School District of Onalaska
Elementary Family and Student Handbook
2023-2024

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SCHOOL DISTRICT OF ONALASKA

MISSION STATEMENT
Working together to ensure high levels of learning for all.

VISION
A model school district in service of students, staff, and community.

To continue as an exemplary district, we must have a clear sense of our vision for the future. Accountability to this vision comes through collective commitments made by the Board of Education, employees, students, families and the community. We recognize that our effectiveness will have a significant impact on:

- Student engagement, growth and achievement
- Family and community engagement
- Finance, facilities and operations stewardship
- Staff recruitment, development and retention

VALUES
Belonging - Ensuring that all are accepted, embraced, and valued as members of a cohesive community
Engagement - Fostering a positive, student centered culture
Continuous Improvement - Pursuing excellence through goal setting, feedback, reflection and growth
Collaboration - Empowering one another to work interdependently to achieve common goals
Integrity - Acting in an ethical manner with humility, honesty and transparency
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**Nondiscrimination and Access to Equal Educational Opportunity**

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, the traits of sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

It is the policy of The School District of Onalaska that no person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's traits of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Please refer to policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity for further information.
GENERAL INFORMATION

ACCESS TO THE BUILDING
Student safety is our number one priority as we strive to provide an ideal learning environment for them. As a result of district-wide safety planning, main entrance doors at each school will be locked. Camera/intercom systems have been installed at our school’s main entrance, allowing visitors to push a button to communicate the reason for the visit with school office staff, who can then remotely unlock the outside door. After visitors enter the school, they will be asked to provide identification and will be given a visitor sticker when approved.

- We encourage families to be involved in our school. Please schedule any visits with your child’s teacher ahead of any planned visit.
- Unplanned/unscheduled visits to classrooms may not be approved by the school principal.
- Please pick up your child in the office for any special appointment during the school day.
- All outside entrances will be locked. Doors leading into the school from the playground will be locked at all times. Please use the front doors by the office for entrance to the school.

ACCOMMODATION OF SINCERELY HELD RELIGIOUS BELIEFS
The District recognizes that a course of study or certain instructional materials may contain content and/or activities that some families find objectionable. If after careful, personal review of the program lessons and/or materials, a family indicates to the school that either content or activities conflict with their religious beliefs or value system, the school will honor a written request for their child to be excused from particular classes for specific reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of family requested absences.

ALLERGIES
Life threatening allergies are serious problems. We have a “no latex” policy in our district. This means latex balloons are NOT allowed in the building at any time.

ANIMALS IN SCHOOL
As per district policy 8390, prior approval of the building principal must be obtained before animals are brought to school. In brief, the animal visit must directly relate to the school curriculum and proper notification of the visit must take place to ensure the health of students and staff with allergies.

ATTENDANCE
Please contact the school office to report your child’s absence.

Wisconsin public schools all abide by the same attendance laws (118.15). Please refer to district Policy 5200 for further guidance. Regular school attendance is directly linked to academic and future job success. We want to work together to ensure accurate and consistent school attendance, and we will communicate with you and your child when attendance—excused or unexcused—is concerning. You also have daily access to
attendance through PowerSchool. If you have any questions, feel free to contact the appropriate attendance secretary or your building principal.

In the event of a student absence, the following is a breakdown of the two major categories and the codes that are used in PowerSchool to distinguish them:

**CATEGORY #1 - EXCUSED ABSENCES:**

**Parent/Guardian Excused:**
This is when a parent/guardian calls or writes a note to excuse a student from school. Families are permitted up to 10 excused days per school year:

- 10 days are calculated by adding up the number of half days missed (Any combination of half or full days adding up to 10 - i.e. 5 full and 10 half days would count as 10 excused days)

Below is a list of the most common attendance codes when a parent/guardian excuses their child from class:
- ILL=a parent/guardian feels their child is too ill to attend or stay in school
- PER=for personal reasons a student is not in attendance (e.g. running late, out of town, visiting someone in the hospital)
- VAC=vacation
- FNL=a parent/guardian excuses their child for a funeral

A warning letter will be issued when a student approaches the 10-day excused limit. Families will also receive written notification once all 10 excused days are exhausted, and future absences without a medical excuse will be considered unexcused.

