

Primary School
601 Marcks Lane
Luxemburg, WI 54217

STUDENT REGISTRATION FORM

Luxemburg-Casco School District

Middle School
512 Center Drive
Luxemburg, WI 54217

Intermediate School
318 N. Main Street
Luxemburg, WI 54217

District Office
318 N. Main Street
Luxemburg, WI 54217

High School
512 Center Drive
Luxemburg, WI 54217

STUDENT INFORMATION

School Start Date _____

Last Name: _____ First Name: _____ MI: _____

Grade Entering: _____ Gender: Male Female Nonbinary Date of Birth: _____

Address: _____ City: _____ Zip Code: _____

Place of Birth: City: _____ County: _____ State: _____

Ethnicity

Is this student Hispanic or Latino (Choose only one)

No, not Hispanic or Latino

Yes, Hispanic or Latino

Is this student (choose one or more. You must select at least one)

American Indian or Alaska Native

Asian

Native Hawaiian or other Pacific Islander

White

Black or African American

LEGAL PARENT/LEGAL GUARDIAN INFORMATION

Legal Parent/Legal Guardian 1:

Last Name: _____

First Name: _____

Relationship to Student: _____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

Email Address: _____

Address: _____

City: _____ Zip: _____

Employer: _____

Marital Status: Single Married Divorced

Separated Remarried

Does this child live with you: Yes No

If Yes, Sole Custody Shared Custody

Legal Parent/Legal Guardian 2:

Last Name: _____

First Name: _____

Relationship to Student: _____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

Email Address: _____

Address: _____

City: _____ Zip: _____

Employer: _____

Marital Status: Single Married Divorced

Separated Remarried

Does this child live with you: Yes No

If Yes, Sole Custody Shared Custody

Please list siblings in the L-C School District & any younger non-school aged siblings

Sibling Name	Gender (M/F)	Age	Grade

Please list previous school of attendance if other than L-C: _____
Address: _____ City: _____
State: _____ Zip: _____ Phone #: _____

Does your child have vision difficulties? Yes No

Does your child have speech difficulties? Yes No

Does your child have hearing difficulties? Yes No

Is this child taking medication that will need to be dispensed at school? Yes No

EMERGENCY INFORMATION

Please list any medical conditions we should be aware of:

Medical Alert 1: _____ Medical Alert 2: _____

Does your child have allergies? Yes No If Yes, what are the nature of the allergies? _____

Does your child require an EpiPen? Yes No

EMERGENCY CONTACTS

Please list contacts **other than parent/guardian**

1st Contact

Last Name: _____

First Name: _____

Work #: _____

Home #: _____

Cell #: _____

Relationship to student: _____

2nd Contact

Last Name: _____

First Name: _____

Work #: _____

Home #: _____

Cell #: _____

Relationship to student: _____

The following information helps identify students who may require help developing English Language skills necessary for success in school. Testing may be necessary to determine if language supports are needed for your child. Answers **will not** be used for determining legal status or for immigration purposes. If your child is identified as eligible for English Language services, you may decline some or all of the services offered to your child. **PLEASE ANSWER THE QUESTIONS BELOW.**

Was the first language used by this child English Yes No

When at home, does this student hear or speak a language **other than English** more than half of the time? Yes No

If **Yes**, what language? _____

Parent/Guardian preference for languages used for school communication (may be multiple):

Parent/Guardian Name: _____

Parent/Guardian Name: _____

Orally spoken Language: _____

Orally spoken Language: _____

Written Language: _____

Written Language: _____

IMPORTANT Please fill out all information below

Special Education

Did this student receive Special Education services at their previous school? Yes No

Does this child have an active IEP Yes No

For Primary School Students (Grades EC – 2)

Did this student receive Title 1 reading services at their previous school? Yes No

Did this student participate in an Early Childhood Program at their previous school? Yes No

If **Yes**, name and location: _____

For High School Students (Grades 9 – 12)

Did this student participate in any WIAA sports at their previous school? Yes No

MILITARY INFORMATION

Is either parent/guardian on active duty? Yes No

Is either parent/guardian a traditional member of the Guard or Reserve? Yes No

Is either parent/guardian a member of the Active Guard/Reserve (AGR)? Yes No

Is either parent/guardian under Title 10 or full time National Guard under Title 32? Yes No

Parent Signature: _____ Date: _____

FOR STAFF USE ONLY

Birth Certificate Verification Yes No

Proof of Guardianship Yes No

Proof of Residency Obtained Yes No

Notes: _____

FORMULARIO DE INSCRIPCION DE ESTUDIANTES

Distrito Escolar Luxemburg-Casco

Escuela Primaria
601 Marcks Lane
Luxemburg, WI 54217

Escuela Secundaria
512 Center Drive
Luxemburg, WI 54217

Escuela Intermedia
318 N. Main Street
Luxemburg, WI 54217

Oficina del Distrito
318 N. Main Street
Luxemburg, WI 54217

Escuela Preparatoria
512 Center Drive
Luxemburg, WI 54217

INFORMACION DEL ESTUDIANTE

Fecha de comienzo: _____

Apellido: _____ Nombre: _____ SN: _____

Grado entrante: _____ Genero: Masculino Femenino No binario Fecha de nacimiento: _____

Dirección: _____ Ciudad: _____ Código postal: _____

Lugar de nacimiento: Ciudad: _____ Condado: _____ Estado: _____

Etnicidad

¿Este estudiante es Hispano o Latino? (Elija solo una)

No, no es Hispano o Latino

Si, Hispano o Latino

¿Es este estudiante? (Elija uno o más. Debe seleccionar al menos uno)

Indio Americano o Nativo de Alaska

Asiático

Nativo de Hawai u otra isla del Pacífico

Blanco

Negro o Afroamericano

INFORMACIÓN LEGAL DEL PADRE/TUTOR LEGAL

Padre legal/tutor legal 1:

Apellido: _____

Nombre: _____

Relación con el estudiante: _____

de casa: _____

de celular: _____

de trabajo: _____

Correo electrónico: _____

Dirección: _____

Ciudad: _____ Código postal: _____

Empleador: _____

Estado civil: Soltero Casado Divorciado

Separado Volvió a casar

¿Vive este niño contigo?: Si No

Si es así, Custodia completa Comparte custodia

Padre legal/tutor legal 2:

Apellido: _____

Nombre: _____

Relación con el estudiante: _____

de casa: _____

de celular: _____

de trabajo: _____

Correo electrónico: _____

Dirección: _____

Ciudad: _____ Código postal: _____

Empleador: _____

Estado civil: Soltero Casado Divorciado

Separado Volvió a casar

¿Vive este niño contigo?: Si No

Si es así, Custodia completa Comparte custodia

Por favor, indique los hermanos en el Distrito Escolar de LC y cualquier hermano menor que no esté en edad escolar.

