakers on careers and particular special

interests. If you have an interest you would like to share, please let us know. If you know of a retired friend or relative (grandpas, grandmas, uncles and aunts) who have talents to share such as reading to children, helping them with their facts or writing, or just like helping little ones, get their names to us we'll do the rest. **Volunteers, you are always welcome to be partners in our school!!**

PARENT/TEACHER CONFERENCES

Parent Teacher Conferences are held twice each year. These important conferences are held to provide parents/guardians with progress information on their child's daily performance. Scheduled conferences occur in the fall and in mid-winter. Students are encouraged to attend all conferences with their parents/guardians. Check the calendar for these dates. **However, if you have a pressing concern, you do not have to wait until then to talk to a teacher.** We invite and encourage parents/guardians to schedule conferences with teachers and administration at any time during the school year.

PERSONAL ELECTRONIC DEVICES

Students who bring in electronic devices do so at their own risk. The Lomira School District shall not be responsible for the safety, security, loss or damage of personal electronic devices that students choose to bring to school. Investigation by school officials of loss, theft, or damage will be minimal unless it can be established that the student adequately secured the device, such as keeping it in a locked locker. The School District of Lomira does not provide personal property insurance of any personally owned wireless communication devices.

PHYSICAL EDUCATION

All students in grades kindergarten through 5th must participate in physical education. A doctor's excuse is required when a child is to be excused from Physical Education.

PLAYGROUND AND RECESS PROCEDURES

The school administrator and faculty will develop expectations relative to playground activity. These expectations will be fully explained by classroom teachers. They will define appropriate playground behavior and appropriate games and activities students may play. Always check with your teacher before bringing playground equipment from home to school. All students are required to go out for recess unless a doctor's excuse is provided.

POLICE SCHOOL LIAISON (PSL) OFFICER

PSL Officer, Sharon Fox, will be in the district periodically. She can be reached at school by calling 269-4396.

PROHIBITED ITEMS

DRUGS, ALCOHOL, TOBACCO, WEAPONS

Our schools enforce a drug, alcohol, tobacco and weapon free environment that complies with all relative Wisconsin statues for all persons attending, using or visiting the property. Complete Weapons Policy-Article 443.4 in K-8 office.

The following have no place at school: weapons of any kind, controlled substances, tobacco, fireworks, spray devices, foams, look-alike weapons, water guns, roller blades, boom boxes, radios, articles of pornography, gang related items or any other paraphernalia not conducive to a safe, orderly environment.

PUPIL SERVICE STAFF

Our K-12 Pupil Services Staff assists students and families who are experiencing barriers to learning and work collaboratively in aligning plans of support. Such services may include assessment, development of intervention plans across school and home environments, direct services including educational counseling, or assistance in identifying community-based resources that may support the needs of the child or family.

READING SPECIALIST

The District Reading Specialist helps to identify students with special needs in the area of reading. The specialist in this area may work with small groups or individuals and is often involved in the assessment process with our pupil services personnel.

RELEASE OF INFORMATION

State law allows for the school to publish and release certain information about your student without consent unless you have requested, **in writing** that we do not. Specifically, what we can release about your child is: name, date of birth, participation in activities, dates of attendance, photographs, awards, and the name of the school most recently attended.

Parents, to exempt your child from the law that allows us to release the above information, **you must request that we do not** include your child's name. **You must do so, in writing**, prior to the end of the second week of school.

SCHOOL CLOSING

If school is closed for any reason, an announcement will be made over various radio and television stations. An announcement will appear on the [Lomira K-12 Website \(Lomira.k12.wi.us\)](http://Lomira.k12.wi.us). The Lomira School District has a mass notification program. Parents will automatically be notified via phone and email about important school information such as delays, closings, and emergency notifications. **Make sure your current contact information is in skyward so you don't miss out on these important decisions!**

SCHOOL COUNSELOR

Our elementary schools (Lomira and Theresa Learning Community) share a common K-8 School Counselor to assist students with their personal, educational and social development. Students and/or parents/guardians are encouraged to contact the counselor when the need arises. The counselor is available to assess student's needs and help them recognize personal strengths and needs.