**Medically Excused:**
This is when a student has visited a medical provider. Once written documentation of the visit is provided, the parent-excused day code is changed to one of the following and **does not apply** toward the 10 excused days:

- MED=student is ill and a physician indicates the day or range of days that they should stay home
- APT=student went to a medical appointment, including dentist/orthodontist appointments. Students should bring an appointment slip to the main office with the day and time of the appointment
- HEA=student went to our school health office and the nurse/health aide has determined that the student needs to lie down in the health office or go home (you will receive a call from the health office if your child is too ill to stay at school)

**CATEGORY #2 - UNEXCUSED ABSENCES:**

**Truant**
This is when a student has been absent and the period(s)/day(s) have not been excused in any way. If this occurs, you will receive a call on the day of the unverified absence.

- UNV=unverified (unverified absences will change to either a parent or medical excused code or truant (TRU) if the absence cannot be cleared)
TRU=truant; absences that cannot be excused in any way or no parent-excused days remain

“A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse for all or part of five or more days in a school semester.” (Wisconsin State Statute 118.16)

The school will follow the Written Notification Procedures as outlined in Appendix T of the School Board Policy

Tardy
At the elementary school level, a tardy is defined as being late for the start of the school day.

- Students who receive at least 66% (280 minutes) of district supervised educational services for the day have accrued a full day (1.0) of actual attendance for that day.
- Students who receive at least 33% (140 minutes) and less than 66% (280 minutes) of district supervised educational services for the day have accrued a half day (0.5) of actual attendance for that day.
- Students who receive less than 33% (140 minutes) of district supervised educational services for the day have accrued no attendance for that day.

Tardies Contributing to Truancy
Excessive tardies begin to affect truancy when a child has accumulated ten unexcused tardies in a semester. Every four unexcused tardies beyond the ten will count as a half-day unexcused absence and will be included with any other unexcused absences in the determination of habitual truancy.

Open Enrollment
If it has been determined that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

In-District Boundary Exemption
If a student attends a district school under a Boundary Exemption, and they are habitually truant, administration may require the student to attend their boundary school.

BULLYING, HARASSMENT, AND HAZING
Bullying, harassment, and hazing are never allowed in the School District of Onalaska. Refer to policies 5516, 5517, and 5517.01 in the Board Policy Book for additional information.

Students, families, and all other members of the School District community are encouraged to promptly report suspected violations of harassment to a teacher or administrator. Any teacher or administrator who receives such a complaint shall file it with the District’s Compliance Officer at their first opportunity.
Title IX Complaint Coordinators/Compliance Officers

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For full board policy and investigation outline, please visit our website under school board policy 2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

BUSING
Busing is provided to eligible families based on their home address. Questions concerning eligibility should be directed to the Director of Transportation or Administrative Assistant. Bus agreements must be completed annually in order to ride the bus. Additional information can be found on the District website at http://www.onalaska.k12.wi.us/district/transportation.cfm.

BUS RIDER RULES
Each pupil who is provided transportation services by the school district is expected to obey the rules established by the school board for the safety and welfare of all pupils. Behavior on the school bus should be comparable to the type of behavior required in the classroom, including adhering to the Electronic Devices guidelines. Unacceptable behavior shall result in disciplinary action by school authorities. Such action may include a conference with the family and, if necessary, suspension of the bus rider privilege. In an attempt to ensure student safety, buses are equipped with audio/video recording systems.

General Behavior
- Be considerate of others on the bus and use good language at all times.
- Follow the instructions of the bus driver or chaperone.
- Board and leave the bus at the designated bus stop and ride on the bus to which you are assigned. Any request for an exception to this rule must be made by the parent to the Director of Transportation, who in turn may grant the request and notify the driver. School approval must be according to board policy and is contingent upon such conditions as available seating, safety factors, time schedules, etc.
While Waiting to Board the Bus
- Be at the designated loading spot on time so the bus may operate on schedule. Students who must walk along a roadway to the bus stop should walk on the left shoulder of the road facing oncoming traffic, and they should walk in single file.
- Wait for the bus at the location designated by school authorities. Stay off the roadway and be alert to traffic dangers.
- Wait for the bus to come to a complete stop before moving towards the service door.
- Always walk in an orderly fashion.
- Board the bus in single file using the handrail for safety.
- Notify the school office at times when you do not plan to ride the bus.