Nombre del hermano	Genero (M/F)	Edad	Grado

Por favor indique la escuela a la que asistió anteriormente si no es L-C: _____
Dirección: _____ Ciudad: _____
Estado: _____ Código Postal: _____ # de teléfono: _____

¿Su hijo tiene dificultades de visión? Si No

¿Su hijo tiene dificultades para hablar? Si No

¿Su hijo tiene dificultades auditivas? Si No

¿Este niño está tomando medicamentos que deberán ser dispensados en la escuela? Si No

INFORMACION DE EMERGENCIA

Enumere cualquier condición médica que debamos tener en cuenta:

Alerta Medica 1: _____ Alerta Medica 2: _____

¿Su hijo tiene alergias? Si No

Si es así, ¿Cuál es la naturaleza de las alergias?

¿Su hijo requiere un Epi-pen? Si No

CONTACTOS DE EMERGENCIA

Por favor indique los contactos que no sean los padres/tutores

1^{er} Contacto

Apellido: _____

Nombre: _____

del trabajo: _____

de casa: _____

de celular: _____

Relación con el estudiante: _____

2^{do} Contacto

Apellido: _____

Nombre: _____

del trabajo: _____

de casa: _____

de celular: _____

Relación con el estudiante: _____

La siguiente información ayuda a identificar a los estudiantes que pueden necesitar ayuda para desarrollar las habilidades del idioma inglés necesarias para tener éxito en la escuela. Es posible que se necesiten pruebas para determinar si su hijo necesita apoyos lingüísticos. Las respuestas no se utilizarán para determinar el estatus legal ni para fines de inmigración. Si su hijo es identificado como elegible para los servicios de idioma inglés, puede rechazar algunos o todos los servicios ofrecidos a su hijo. **POR FAVOR RESPONDA LAS PREGUNTAS A CONTINUACIÓN.**

¿Fue el primer idioma utilizado por este niño inglés? Si No

Cuando está en casa, ¿este estudiante escucha o habla un idioma que **no sea inglés** más de la mitad del tiempo? Si No

Si es así, ¿qué idioma? _____

Preferencia de los padres/tutores por los idiomas utilizados para la comunicación escolar (pueden ser múltiples):

Nombre del padre/tutor: _____

Nombre del padre/tutor: _____

Idioma oral: _____

Idioma oral: _____

Idioma escrito: _____

Idioma escrito: _____

IMPORTANTE: Por favor complete toda la información a continuación

Educación Especial

¿Recibió este estudiante servicios de Educación Especial en su escuela anterior? Si No

¿Esta niña tiene un IEP activo? Si No

Para estudiantes de la escuela primaria (Grados EC – 2)

¿Recibió este estudiante servicios de lectura de Título 1 en su escuela anterior? Si No

¿Este estudiante participó en un Programa de Primera Infancia en su escuela anterior? Si No

Si es así, nombre y localización: _____

Para estudiantes de la escuela preparatoria (Grados 9 – 12)

¿Este estudiante participó en algún deporte WIAA en su escuela anterior? Si No

INFORMACION MILITAR

¿Alguno de los padres/tutor está en servicio activo?

Si No

¿Alguno de los padres/tutor es un miembro tradicional de la Guardia o de la Reserva? Si No

¿Alguno de los padres/tutor es miembro de la Guardia Activa/Reserva (AGR)? Si No

¿Está alguno de los padres/tutores bajo el Título 10 o la Guardia Nacional de tiempo completo bajo el Título 32?

Si No

Firma del padre: _____ Fecha: _____

SOLO PARA USO DEL PERSONAL

Birth Certificate Verification Yes No

Proof of Guardianship Yes No

Proof of Residency Obtained Yes No

Notes: _____

Luxemburg-Casco Primary School Emergency Information

Last Name: _____ First Name: _____ M.I. _____

Sex: M or F Birthdate: _____

Street Address: _____ Primary Phone: _____

City: _____ State: _____ Zip Code: _____

Father's Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Employer: _____ Work Phone: _____

Email Address: _____

Mother's Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

Employer: _____ Work Phone: _____

Email Address: _____

(Check ONE) Student resides with: Both Parents Mother Father Other Relative Other Guardian

If parents cannot be reached in an emergency, contact (person should be **within 30 minutes** of school and available during school hours):

Call 1st _____
Full Name Relationship to Student Phone/Cell #

Call 2nd _____
Full Name Relationship to Student Phone/Cell #

After School Care: Yes No Provider: _____ Phone #: _____

Preferred Physician/Clinic: _____ Phone #: _____

OVER



IF MY CHILD WERE A **PM** 4K STUDENT:

Pick Up Information for PM Placement

Pick up at: (circle one) HOME SITTER DAYCARE PARENT TRANSPORT

If picked up at sitter or daycare complete the following:

Sitter or Daycare's Name

Sitter or Daycare's Address

Sitter or Daycare's Phone #

Drop Off Information for PM Placement

Drop off at: (circle one) HOME SITTER DAYCARE PARENT TRANSPORT

If dropped off at sitter or daycare complete the following:

Sitter or Daycare's Name

Sitter or Daycare's Address

Sitter or Daycare's Phone #

Per School Board Rule 751 (Student Transportation Procedures) A.i. ~ Pickup and Delivery will be at the same designated location each day.

Luxemburg-Casco School District Health History

Student's Name _____ School Year _____ - _____

Date of Birth _____ Age _____ Grade Entering _____

Please fill out this health form as accurately as possible. The school nurse will share any pertinent health information with school staff on a need-to-know basis for academic success and emergency plans. If any of this information should change during the school year, please let the nurse know.

Yes No Allergies:
If yes, allergy to: Food: _____
 Medications: _____
 Bee Stings: _____
 Other: _____

Yes No Epi-Pen: If yes, please complete **FARE (Food Allergy & Anaphylaxis Emergency Care Plan)**

Yes No Asthma: _____
*If yes, please complete **Authorization for Administration of Inhaled Medication** form

Yes No Epilepsy/Seizures: *If yes, please complete **Seizure Action Plan** form

Yes No Vision problems: _____
Wears: Glasses Contacts

Yes No Hearing problems: _____
If yes, which ear? Right Left Both
Hearing Aides: Right Left Both

Yes No Diabetes Date of Diagnosis: _____
*If yes, please complete **Diabetes Medical Management Plan** or submit
doctor provided **Diabetes Individual Health Plan (IHP)**

Yes No Medications taken at home: _____

Yes No Medications to be taken at school: _____

Please complete the **Prescription Medication Consent** form

Updated:
03/18/2019

Continued on back side

Yes No Chronic neurological problems: _____

Yes No Chronic abdominal/bowel problems: _____

Yes No Chronic heart problems: _____

Yes No Mental health concerns: _____

Yes No Depression _____

Yes No Anxiety _____

Yes No Self-harm _____

Yes No Behavioral Concerns _____

Yes No Emotional Concerns _____

Yes No ADD/ADHD: _____

Yes No Autism: _____

Yes No Developmental delays: _____

Yes No Bone/joint/muscle problems: _____

Yes No Activity restrictions: _____

Yes No Any other medical concerns you would like the nurse to know about: _____

Parent/Guardian Signature: _____ Date: _____

Luxemburg-Casco School District
Student Usage Release Form
363.2-Exhibit/Rule

Parent/Guardian:

The Internet is a global network that provides people with access to a wide range of information from various places throughout the world. Each computer connected allows people to share messages, pictures, and data in ways never before possible. We believe that Internet access in the Luxemburg-Casco School District offers a constructive setting for all of our students to learn productive uses for this vast, diverse resource. Use of the Internet for educational projects will assist in preparing your child for success in the 21st Century.