SCHOOL DAY

Students should arrive at school no earlier than 7:30 a.m. at Lomira and Theresa and leave school grounds promptly at 3:15 p.m.-Lomira, 3:00 p.m.-Theresa when you are dismissed from class. If prior arrangements have been made with teachers, students will be permitted to arrive or depart at other times. On **Early Dismissal Days** buses will load for the return ride home at 12:30. Theresa students going to Lomira will depart by bus at 12:10 P.M.

SCHOOL PSYCHOLOGIST

The district school psychologist assists students in areas of academic, social and emotional adjustment. Efforts are coordinated with parents/guardians, teachers, administrators and other specialists to identify areas of need and in developing comprehensive plans of support.

SPECIAL EDUCATION AND SECTION 504 REFERRALS

If you feel your child may have a disability and require assistance through special education or a 504 plan, please contact Chris Keiler/ Director of Pupil Services. Referrals for evaluation of eligibility should be submitted in writing.

SUMMER SCHOOL

Summer school offers a wide variety of courses to choose from. These are opportunities for children to take courses that we do not have the time or staff to provide during the regular school year. However, there is also a remediation and help aspect in designing the courses. **Parents - if your child is receiving any failing grades or struggling, we strongly recommend that you consider signing them up for summer school help.** Sign up is in spring.

SUPPLIES

At the closing of each school year, students receive a school supply list. Unless arrangements have been made, parents/guardians should obtain these materials. Lists are available in the office throughout the year.

TELEPHONE/CELL PHONES

There is a phone in the K-8 office and each classroom. Students are asked to limit their calls to emergencies only. Parents and friends are asked not to call students at school except in cases of emergency. The phone in the office is to be used only under limited circumstances and only after receiving permission.

Cell phones **must be turned off** and cannot be used in the school unless permission has been granted by a school employee. Cell phone use is prohibited in the school building by students while school is in session (7:30 a.m.-3:30 p.m.).

TITLE 1 READING PROGRAM

Children who are reading below grade level expectations in grades 1-4 may be eligible for additional, daily intervention support through the Title 1 program. Our Title 1 program provides focused intervention utilizing the Leveled Literacy Intervention program and framework for children in grades 1-4.

TRANSPORTATION AND BUSING

The safety and welfare of student riders is the first consideration in all matters pertaining to transportation.

ONLY STUDENTS WHO ARE NORMALLY ASSIGNED A DAILY BUS ROUTE MAY RIDE THE BUS. Non-bus students will not be permitted on regular bus routes. Both the teacher and bus route driver will explain their bus behavior expectations and violation consequences

Parents and students must read and discuss the Bus Procedures and Rules. A **BUS AGREEMENT/RULES form will be distributed with the handbook or sent home the first day of school and needs to be returned with both student and parent signatures.**

Emergency evacuation drills are held at least once a year to acquaint student riders with emergency procedures.

TRUANCY

Wisconsin Statute 118.15 states; "An habitual truant is defined as a student who is absent from school without an **ACCEPTABLE EXCUSE** for part or all of five (5) or more days on which school is held during a school semester."

If a student is truant, parents will be informed of the situation and a meeting established with them within 5 days. When efforts to reduce the truancy are ineffective, the student will be referred to the local police department, who in conjunction with the school administration will refer the student and parents to the Dodge County Juvenile Court and Dodge County Human Services.

VANDALISM

If you damage school or another student's property or materials, you are responsible for paying the repair or replacement costs. Vandalism of any kind is a major rule infraction and carries with it a severe penalty. Please report vandals to your teachers if you see them. This is your school, help all of us keep it safe and clean.

VISITORS

Parents, we encourage you to visit our classrooms during the school year. While visiting school, it is advisable to make other arrangements for younger siblings to allow you to participate in classroom activities. You are always welcome to visit school and your child's classroom. Pre-arrangements with the teacher will make the visit more profitable for you. If a guest wants to visit school, a request must be made in advance with the principal. For security reasons, we make certain that only supervised entrances are open to the school during the school day. Visitors, **including parents/guardians**, must report to the school office, check in, and wear a visitor badge. Teachers will report anyone not wearing a visitor badge to office personnel.