While Riding on the Bus
- Go directly to a seat after boarding the bus. Remain seated during the entire trip.
- Help make the bus ride safe and pleasant by keeping noise to a minimum and behaving properly.
- Treat the bus and its equipment properly to prevent damage and unnecessary wear to seats, windows, padding, etc.
- Hold personal belongings or place them on or under seats so the aisle of the bus is clear at all times.
- Place trash in the waste receptacle as you leave the bus. Throwing articles out of the windows is a violation of state law and school rules.
- Be courteous to pedestrians and motorists. Shouting from windows and making insulting gestures gives the school a poor reputation and will get the student in trouble.
- Keep head and hands inside the bus windows at all times.
- If an emergency should occur, remain seated until given instructions by the bus driver.
- Take your belongings with you as you leave the bus.

After Leaving the Bus
- Move away from the side of the bus immediately.
- If you live on the same side of the street or road on which the bus stops, proceed toward your home.
- If you must cross the street or road, one of the following rules applies:
  - If the bus is displaying flashing red lights, walk to a point at least 10 feet ahead of the bus and WAIT. The bus driver will signal you to cross when it is safe to do so.
  - If the bus is not using the flashing red lights, walk to the nearest pedestrian crosswalk and cross the street when it is safe to do so.
- Be alert to possible dangers at all times.

Co-Curricular Activities, Field Trips, etc.
- All bus rules apply to each student who rides a school bus at any time or for any reason during the school day.
- A student who rides a school bus to an activity or event must return on that bus unless authorized to do otherwise according to school rules.
CHANGE OF STUDENT INFORMATION
If student information changes (e.g. the place of residence, contact information, emergency contacts) during the course of the year, please notify the school office as soon as possible regarding the new information and effective date of such change.

CLASSROOM PLACEMENT PROCEDURES
Per Board Policy 5120, building administrators and teachers have a responsibility for providing balance within each classroom, considering such factors as class size, students’ ability levels, gender, special education needs, Multilingual Learners needs, and other considerations that benefit all students.

Classroom Placement Process
- Principals will create a draft list of homeroom classroom placements using the information from the teacher and district assessments.
- To assist the principal in this process, teachers will provide the building principals with the following information for each student: academic ability, behavior, social development, special programming and any information and any information that would assist in homeroom placement for the school year.
- Principals will then share the draft classroom rosters with the teachers and other pertinent staff members to garner input on their distribution of students. This will be done prior to the end of the school year in enough time to make needed changes and to distribute the revised rosters to the teachers of the next grade.
- As new students enroll over the summer, the principal will be responsible to assign those students into homerooms while continuing to balance and revise the classes based on the criteria noted above.
- Classroom placements will be provided before the start of school.
- The principal makes the final decision regarding classroom placement.

Parent/Guardian Input
Families are welcome to share pertinent information about their child in an effort for teachers and administrators to better understand him/her. To do this, they should complete a “Parent/Guardian Input Form”, which can be found on the school website or in the school office. Completed forms, in paper or electronic form, are due by May 1. Parent requests for child placement into specific homerooms will not be accepted.

CLOTHING EXPECTATIONS FOR STUDENTS
Student clothing should be appropriate for a positive and safe learning environment. Clothing that causes a disruption to the educational process or the orderly operation of the school will not be permitted.

This includes, but is not limited to clothing that:
- has comments, pictures, slogans, or designs that are obscene, profane, ludicrous or vulgar;
- is harassing or threatening to an individual or group of individuals because of traits of sex, color, race, religion, disability, national origin or sexual orientation;
- advertises alcoholic beverages, tobacco, or other products not suitable for a school environment;
- consists of spaghetti strap tops, low cut tops, pant waists that do not meet the
tops, shorts with short cut legs, and shorts that do not stay up.

Students who come to school not meeting these clothing expectations may be asked to:

- change clothing if they have other items at school, or if other clothing is available in the school’s Health Room;
- turn clothing inside out if possible;
- have parents/guardians bring other clothing to school.