Unfortunately, it is possible that your child may find material on the Internet that you would consider objectionable. The Luxemburg-Casco Internet Safety and Acceptable Use Policy (363.2) restricts access to material that is inappropriate in the school environment and we have installed filtering software to limit access to inappropriate material. However, no software is entirely effective in blocking access; therefore, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with the values of the Luxemburg-Casco School District or your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

The levels of access to the Internet provided to your child will vary according to the educational purposes needed and your child's age. The instructional practices and techniques used in the classroom are constantly changing to meet the demands and challenges of an ever changing global world. Therefore, administration and the system administrator reserve the right to terminate network/Internet privileges at any time for any reason.

As the parent/guardian of this student, I have read the Luxemburg-Casco Internet Safety and Acceptable Use Policy (363.2), the Acceptable Use Agreement for Mobile Devices and related guidelines located on our website <http://www.luxcasco.k12.wi.us> on the Documents/Forms page which can be accessed on the left hand side of the District and school building home pages. I agree to assign the following rights to the Luxemburg-Casco School District. If no writing is submitted to the contrary, your signature agrees to the following:

- The Luxemburg-Casco School District may provide my child with Internet access and my child may use and access the Internet and related sites including classroom social media / social networking tools at school.
- I give the Luxemburg-Casco School District permission to use my child's image (photograph) with accompanying name for publications including online (e.g. District / School web site, award recognition, newsletters, etc.); however, the district will not use the student's image for any monetary gain.
- The Luxemburg-Casco School District may transmit "live or pre-recorded" media (e.g. voice, video, images, etc.) of my child over the Internet. (e.g. performances, class projects, etc.).
- The Luxemburg-Casco School District may post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work.
- The Luxemburg-Casco School District will be providing my student with a Google account.

Student Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ **Date:** _____



Teacher _____

Luxemburg-Casco Primary School
EARLY DISMISSAL PLAN

Student's Last Name

First Name

Home Phone

Mother/Guardian Name

Work Phone #

Cell/Pager #

Father/Guardian Name

Work Phone #

Cell/Pager #

In the event of an emergency school closing, we need to have an early dismissal plan as to where your child/children will go if school closes early. When inclement weather occurs during the school day and you think school may close early, **please DO NOT call the school.** Instead, please tune into your local radio and TV stations or websites for that information. Our local stations are notified by the District once a decision has been made to close early.

Directions: Check one of the choices below. Please understand that the school office **CANNOT** call you in the event of an early dismissal. **Please return this form to school ASAP.**

1. ___ Dismiss my child at the announced time and have him/her go home as usual on the assigned bus.
2. ___ I will pick up my child at school at the announced dismissal time.

List all siblings:

Teacher & Grade:

Please note: All after school activities, programs and practices are canceled in the event of an early dismissal.

Parent/Guardian Signature

Date

	Yes	Sometimes	No	Unsure
Does the child tantrum longer than 5 minutes or more, three times a day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child often seem fearful, clingy, passive or anxious? (Circle any that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child often seem sad, mad, destructive or aggressive? (Circle any that apply)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child's behavior seem difficult to manage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child have unusual behaviors or interests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BEHAVIOR COMMENTS:				

	Yes	Sometimes	No	Unsure
Does the child have frequent or serious health issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child have a high risk birth history?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child have a history of prior developmental delays or special services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child have possible problems with hearing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child have possible problems with vision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If checked "yes" to any questions above, please explain: _____				

- Within the past year, has your child participated in any of the following programs? (Circle all that apply)
 YMCA Program Head Start Dance Class Religious Education Class Sports Program
 Other: _____
- Within the past year, has your child participated in any of the following programs? (Circle all that apply)
 Preschool Program Home-Based Child Care Child Care Center _____ (which one?)
- Was your child eager to go? ___ YES ___ NO
- Did your child separate from you easily? ___ YES ___ NO
 If not, describe what happened: _____
- Did your child participate in the activities? ___ YES ___ NO
 If not, describe what happened: _____
- What are some of the child's favorite activities? _____
- What are some of the child's strengths? _____
- What concerns, if any, do you have about the child's development or behavior? _____
- Do you have any reasons to believe that the child may need special help from the school? _____
- Are there any special considerations to take into account when placing your child in his/her class?
 (ex. A friend/cousin he/she may need to be separated from) _____
- Is there a younger child in the family that you have concerns about? ___ YES ___ NO
 If yes, Name of Child _____ Birthdate _____
 Describe concern: _____

Student Name:		
		AMOUNT
Registration Fee	\$35.00 per student	\$
Milk Card *Limit ONE card	\$10.00 per card (25 Milks)	\$
Checks EXACT amount only! Payable to: LC Primary School	TOTAL AMOUNT	\$
Check Number		# _____

Initial (Office Use Only): _____

Luxemburg-Casco Primary School 2023-2024 School Calendar

August 2	Forms & Fees – 12:00 pm-6:00 pm
August 3	Forms & Fees – 7:00 am-12:00 pm
August 14-15 & 17	New Teacher In-Service
August 16	Special Education Staff In-Service
August 23	Open House
August 28-31	All Teacher In-Service
September 1	First Day for Students (4K Students Attend)
September 4	Labor Day (No Student Attendance)
September 8	4K Students Attend
September 27	Picture Day
October 6	4K <u>AM</u> Students Attend
October 11	Mid-Terms Issued
October 13	4K <u>PM</u> Students Attend
October 27	Teacher In-Service (No Student Attendance)
November 2	Picture Retake Day
November 9	Parent-Teacher Conferences ~ 4:00-8:00 p.m.
November 16	Parent-Teacher Conferences ~ 4:00-8:00 p.m.
November 21	End of 1 st Trimester
November 22-24	Thanksgiving Break (No Student Attendance)
December 4	Report Cards Issued
December 25-January 1	Winter Break (No Student Attendance)
January 2	School Resumes
January 5	4K Students Attend
January 15	Teacher In-Service (No Student Attendance)
January 17	Mid-Terms Issued
January 19	4K Students Attend
February 2	Teacher In-Service (No Student Attendance)
February 15	Parent-Teacher Conferences ~ 4:00-8:00 p.m.
February 23	4K <u>PM</u> Students Attend
March 1	End of 2 nd Trimester
March 1	½ Day of School / 4K <u>AM</u> Students Attend
March 4-8	Spring Break (No Student Attendance)
March 15	Report Cards Issued
March 29	No School (No Student Attendance)
April 17	Mid-Terms Issued
April 26	Potential 4K Make-up Day

May 10
May 24
May 28-29
June 3

Potential 4K Make-up Day
Last Day for Students / End of 3rd Trimester
Teacher In-Service
Summer School Starts

Luxemburg-Casco School District 4-Year Old Kindergarten Handbook



2023-2024 School Year

Last Updated: 1/10/23

Nondiscrimination Policy

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Age of Discrimination Act of 1975; and all other Federal, State, School rules, laws, regulations, and policies, the school district of Luxemburg-Casco shall not discriminate on the basis of sex, age, color, national origin, religion, gender bias or handicap in the educational programs or activities which it operates and in employment.