If a student wishes to bring a friend or relative to school for the day or portion of the day, they must make such a request, by a written note signed by a parent/guardian, at least one day in advance with the principal.

VOLUNTEERS

Parents, we are always eager to involve community volunteers (including parents/guardians, grandparents, etc.) to our educational family. If you are interested in being a volunteer, and have children in our school, please contact your child's teacher(s) or principal to obtain the necessary paperwork or obtain it on-line. We invite volunteers to assist as mentors, to read with students, tutor, to assist students on projects, to help with lunchroom and playground supervision, chaperone events, and for just about any other activity you can think of. We are always looking for guest speakers on careers and special interest items. **VOLUNTEERS ARE ALWAYS WELCOME PARTNERS IN OUR SCHOOL!**

WEAPONS

No person shall possess or use a weapon or look-alike weapon in school buildings, on school premises, in a district-owned vehicle or at any school-sponsored function or event.

A weapon is defined as an object, which is used or intended to be used to inflict bodily harm. A look-alike weapon or an object, which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose, also falls within the scope of the definition.

The following are two exceptions to this policy:

1. Weapons under the control of law enforcement personnel, and
2. Weapons that are registered and handled in a legal manner for the purpose of education as authorized by the principal and/or police liaison officer.

Weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities, and disciplinary measures may include immediate suspension and referral to the Board of Education for possible expulsion from school.

Employees violating this policy shall be disciplined in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for prosecution.

Any other persons violating this policy shall be referred to law enforcement officials for prosecution.

This policy shall be published annually in all district student and staff handbooks and in the school newspaper.

PROHIBITED ITEMS

The following items are prohibited in school buildings and on school grounds, on school transportation, or at school events at all times:

1. Weapons, including all type of firearms, knives, bow and arrows, wrist rockets, chains, and fireworks of any type, even if legal in Wisconsin.
2. Laser pointers and all types of water and liquid propellant devices, including aerosol cans and similar devices, pepper spray and all camouflaging scents, liquid or other;
3. Scanners, pagers, beepers, cellular phones (without staff approval) need to be turned off while at school and on the bus.

AUTHORIZED INSTRUCTIONAL AND WORK-RELATED EQUIPMENT AND TOOLS

The severity of the suspension/expulsion will also be based upon the intentional and reckless use of the weapon or look-alike weapon by the student who may jeopardize the health and safety of students and staff. While this policy represents a "no tolerance" position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. Examples of this exception include the use of table knives in the cafeteria for eating purposes, the use of knives and scalpels in the science classroom for lab demonstrations and the use of tools in the shop for various instructional purposes. **IT IS IMPORTANT TO NOTE THAT COMMON SENSE AND REASON WILL BE THE GUIDING LIGHT AS THE LOMIRA BOARD OF EDUCATION DELIBERATES THE MERITS OF EACH INCIDENT AND SITUATION.**

WITHDRAWING YOUR CHILD FROM SCHOOL

When leaving for a new school district, parents/guardians should contact the elementary office as soon as possible. This allows us to notify the new school of your child's present programs as well as his or her strong and weak areas. Please make certain that all school materials are returned to the elementary office before leaving.

The School District of Lomira is an equal opportunity employer and does not discriminate on the basis of race, handicap, color, religion, sex, national origin or age, marital status, arrest and conviction records, or any other basis prohibited by applicable law. This policy not only applies to employment but also to educational programs and activities. Inquiries concerning the application of or grievance procedures for Title VI, (race discrimination), Title IX (sex discrimination), Section 504 of the Rehabilitation Act of 1973 (handicap discrimination), should be referred to the District Administrator, coordinator of these programs for the School District of Lomira; 1030 Fourth Street; Lomira, WI 53048 (920) 269-4396

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for
Civil Rights 1400 Independence
Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.