**DAILY SCHEDULE**

Please refer to the daily schedule from your school building. Please refrain from sending or dropping off your child before supervision begins. Students should only enter the school through the office if they arrive after the final bell.

**Early Dismissal Time and No School Days**

Please refer to the District Calendar for scheduled early dismissal and no school days. Please be aware of these dates in advance of their occurrence so you and your child have a plan in place for pick-up and after school care.

Visit the website for the School District Calendar
https://tinyurl.com/yv29eswz

**After School Plan**

Families should establish an after school plan for their children at the beginning of the school year (e.g. bus, pick up, surround care). This plan is requested at registration in August so we can enter it into our student information system. If the child’s after school plan changes, it is important that families notify the office.

Temporary changes to your child’s schedule should be communicated by sending a note with the child the morning of the change and by notifying the office by 11:00 a.m. Calls to the office after that time make it difficult to ensure that the information will be received by your child and the teacher.

**DRUG PREVENTION:**

The misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

Drugs include, but are not limited to:

- all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
- all chemicals which release toxic vapors;
- all alcoholic beverages;
- any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- "look-alikes";
- anabolic steroids;
- any other illegal substance so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event is prohibited.
Violations are subject to the Student Code of Conduct for disciplinary action.

**DUE PROCESS RIGHTS:**
(Board Policy 5611) To better ensure appropriate due-process is provided to a student, the Board establishes the following guidelines: Students subject to suspension: The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the Superintendent. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged. Students subject to expulsion: Prior to expelling a student, the Board must hold a hearing. A student and their parent(s) must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent(s) to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent(s) may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

**ELECTRONIC DEVICES (CELL PHONES, GAMES, MUSIC PLAYERS, ETC.)**
The District provides electronic devices for instructional purposes in the school building. Electronic devices are only allowed for instructional purposes during the school day. Use of electronic devices is not permitted on the bus or on the playground. The school is not responsible for lost, stolen, or damaged items. Items of this nature are best enjoyed at home where family members can monitor their safe and appropriate use. Students are discouraged from bringing these devices to school; however, if brought to school (with the intent to use them after the school day), these items must be kept in a student's locker from the beginning to the end of the school day. Students utilizing these devices during the school day, on the playground or on the bus, except under the direction of a teacher for instructional purposes, will have them taken away and held in the office to be picked up at the end of the day. Repeated violation of this policy may result in progressive disciplinary action. The use of a camera phone or recording device to take any pictures in locker rooms and restrooms is prohibited.

Families are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents during the school day.

**EMERGENCY DRILLS**
Emergency drills are conducted monthly and could consist of any of the following:

**Evacuation Drill** - A carefully worked out plan of building evacuation is in operation in order to keep all of our students, staff, and guests safe. We will conduct unannounced evacuation drills in a variety of situations, conditions, and times.

**Severe Weather Drill** - Severe weather drills include shelter-in-place stations in the school and staff members are made aware of the appropriate locations for severe
weather events.

**School Safety Drill** - Students and staff will practice safety responses to a variety of scenarios in the building -This may include clearing the hallways and confining students to classrooms. These procedures are designed for use in case of medical emergencies or unsafe situations in the building.

**FAMILY-TEACHER-STUDENT CONFERENCES**
We welcome the opportunity to talk with you about your child at any time. Formal Family-Teacher-Student Conferences are scheduled twice a year. Families will receive information from each school on how to schedule their conferences. Additional conferences will be scheduled as needed at either the request of the family or the teacher. Please refer to the District Calendar for dates and times of Conferences.

**FIELD TRIPS**
Field trips are planned to extend your child’s educational experiences. Students will receive a permission slip stating where they will be going, the time they will leave and return, and any costs related to the trip, at least one week in advance whenever possible.

If a walking field trip is planned near the school building, you will be notified of the trip, but permission will be granted annually in the Power School Annual Information Update.

**ILLNESS/INJURY AT SCHOOL**
When students become ill or are injured at school they will report to the health room. Families will be contacted before students are sent home because of illness. Emergency Medical Services will be called in case of emergency. It is very important for families to notify the school office when there is a change in phone numbers, address, employer, or emergency contacts.