It is the intent of the school district to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the School/District/Agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to Dr. Jo-Ellen Fairbanks, Superintendent/Title IX Coordinator, Luxemburg-Casco School District, P.O. Box 70, Luxemburg, WI 54217, (920) 845-2391.

MISSION

The Luxemburg Casco School District will provide a developmentally appropriate program, with a focus on the whole child through a positive, safe learning environment with opportunities for purposeful play. We will provide the foundation for all students to reach their fullest potential and become lifelong learners in a global community.

GUIDING PRINCIPLES

- Children learn and develop best in a positive, safe, play-based, age-appropriate environment.
- Families are recognized as their child's first teachers and primary role model.
- Diverse backgrounds of children and families will be respected.
- The partnership between family, school and community will support each child's growth and development.
- Children are actively engaged in their learning.

WHAT IS 4-YEAR-OLD KINDERGARTEN?

4-Year-Old Kindergarten is an early learning experience that provides children the opportunity to participate in age-appropriate activities to begin building a solid foundation for lifelong learning. Our program focuses on developing pre-academic and social skills.

WHAT DOES THE CURRICULUM INCLUDE?

The 4-Year-Old Kindergarten curriculum is based on the Wisconsin Model Early Learning Standards. Our curriculum focuses on developing skills and knowledge through play. *We believe that the important pieces of the 4K program should include:*

- Recognize that children learn through play
- Create a fun and positive learning environment that includes a variety of pre-academic, social, motor, self-help, and language learning experiences
- Provide developmentally appropriate curriculum and activities
- Meet the individual needs of each child
- Have opportunities for parent involvement
- Incorporate open communication between home and school
- Foster creativity, responsibility, and respect for self and others

PARENT EXPECTATIONS

- Empty folder daily, respond to teacher notes and return permission slips/fees and correspondence by the requested time in a sealed envelope with your child's name on it.
- Help your child dress for the weather, pick out appropriate indoor and outdoor clothing (ex: hats, mittens, etc.), as well as develop a dressing routine that will increase your child's success in being independent.
- Keep your child home when they are sick. Our policy is that children must be fever, vomiting and diarrhea free for 24 hours. When children are not feeling well, they do not learn and other children and teachers are put at risk of getting sick too.
- Parents will follow the drop off and pick up school procedures when bringing your child to and from school.
- Actively participate ~ Volunteer, attend field trips, participate in outreach activities and talk about the things your child brings home.
- Let us know about contact changes and major changes in your child's life such as: divorce, death, a move or any other household change.

TEACHER EXPECTATIONS

- We will provide activities and experiences that promote growth in all areas of development ~ Social, Emotional and Academic.
- We will respond to your notes in a timely fashion.
- We will communicate what we are working on in the classroom, as well as keeping you up to date with classroom and school activities.
- We will foster a positive environment where children feel safe, comfortable and are loved.

STUDENT EXPECTATIONS/I CAN STATEMENTS

By the end of 4K, it is our goal that all 4K students will have mastered all to most of these 'I can' statements:

Math:

- I can name 8 different shapes.
- I can name 11 different colors.
- I can count 1-20.
- I can name numbers 0-10.
- I can sort by color, shape or size.
- I can make a pattern.

Literacy:

- I can name 12 or more uppercase letters.
- I can name 9 or more lowercase letters.
- I can name 4 or more letter sounds.
- I can indicate when 2 words rhyme.
- I can tell you the beginning sound of a word.
- I can point to the title of a book.
- I can turn pages from front to back when looking at a book.
- I can point to the front and back of a book.
- I can show you where to start reading a book.

Life Skills/Social:

- I can tell you my first and last name.
- I can tell you how old I am.
- I can get myself dressed ~ zip coat, put snow pants on, put shoes/boots on, mittens and hat.
- I can tell you what my feelings are or what I need or want.
- I can follow directions and work quietly by myself.
- I can use the bathroom and wash my hands independently.
- I can write my name legibly.
- I can use a scissors to cut on a line.
- I can play respectfully and appropriately with toys and classmates.

PLAY

Play may sound as if it shouldn't be the central activity of school, but young children's play is not a lighthearted activity. Play is not a wild, running, screaming activity. Play is a time for deep concentration. Play is not a leisure time for children, it is a language time. It is a memory time, planning time and investigating time. Free play is "free" because a child chooses what he/she does, how he/she does it and with whom he/she wants to play with. Free play is 'play' because the activity strikes so deep a cord of pleasure within the child. ***FREE PLAY IS REALLY LEARNING!!!!***

ARRIVAL AND DISMISSAL

Our 4-Year-Old Kindergarten students arrive and depart from school in a number of ways. All students who live within the Luxemburg-Casco School District are eligible for bussing. If you have any questions or concerns, please contact the District Office. Regardless of how your child gets to and from school, we will attach a bus tag to their backpack.

WHAT WILL THE SCHOOL DAY LOOK LIKE?

The 4-Year-Old Kindergarten Program is a half day program offered four days per week Monday - Thursday. Class times follow the Primary School beginning and ending times. Morning sessions will be from 7:45 a.m.-10:48 a.m. and afternoon sessions will be from 12:00 p.m.-3:03 p.m. Bussing is available to and from school for all students in the district. In addition, Family Outreach events will be provided throughout the school year.

STUDENTS ARRIVING EARLY

All students who arrive early before the buses, as a result of either walking or being dropped off by their parents, must report to the designated 4K area. A supervising teacher will be available at 7:25 a.m.
PLEASE DO NOT DROP YOUR CHILD OFF BEFORE 7:25 a.m.!

BUSSING

During bus arrival, a para-professional will help students off the bus and transition them to their classroom.

During bus dismissal, teachers will walk students to their bus. All 4K and 5K students are seated at the front of the bus.

*If your child is not riding the bus, please write a **note or call** so we know that your child is not riding that day. ~ ***DO NOT email bussing changes to your child's teacher as email might not get checked before the end of class!*** ~

If any changes need to be made to your child's bussing, all requests **MUST go through the District Office (845-2391 Ext. 101) prior to the desired implementation.

WHEN PICKING UP YOUR CHILD

- Send a note to your child's teacher with the date/time that you will be picking up your child
- Come to the school office
- Sign out your child
- Office personnel will contact your child's teacher
- The teacher will walk your child to the office
- **Please do not go to the classroom to pick up your child unless directed to do so**
(This is for the safety of all our students)

WHEN PICKING UP AN ILL CHILD

- Come to the office
- We will direct you to the nurse's office or have the nurse walk with your child to the office

WHEN HAVING A FRIEND/RELATIVE PICK UP YOUR CHILD

- We ask that you notify us prior to the person arriving at school
- They will be required to stop at the office, sign out your child and wait for the child
- The teacher will walk the child to the office
- Please review this policy with any person you plan to have pick up your child

WHAT IF MY CHILD IS SICK?