**INCLEMENT WEATHER**
During inclement weather, our students will be kept indoors. Inclement weather includes such weather conditions as rain, wet snow, lightning, below zero temperatures (including wind chill), poor air quality, and extreme heat. In the event of extreme heat, building administrators will consult with the district nurses and medical advisor about any needed cancellations and modifications of student activities. In the event of inclement weather before school, students will be allowed to enter the building when supervision begins and will be supervised in the building until classes start. During lunch and grade level recesses, students are supervised in their classrooms. On inclement weather days, students may take a short, supervised walk outside the building to get some fresh air and physical exercise.

For cold weather, we use [weather.com](https://www.weather.com) “feels like” temperature. If the “feels like” is BELOW zero, students stay indoors. For heat index, we use the following website: [https://www.cdc.gov/niosh/topics/heatstres/index.html](https://www.cdc.gov/niosh/topics/heatstres/index.html). Students stay indoors if the heat index is ABOVE 100 degrees.

On days when the weather might indicate the necessity to close school, please watch or listen to local radio and TV stations. Announcements of closing or starting school later will be made via these stations. Additionally, the school district and/or individual school
Every family should have a plan of action for children in case the normal routine is unexpectedly disrupted. Children should always know who to call and where to go if they find themselves alone. If you have not yet had this discussion, this is a great time to do it.

LIBRARY MEDIA CENTER (LMC)
Students may check out no more than three items, unless the LMC Director or their teacher gives permission. If material is not returned by the due date, an overdue notice is given to the student. No fines will be assessed for overdue material. If a book is misplaced, a note should be sent or a call made from a parent stating that a search is being made for the lost item. If a book is damaged at home, please do not try to repair it at home. We have special supplies at school to do this.

LOST AND FOUND
Please label your child’s gym shoes, outdoor clothing, lunch box, etc. Doing so will help your child, you, or us find items that are missing. These items are put on display periodically throughout the year and if not claimed, are washed and given to families in need. Lost items that are not clothing can be claimed in the office.

MEALS

Breakfast
Breakfast will be available before school at 8:05-8:25 a.m. in the cafeteria. Milk may be purchased a la carte for those not participating in the breakfast program.

Lunch
We encourage families to participate in the school lunch program. Children may opt to bring lunch from home. The lunch schedule varies by grade and recess times. Milk is included in the lunch meal or may be purchased a la carte for those not participating in the school lunch program. To promote healthy nutritional habits, pop and fast food carry-outs are highly discouraged.

Snack Break
Each grade has a snack break that varies in timing according to the child’s lunch and recess schedule. The snack break is a part of every child’s schedule. Children can bring a snack and healthy beverage that does not need refrigeration or water bottle for that time, as noted on the school supply list. Some classrooms may use a communal or bulk snack system - more information will be provided by your child’s teacher. Milk will no longer be offered a third time during the day at snack break as it is available at breakfast and lunch.

Applications for Free and/or Reduced Price Meals
All families are encouraged to complete an application for Free or Reduced meals, found on the district website. Application is important to allow those that qualify to receive meals at a free or reduced rate. Additionally, completing the application allows the district to maximize state and federal funding.
Menus
Menus for breakfast and lunch can be found on our district website.

Individual Student Accounts
Your payments are deposited into individual student accounts; these accounts are used for breakfast, lunch and a la carte milk. The 4-digit code your student uses for the lunch line is their code for payment.

Paying into Individual Student Accounts
- ONLINE – The online payment system, MyPaymentsPlus, allows payments from your checking account or credit card. Go to www.mypaymentsplus.com for more information.

- CHECK OR CASH – We accept payments in cash or check. Please write your student’s account number on your check, or write it on a slip of paper to send with your cash. You may send the money to any school, and it will be applied to the account you specify.

Low Student Account Balance
A low balance is reached when a student’s account drops below $5.00. Therefore, a low balance for a family with three students would be $15.00. Families are expected to maintain their meal accounts in a positive status.

MEDICATION POLICY
Families should contact the school about students who require medication during the school day. A Parent Consent form and the Physician’s Order form signed by the medical care provider are required for prescription medication to be given. For non-prescriptions, only the Parent Consent form is required. Both of these forms are to be turned in to the school office. All medications brought to the office must be in the original container.

NONTDISCRIMINATION
Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with board policy may initiate a complaint. Initiating a complaint will not adversely affect the complaining individual’s participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

For full board policy and investigation outline, please visit our website under school board policy 2260 - NONTDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

PARENT TEACHER ORGANIZATION (PTO)
Contact your school office if you would like more information regarding PTO.

PARTY INVITATIONS
To avoid hurt feelings please do not send invitations to school to be distributed by students. Also, please be aware that the school does not share family contact information.
**PHYSICAL EDUCATION PARTICIPATION**
When a student is temporarily unable to participate in P.E. or any other class due to illness or injury, they may be excused upon receipt of a written note from a parent/guardian for a period not to exceed three days. The teaching staff will arrange for alternative activities for the student. A written statement from the medical care provider confirming the student’s condition and need for restriction or exclusion from class is required to excuse a student for more than three days. The medical care provider’s request should indicate the duration of the restriction. All students are asked to have a separate pair of athletic shoes for physical education. These shoes will be left at school, and must be labeled with your child’s name.

**PROCESS FOR ADDRESSING CONCERNS**
According to Policy 9130 (Public Requests, Suggestions, or Complaints), any individual(s), having a legitimate interest in the staff, programs and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff or student’s rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner.

When individuals have concerns about school, they are asked to first contact the school employee who is nearest to the situation and can address the concern. If they have further concerns or the issue has not been resolved, they should then contact the building principal for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools.

**PROGRESS REPORT**
Progress reports indicating the progress of your child in the core academic areas as well as in Music, Art, and Physical Education are sent via email through BrightArrow two times per year, after each semester ends.

**PROMOTION AND RETENTION**
The personal, social, physical, and educational growth of children will vary and they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It is our policy that each student be moved forward in a continuous pattern of achievement and growth appropriate for each student’s development.

A student will be promoted to the succeeding grade level when the student has demonstrated sufficient growth to permit the student to move ahead in the educational program of the next grade;

In accordance with Policy 5410, a student shall be promoted from 4th to 5th grade taking into consideration the following criteria:

A. Current level of achievement  
B. Potential for success at the next grade level  
C. Emotional, physical, social maturity
The building administrator, after consultation with the problem solving team, shall determine whether a student has satisfied the criteria in this policy. Final decisions on student promotion, placement or retention rest with the building principal.

**SAFE ROUTES TO SCHOOL (SRTS) PROGRAM**
The purpose of the program is to encourage and enable more children to walk and bicycle to and from school safely. We urge our families to consider these options for getting to school:
- Walking or biking
- Join a “Walking School Bus” from your neighborhood--walking to school as a group
- Park away from the school and walk the remainder of the trip
- Carpooling

**SEARCHES OF SCHOOL PROPERTY**
The school provides for storage of student possessions through the assignment of lockers, desks and by other means. Students should not have an expectation of privacy in lockers, desks or other school property. School authorities may search school property in accordance with district policy 5771 to provide for the safety and well being of students, staff and visitors.

**SKATEBOARDS, SCOOTERS, AND WHEELED SHOES**
As per district policy, there is no skateboarding allowed on school grounds. If skateboards or scooters are brought to school, they must be carried in and out of the school. Because of safety concerns, wheeled shoes are not permitted at school.

**SNOW**
Students are allowed to play in the snow as long as they are appropriately dressed (hats, gloves, snow pants, and snow boots). Students who do not wear snow boots and snow pants are asked to stay on the plowed asphalt area of the playground during recess. In an effort to keep everyone safe and happy, **there is NO snow/ice throwing at school.** Violation of this rule may result in progressive disciplinary action.

**SPECIAL TREATS**
Special treats may be shared within a classroom; however, students will not be allowed to distribute them throughout the building. Please keep health in mind when sending a treat to school.

**STUDENT BEHAVIORAL EXPECTATIONS AND GUIDELINES**
We are committed to providing a safe and orderly environment for our students as research shows this is critical to student achievement. Our focus is to build character and improve student behavior while helping students make good choices.