It is an expectation that each child will attend school when school is in session. Regular attendance at the four-year-old kindergarten level establishes healthy patterns of attendance that can last throughout the school years. If your child will not be attending school for the day due to illness, appointments or other circumstances, **please notify the school attendance line (920-845-2315) before 7:45 a.m.** Please keep your child home when they are ill. When children do not feel well, their brains and bodies are not ready to learn. **Children must be symptom free without fever/pain medication for 24 hours prior to returning to school to ensure the health of all students and prevent further spread of illness.**

WHEN AND HOW SHOULD I COMMUNICATE WITH THE TEACHERS?

Communication between home and school is CRUCIAL to the education of your child. It is always good for a teacher to know if your child has had a bad morning or a hard time adjusting to a new situation. Please let us know and we will do the same. Phone calls, emails or a note in your child's folder are good ways to communicate. We can be contacted between our designated teaching hours, Monday through Friday. Your child will be supplied a folder at the beginning of the school year. This folder will become your 'Home-School' folder; it should come back and forth to school each day. Please send any notes, permission slips or fees in an envelope placed inside this folder; it is the first place we look each day. WE DO NOT typically check the children's backpack; the children are responsible for bringing their folder into the classroom. Please, let the teacher know if you have a change in your address or phone number during the school year. That way, the teacher can let the office know and make the corrections on your child's school forms. All important and time-sensitive information should be communicated through an answered telephone call (i.e. your child's teacher or school secretary).

NEWSLETTERS

We will send home a newsletter on a regular basis to keep you informed of what is happening in class. Occasionally, there may not be a newsletter such as on short school weeks. We use the newsletters to notify you of classroom themes, Parent Outreach events, activities happening in our classroom, etc.

CONFERENCES/PROGRESS REPORTS

Parent teacher conferences will be held in Fall and Winter. More information on how to sign up will be available as the date approaches. We encourage all families to attend!

Your student will receive a report on their progress three times during the school year.

TOYS / ELECTRONICS

Many times, toys or electronics that are brought to school can get broken, lost, or stolen. Therefore, students may **NOT** bring toys, stuffed animals or electronics to school or on the bus.

WILL MY CHILD HAVE SNACK AT SCHOOL?

Snack time will be a part of each school day. Students will be responsible for providing their own snack each school day. Please be aware that some classrooms may have allergy restrictions (i.e. nut-free classroom). **All classrooms have access to refrigerators.

Some healthy options would include:

- Pretzels
- Popcorn
- Rice Cakes
- Trail Mix
- Yogurt
- Goldfish Crackers
- Cheese / Sausage
- Raisins
- Fruit / Fruit Cups
- Vegetables

Milk is available for your child to have at snack time. Milk Cards (25 milk punches per card) can be purchased for \$10.00 (price subject to change). Please send your money in an envelope with your child's name & teacher's name on the front of the envelope and label Milk Money.

HOLIDAY PARTIES

Throughout the year we will be celebrating several special occasions with a party. We typically celebrate Halloween, Winter Holidays, Valentine's Day and Spring. If your child should not celebrate a certain holiday, please let us know.

CLASSROOM MANAGEMENT

Children learn best in a structured, positive and predictable environment. Our discipline plan encourages the development of such an environment. By making our rules simple, clear and consistent, children are assured of having an optimal environment for learning.

We implement a positive discipline curriculum including Conscious Discipline, Social Thinking and Zones of Regulation during the school year. These programs support and align with the district-wide Spartan Way initiative. Spartan Way is a school-wide strategy to help all students achieve important social, behavioral and academic goals. We know that when good behavior and quality teaching come together, our students will excel in their learning.

CLOTHING

Throughout the school day, children will be exploring a variety of activities and materials both indoors and out. Please be sure that your child's clothing is appropriate for school exploration. We strongly encourage that children **ALWAYS** wear tennis shoes as we do a variety of physical activities.

Accidents are bound to happen. Be sure your child has an extra pair of clothing (shirt, pants, underwear, socks) in a gallon sized Ziploc bag (labeled) in their backpack in case an accident should occur. We promote independent dressing habits here at school. You can help your child develop a dressing routine and select weather-appropriate clothing to increase your child's success in becoming an independent dresser.

FIELD TRIPS

Field trips will be in conjunction with our Parent Outreach events. For events, families are encouraged to attend and will participate in the event along with their 4K child. However, due to bussing limitations, you may have to provide transportation for yourself. In order to chaperone a field trip, you must have successfully filled out the Parent Volunteer Agreement provided by the district.

PARENT OUTREACH

We feel that family involvement is the key to helping children become successful learners. During the school year, 4K will provide opportunities for families to participate in their child's education. Here are some ways you can be involved:

- Open House
- Parent Helpers
- Parent Teacher Conferences
- Field Trips
- Outreach Events
- Mystery Reader

FORMS & FEES

All children must be four years old on or before September 1st of the entering school year to participate in 4K. A raised seal birth certificate must be presented for verification. A copy of your child's immunization records is required as well. The Registration Fee for the 2023-2024 school year will be \$35.00 (subject to change).

CONTACT INFORMATION

Luxemburg-Casco Primary School
601 Marcks Lane
Luxemburg, WI 54217
920-845-2315

Principal: Peter Kline
pete@luxcasco.k12.wi.us

Administrative Assistant: Amy Oysti
aoysti@luxcasco.k12.wi.us

Luxemburg-Casco District Office
920-845-2391

4K Teachers

Tiffany Dart-tdart@luxcasco.k12.wi.us
Kristine Horst- khorst@luxcasco.k12.wi.us
Holly Lawonn-hlawonn@luxcasco.k12.wi.us
Jackee Wessel-jwessel@luxcasco.k12.wi.us

Para-Professionals

Heidi DeGrave
Jenny Kinnard
Kim Vandermause

Luxemburg-Casco Primary School

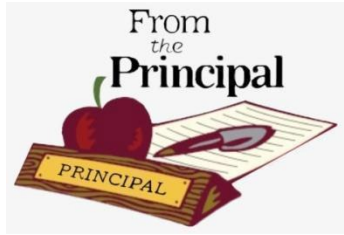
Student / Parent Handbook



2023-2024

PLEASE SIGN & HAVE YOUR CHILD RETURN PAGES
27 & 28 TO THEIR TEACHER

Last Updated: 6/7/2023



Dear Parents or Guardians:

We want to extend a friendly and cordial welcome to you and your family. We are looking forward to making this year one filled with exciting learning challenges for your child.

Please take the time to read through the following information as there have been a few changes from previous years. Hopefully the information in this handbook will answer many of the questions that you might have about school procedures, expectations and rules. If you have any additional questions, please feel free to contact me or your child's classroom teacher.

Your support and cooperation will enable us to continue to provide a quality education for all the students of our school. We are really looking forward to having an opportunity to get to know you better and provide your child with many new and exciting learning experiences throughout this school year.

Welcome to the Primary School!