In order to encourage students to be respectful, responsible, productive and safe, staff members explicitly teach the behavioral expectations at the beginning of the year, and throughout the year. Behavioral interventions mirror our academic intervention system in that they increase in intensity in response to the magnitude and frequency of the behavior itself.
School District of Onalaska, Discipline Philosophy Statement:
The School District of Onalaska adheres to a K-12 student discipline philosophy that establishes and maintains learning environments designed to facilitate student growth and to teach decision-making. The District recognizes that differences exist among students (age, grade level, etc.) and, consequently, disciplinary standards and the enforcement of those standards may vary from building to building. At each level, the discipline code should be based upon the common K-12 philosophy, which is reflected in the following beliefs:

- Students have the right to safe learning environments.
- Students have the right to be treated with respect and are expected to treat others accordingly.
- We believe that students do the best that they can with the skills and resources available to them.
- We believe that challenging behavior does not come from a place of malice or harmful intent and that interventions aimed at helping students should be proactive and aimed at enhancing skills, communication, and relationships.
- Effective discipline strategies are collaborative, hold students accountable for their actions and encourage them to make appropriate choices.
- Consequences for behavior need to be fair and appropriate.
- Consistency among staff is important in implementing successful building discipline plans.
- Families play an integral role in the management of their child’s behavior.

Research indicates that a safe and orderly school environment creates a place where students learn more effectively. Your child’s teacher will cover these responsibilities with your child during the first week of school and will review them throughout the year.

RESPONSE TO UNEXPECTED BEHAVIOR
In order to maintain an environment of academic and behavioral excellence, students at school are expected to follow school rules/expectations. Response from school staff to unexpected behavior shall be determined and enforced by appropriate school personnel. Depending on the frequency and severity of the concern, these responses may include, but are not limited to, the following:

- participation in skills group or individual instruction
- collaborative problem solving meeting and planning with student, appropriate school staff and/or parent
- re-teach behavioral expectations
- loss of recess or replacement activity during recess time.
- completion of a Fix-it Plan or Follow-up Agreement
- removal from the classroom
  - If a student is removed from classroom instruction, parents/guardians will be notified as soon as possible. The school administrators will make the determinations regarding placement after removal and the length of time the student will be removed.
- parent/guardian contact by school staff
- conference between parent/guardian and school staff
- in-school suspension
● out-of-school suspension
● involvement of police or other appropriate agencies
● expulsion from the School District of Onalaska

Most behavior issues we see at school are able to be addressed by talking to the students about their behavior choices and discussing what would be more appropriate for future situations. We also utilize a behavior report form to collect data and allow us to respond appropriately to building needs related to expected student behavior.

**STUDENT RECORDS**
The maintenance of all student records is in compliance with both State and Federal laws, which governs access to and confidentiality of student records. Please contact the building principal if you want to see your child/children's records.

**Student Records and Directory Information**
The Board designates as student "directory information":

A. a student's name;
B. date and place of birth;
C. photograph;
D. participation in officially-recognized activities and sports;
E. height and/or weight, if a member of an athletic team;
F. degrees and awards received;
G. name of the school most recently previously attended.

Parents/Guardians and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the Superintendent's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.

Parents/Guardians and eligible students have the right: 1) to deny the release of such information; 2) to inspect, review, and obtain copies of student records; 3) to request the amendment of the student's school records (and how to make the request) if they believe the records are inaccurate or misleading; 4) to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; and 5) to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

**STUDENT RELEASE POLICY**
Students shall be released only to a parent/guardian with whom they reside, to their legal guardian, or to another lawful custodian during the school day. The parent(s), guardian, or legal custodian (the term "legal custodian" shall mean all such persons) shall be those persons identified as such on the student's enrollment and registration form. A student shall not be released to any person other than the legal custodian except when the principal (or their representative) has reasonable assurance that the legal custodian authorizes the release. Questioned authorization for the release of a student will be confirmed with the legal custodian.
When students leave school early, they will be sent to the office to be picked up. The authorized adult may be asked to present identification when they sign the child out. In this way, we can best monitor who is picking up the child and note the time they leave.