**Peter J. Kline
Principal**

Nondiscrimination Policy

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Age of Discrimination Act of 1975; and all other Federal, State, School rules, laws, regulations, and policies, the school district of Luxemburg-Casco shall not discriminate on the basis of sex, age, color, national origin, religion, gender bias or handicap in the educational programs or activities which it operates and in employment.

It is the intent of the school district to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the School/District/Agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to Dr. Jo-Ellen Fairbanks, Superintendent/Title IX Coordinator, Luxemburg-Casco School District, P.O. Box 70, Luxemburg, WI 54217, (920) 845-2391.

Important Information

School Office Hours: 7:15 a.m. – 3:45 p.m.

4K Student Hours: 7:45 a.m. - 10:53 a.m. (AM Session)
11:55 a.m. - 3:03 p.m. (PM Session)

5K-2nd Student Hours: 7:45 a.m. - 3:03 p.m.

Times When Teachers May Be Contacted

7:20 a.m. - 7:45 a.m.
3:05 p.m. - 3:20 p.m.





MISSION STATEMENT

We inspire minds, challenge students, and promote excellence. We are Spartans.

VISION STATEMENT

Preparing our students to thrive in a global community by ensuring excellence in intellect and virtue. We are Spartans.

VALUES

Rapport / Relationships

We will ensure all students know we believe in their ability to succeed.
We will strive to make personal connections with our students.
We will model behaviors we desire to see in our students.
We will communicate, collaborate and celebrate with students, staff, parents and the community.

Teaching / Learning

We will model behaviors we desire to see in our students.
We will make learning relevant and engaging.
We will coach students to become real-world problem solvers.
We will challenge our students with rigorous experiences.

Positive Environment

We will model behaviors we desire to see in our students.
We will encourage students to be positive contributors to their communities.
We will adapt the learning environment to meet the needs of all students.
We will maintain a safe learning environment for all students.



Attendance Requirements

Wisconsin State Statute, 118.15 requires that all children between the ages of 6 and 18 years of age shall attend school regularly during the full period and when school is in session until the end of the school term, quarter or semester of the school year in which he/she turns 18 years of age.

The school attendance officer is empowered to approve a legal excuse to any pupil for the following reasons:

A. Medical/Dental Absences

Students who miss school due to a medical or dental appointment will be marked out as A (appointment) which is unexcused. When a note from the doctor or dentist is turned in, the absence will be changed to M (medical) which is excused. Misuse of absences for illness may require medical personnel verification for absence to be excused.

B. Parent Approved Absences

A student may be excused in writing by his/her parent or guardian before an absence for not more than 10 days during the school year for any other reason the parent deems necessary and/or appropriate. Absences not deemed to be medical or dental in nature with a note provided from the doctor or dentist will count toward the 10 days outlined above.

A student who is absent from school without an acceptable excuse is considered truant. A student is considered “habitually truant” if he/she has unexcused absences for part or all of five (5) or more days during a semester.

We will notify parents by mail when a student has begun having an attendance problem. The principal or counselor will make every attempt to meet with the student and/or parents to discuss attendance. When attendance reaches the “habitual truancy” level, a certified letter may be sent requiring (WI Statute Ch. 118) the parent meet with school personnel to discuss the attendance situation.

Parents have the right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15(1)(d) of the state statutes and the decision-making process the board will use in responding to such requests will follow sections 118.15(1)(dm) and (e) of the state statutes.

In Order for teachers to provide a quality education for students, they must be in school. We look forward to working together to give your child the best education possible. Students must attend school every day, on time – it’s the law in Wisconsin.

Attendance Reporting Procedures

If your child is absent, please call school prior to 7:45 a.m. The school number is 845-2315, when prompted please enter “1” to report your child’s absence and reason for the absence. If you request homework to be sent home or wish to pick it up, please let us know at the time you are reporting the absence. It is our procedure to have students bring an excuse to his/her teacher the day that they return.

Registration Fee

The Registration Fee for the 2023-2024 school year is \$35.00 per student.

Visitor Information

All school visitors, including parent volunteers, must sign in at the office and pick up a visitors’ badge



School Safety

The safety of our students and staff is a top concern for the L-C Primary School. Part of our safety measures is to lock the front doors during the school day and use a door buzzer system on the front door. If you are coming to school after the start of the school day, you will have to ring the doorbell (buzzer), which is located on the bricks to the left as you are facing the front doors, and the office will be able to unlock the entrance door remotely so that you may enter. Please proceed directly to the office to sign in. This slight inconvenience will help us to keep better track of who is entering our building.

Dropping off students at the beginning of the day

Doors will open at 7:25 a.m.

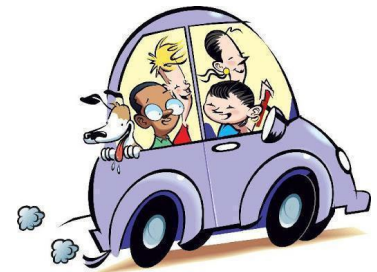
Please do not drop off your child before this time!

We encourage parents to drop off students between 7:30 a.m. and 7:40a.m. Students dropped off between 7:25 and 7:35 will go to the cafeteria to be supervised. Students will be escorted to their classrooms at 7:35. If you would like to talk to the teacher, please arrange this by contacting the teacher ahead of time via a phone call or email.

When dropping off your child before school, the procedure is to drive up through the drop-off lane in front of school and pull up as far as possible to allow as many vehicles in the drop off lane as possible to speed up the process. Staff will help supervise students getting out of vehicles and usher them up the sidewalk to the front doors of the school.

When Picking Up Your Child Early from School

- Send a note to your child's teacher with the date/time that you will be picking up your child
- Come to the school office
- Sign out your child
- Office personnel will contact your child's teacher
- The teacher will send your child to the office
- Never go to the classroom to pick up your child
(This is for the safety of all our students)



When having a friend/relative pick up your child early

- We ask that you notify us prior to the person arriving at school
- They will be required to stop at the office, sign out your child and wait for the child
- The teacher will send the child to the office
- Please review this policy with any person you plan to have pick up your child

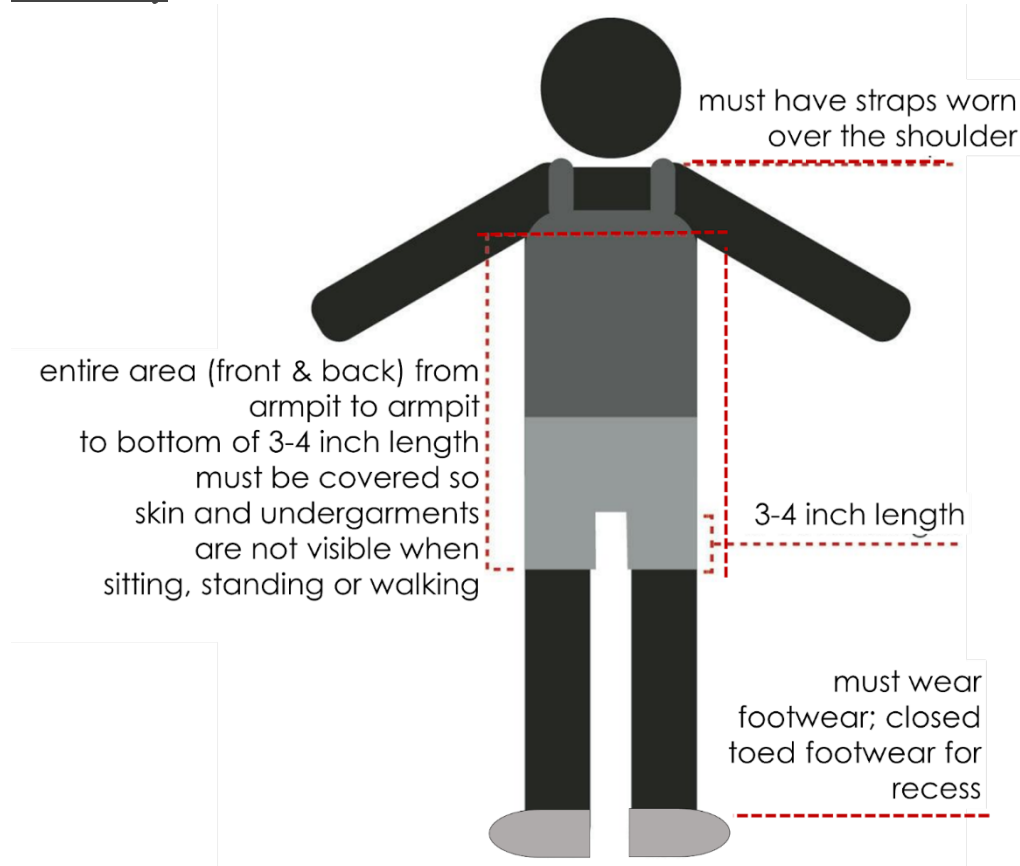
Picking up your child at the end of the day

When picking up your child at the end of the day we ask that you park in the designated parking spots in the parking lot in front of the school on Marcks Lane. Parents then can walk to the end of the sidewalk to meet their child and escort them to their vehicle. Children will be escorted out to the end of the front sidewalk to meet their parent or guardian who is picking them up.

DRESS CODE

Luxemburg-Casco School District students are expected to come to school looking clean, neat, and dressed in a manner which is accepted as being in good taste. School dress, as long as the dress and grooming meet reasonable standards of health, cleanliness, safety and the standards of the community, should not affect or disrupt the learning process within the classroom or school.

Within these guidelines, the following is considered Appropriate Dress During the School Day



Within these guidelines, the following will be Considered Inappropriate

- Clothing which has slogans, words, or in any other way depicts illegal, racial, vulgar, sexual or suggestive themes.
- Clothing which could be considered revealing, offensive, of a disruptive nature, or promotes identification with any anti-social organization (gangs or cults).
- Clothing which advertises, displays, or promotes the use of tobacco, alcohol or illegal drugs or promotes establishments or events whose sole purpose is the distribution of alcoholic beverages/illegal drugs.
- Hats, caps, and bandannas or clothing that cover a student's face to the extent that the student is not identifiable (except clothing worn for religious or medical purposes or pursuant to a District directive as a health or safety measure.)

- Going barefoot or stocking feet. Footwear such as shoes, sandals or boots shall be worn in the school
- Any clothing that is see-through or reveals undergarments.
- Costumes and related clothing/accessories, unless pre-approved from the District.
- Clothing that promotes violence and/or threatens the health or safety of others.
- Clothing that disrupts the learning environment.

The District will regulate student dress if there is a reasonable expectation that a substantial disruption or material interference of the educational environment or process will result from the student's dress or appearance.

Clothing must be suitable for all scheduled classroom activities. Certain courses (e.g. physical education, science labs, technology education, recess) may require specialized attire (e.g. sports uniforms, safety gear). Closed toe footwear is required for recess.

Students who are not in compliance will be required to change into something school appropriate. If a student does not have an acceptable alternative for clothing that is in violation, school may issue appropriate attire. Refusal to change may result in suspension.

Bullying or harassment based on how a student dresses, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. For more information on prohibited Bullying and Student Anti-Harassment, see Board Policies 5517.01 and 5517.

Personal Property

Please mark your child's clothing, athletic equipment, and school materials.

Not allowed at school:

- Water guns
- Spray bottles
- Skateboards
- Electronic equipment
- Knives, fireworks, any weapons
- Collectable cards
- Cell phones or pagers

A good rule of thumb to follow is "if it doesn't have any educational value, please leave it at home."

Cubby/Locker

A cubby/locker is provided to each student when he/she enters school. The student's belongings (jackets, backpack, snow clothing etc.) are kept in the cubby during the school day. The contents of the cubby may be searched if a suspicion arises.

Bringing Animals to School

We want to provide our students a variety of learning experiences, including having animals visit their classrooms. If you would like to bring your child's pet to school, please observe the following procedure:

- Send a note to your child's teacher asking if this is an animal they would like to have visit
- The teacher will clear the request with the building principal
- A parent should bring the animal in a cage or on a leash. PLEASE do not send small "critters" on the bus with your student.
- Plan on staying with the animal and taking it home with you after the visit



Lunch Fees

We use a "debit" card prepayment program. Each child receives a lunch card with an ID number. When they eat, the cost of the lunch will automatically be deducted. You will be notified when your child's lunch account is down to four lunches.

Students will only be allowed to charge 5 lunches once they hit a zero balance. After this time, they will need to bring a cold lunch until the account has sufficient money and all charged lunches have been paid for.

- We recommend that money be placed into your child's account monthly
- You may make additional payments to your child's account at any time

Telephone Usage

The telephone is for official business only. Students may use it for important calls. (Some acceptable calls are forgotten money, homework, illness or a permission note to go to another student's home).

Spartan Way Positive Behavior Supports

The L-C Primary School has implemented a behavior program called Positive Behavior Interventions and Supports (PBIS). We refer to this as the "Spartan Way." This support system focuses on building relationships to help create a caring school culture. Spartan Way improves social, emotional and academic outcomes for our students. As part of this program, we clearly define expectations in all areas of the school. We focus on teaching expectations and praising and acknowledging students for following the rules rather than correcting poor behavior and choices.

BE RESPONSIBLE ~ BE RESPECTFUL ~ BE SAFE

We want all of our students to treat one another and our staff members with respect and courtesy. Expected behavior and following school rules are critical learning experiences and will be expected from our students.

Some of the important school wide rules are:

- Show respect to staff, self and others
- Follow directions
- Keep hands, feet and other objects to themselves
- Use expected behavior and language

At the primary School, we believe in using restorative practice with students. At times, other approaches may be warranted after restorative approaches have been ineffective. Our discipline program shall include, but not be limited to, reteaching expected behaviors, conference with the student(s), parent notification, conference with parent/s, exclusion of certain privileges and in more severe cases, suspension.