**SURROUND CARE**
Please contact the YMCA Family and Children’s Services Director for more information: https://www.laxymca.org/

**TECHNOLOGY ACCEPTABLE USE POLICY**
Students will be asked to review the Online Acceptable Use Policy at the beginning of each year with their parents/guardians. Before a student is allowed access to the Internet, the parent/guardian and the student must sign the Acceptable Use Consent Form on the enrollment form. This policy, in its entirety, is available in the district informational packet that is made available to families at the beginning of the school year. Please refer to Policy 7540.03 for more information.

**TESTING/ASSESSMENT**
We will be participating in the state required Wisconsin Student Assessment System (WSAS) in spring. School staff will determine specific schedules and will inform families as soon as possible.

Please make every attempt to avoid vacations or medical appointments during these weeks. It is advantageous for your child to be present when the whole group is doing the testing. Thanks in advance for your cooperation with this request!

Universal assessments, chosen by our district personnel, are given three times per year to monitor growth in students’ academic achievement. These assessments include

- STAR testing in early literacy, reading and math
- Fountas & Pinnell Reading Benchmarks
- Phonological Awareness Literacy Screening (PALS) - (Pre-K)
- District Speech Screener: Given one time in Kindergarten and one time after a student’s 8th birthday

Universal assessments will be administered in fall, winter and spring. Specific schedules will be provided by classroom teachers.

**TOYS, TRADING CARDS, GUM, AND CANDY**
Toys, trading cards, gum, and candy brought to school by children can often be a distraction to our task of helping students meet their academic goals. These items are only welcome at school for teacher-approved occasions. Please help your child remember to leave these items at home.

**VACATIONS**
Family vacations are considered a part of a parent/guardian’s ability to excuse their child for up to 10 days in a school year. Vacations that cause a student to exceed their 10 parent excused days may be school excused, at the discretion of the school administrator, if there is an obvious educational benefit for the student. Please contact the building principal in writing, with the dates your child will be absent due to the vacation.
VOLUNTEERS
The District supports community involvement as an integral part of the educational goals of the school district. Therefore, the development of volunteer relationships is recommended and encouraged. Volunteers will be required to make written district applications to the building principals or activities director for coaches. The completed district application form will be retained in the files of the school official accepting the services of the volunteers. The safety and well being of the students, staff and volunteers of the district is paramount. Therefore, the district shall conduct criminal background checks on all volunteers who will be working directly with and/or have access to students. Background checks will be conducted prior to the first time the individual volunteers work with the students and the district reserves the right to conduct additional background checks periodically thereafter.

Volunteer Opportunities
We sincerely appreciate volunteers in our schools and during these opportunities, you may:
- assist our students and staff with many projects and activities either at school or at home
- help to make labor intensive events possible
- share special interests and talents with children
- enhance school safety
- learn about our school
- convey an important message to children: “School is important.”

Volunteer Rights and Responsibilities
As a school volunteer, you will have meaningful, worthwhile assignments and will receive help or training as needed. You will be treated as a co-worker - with respect and appreciation.
We ask that you please:
- Speak to your teacher or to the volunteer coordinator to arrange for a time and task that is mutually convenient for the students, you, and the teacher.
- Understand that while it is enjoyable to work with one’s own child at school, your help is appreciated with all the students in the classroom as arranged by the classroom teacher.
- Serve regularly and be on time.
- Let us know if you will be delayed or unable to come. This helps us plan!
- Sign in and out of the office and wear your volunteer tag each time you work.
- Think “SAFETY” by keeping scissors, paper cutters, etc. under surveillance and by returning materials to proper places after use.
- Let our teachers or paraprofessionals know if a child is acting inappropriately or out of character. We will handle any needed discipline.
- Inform school staff immediately if you have an injury while volunteering.
- Respect the confidentiality of students and staff. Personal information about children and families must stay at school. Always feel free to discuss ideas or concerns regarding individuals with the classroom teacher or building administrator, but leave those words at school, please.

WEAPONS
No person is permitted to possess, transmit or use a weapon or look-alike weapon in school buildings, on school grounds, in District vehicles, in vehicles provided by a
contractor or at school sponsored activities, except as otherwise specifically provided by policy or by law. In addition, the possession, transmission or use of a weapon on school premises may be punishable under State law as a misdemeanor or a felony, depending upon the seriousness of the offense. Under certain circumstances, minors also can be punished under State criminal laws and/or the Children's Code.