The following types of misconduct are considered highly inappropriate and subject to possible school suspension:

- Possession of drugs
- Possession of cigarettes/alcohol
- Verbal abuse of students/staff
- Harassment
- Stealing
- Destruction of school property
- Physical assault
- Possession of weapons
- Possessions of fireworks
- Use of profane language and gestures
- Falsely setting off fire alarms

In any case of school suspension there are several "Due Process" requirements which will be observed:

- Students will be given notice of charges and evidence leading to the suspension
- The student's parents will be notified by phone and written statement
- The written statement will indicate the violation, length of suspension, and indication of the right to appeal the decision to the Board of Education

Bullying/Harassment Policy

The Luxemburg-Casco Primary School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, bullying or cyber-bullying. The terms harassment, intimidation and bullying shall mean any written or other visual communication, verbal communication, physical act or gesture engaged in with the intent to:

- a) create a substantial and unjustifiable risk of physically, emotionally or mentally harming a student, staff member, volunteer, patron or member of such person's immediate family or
- b) Substantially interfering with a student's educational experience or
- c) Having the effect of substantially disrupting the orderly operation of the school.

If any such activity is engaged in on campus, during school sponsored events, or on district provided transportation then the actors shall be subject to discipline pursuant to District disciplinary policy.



Playground Equipment Rules

In order for our playground equipment to be a safe environment students will need to observe the below playground rules:

- Never walk on top of equipment
- Only one student per swing
- Don't jump off a moving swing
- Don't stand in front of moving swings
- Never walk up a slide
- Don't slide backwards with hands and arms hanging over the slide
- No pushing students on the equipment
- Go down the slides one at time
- Do not hang upside down on the horizontal bars

Other Important Playground Rules

- No tackle football or King of the Mountain
- Snowball throwing is not allowed
- Playing in the parking area is forbidden
- Do not go near the street

Student Injuries

If students are injured at recess, they should notify their teacher or the playground aides. If necessary, parents will be notified. We have a CMA (Certified Medical Assistant) on duty daily.

Lunch/Recess

All students will eat in the cafeteria. Students who finish early will be allowed to go outside for recess after 20 minutes. Those needing more time will be allowed to continue eating. The lunch/recess time is 55 minutes for 1st and 2nd grade and 60 minutes for Kindergarten. Each grade level will eat at separate time.

Outside Recess

It's important that your children have an opportunity for outside recess as this allows them to release some of their energy. Please have them dress appropriately during the colder weather. During extremely cold weather students may have a shortened recess or an inside recess depending upon the wind chill factor. Toys are not allowed at school during inside recess times. Please talk to your child about the "no toy" rule.



Excusing Students from Recess

All notes with a reasonable request from the parents for no recess for their child will be accepted but must be signed by the principal. After three days, a doctor's note must be presented to the school.



Student Transportation

Bus transportation is provided to all students attending our school that live within the school district. Transportation to and from school can be carried out safely only if there is complete cooperation between guardians, students and drivers. The bus drivers are responsible for their passengers. They must be as free as possible to devote their full attention to driving safely. Any distractions caused by passengers makes the job more difficult and compromises the safety of all. Bus riding is a privilege and an extension of the school day. We have the highest behavioral expectations of our students to ensure a safe and enjoyable experience. Please review the expectations and procedures with your child.

Be Respectful

- Of other's belongings, space, feelings
- By entering and exiting the bus quickly, quietly and calmly
- By following the driver's instructions and using kind words
- By speaking in a voice volume 0-2

Be Responsible

- By being on time
- By staying in your assigned seat
- By waiting to eat and drink until after the bus trip
- By cleaning up your area

Be Safe

- By remaining seated while the bus is moving
- By keeping your hands and feet in your space
- Stand back and stand still when waiting for the bus

Bus Riding Requirements:

1. Wait to cross the street and/or approach the bus only after it has stopped, the driver has put on the flashing lights and has signaled to cross.
2. Follow directions the first time they are given.
3. Stay in your seat while the bus is moving – Keep the aisle clear.
4. Keep hands, feet and objects to yourself and inside the bus.
5. Profane language, malicious conduct or harming others is forbidden.
6. No eating or drinking on the bus.
7. All waste paper must be deposited in the garbage bag or box provided.

8. Intentional damage to the bus will be paid for by the student.
9. Students on special field trips must conform to the same rules as regular bus riders.
10. No rider may be discharged from the bus other than their residence, pick up point or the school. Written permission is necessary in order for a rider to get off at another residence.
11. No animals are ever allowed on the bus.
12. Water guns or spray bottles are not allowed on the bus for any reason.

*****Failure to follow these rules by a student may lead to seat assignments by the bus driver, principal, or Transportation Coordinator, temporary suspension of riding privileges, or a complete withdrawal from bus riding privileges. Prior bus conduct history/severity of the incident will determine the appropriate consequences. If a bus suspension should be enforced, it will be the parent or guardian's responsibility to transport the student to and from school. Parents are encouraged to contact the transportation manager, Gretchen Bink @ Ext. 176 with any related questions or concerns.**

Note: If you are having your child ride home with another student, you need to send a note with your child. The teacher will give your child the note at the end of the day to give to the bus driver. If your child does not have a note, he/she will be expected to ride their regular bus home.



Snow Days

If weather conditions are such that school will be closed the decision will be made by the School Superintendent and announced on our local TV and radio stations prior to 6:00 a.m. Email and text notifications (if you have opted in for texts) will also be sent. Please do not call school to get this information.

Student Fees

There will be a non-refundable Student Fee charged to each child attending our school. This fee will cover the cost for supplies and materials used by your child in their classrooms throughout the school year. We would appreciate parents taking care of this fee promptly.

Kindergarten Age Requirement

All students who register for Kindergarten must be four years old (if in 4K) or five years old (if in 5K) or older on or before September 1st. There are no exceptions to this rule. Kindergarten students must have an updated immunization record on file with the school nurse. If this is not completed, they can be excluded from attending school according to State Law.

Contagious Diseases

State Law requires a student who is suspected of having a contagious disease, be sent home immediately. This also includes students contracting lice. We will notify you and request that you take your child home. Please have your child report to the CMA (Certified Medical Assistant) upon returning to school for admittance. They should not return to their classroom until after the CMA has seen them.

Bringing Medication to School

If your child needs to take medication (prescription/non-prescription) at school, a completed Medication Consent Form must be returned to the CMA or school office, along with the medicine. This form can be obtained from the school CMA or the school office. All medications must be in their original containers and labeled with the child's name, medication, dosage, and physician's name. Do not send medication with your child. It must be brought to the school office or to the CMA by an adult.



Criteria for Sending Ill Students Home

Our school has a Certified Medical Assistant (CMA) on staff for parts of the day. If a child is sent to the CMA during the day for being ill, she will either contact the parents to come and pick their child up if they are ill and should not be at school or send them back to their classroom.

The following criteria are used by the school nurse in determining if a child should be sent home:

- fever of over 100 degrees
- vomiting
- persistent cough
- diarrhea
- emotional upset, crying and can't settle down

If a child becomes ill during the time when the CMA is not available, the office personnel will contact the parents and request that they pick him or her up.

*****If your child is not feeling well or is running an elevated temperature in the morning, please do not send them to school. Please DO NOT give fever reducing medicine to your child and then send them to school.*****

*****Your child must be fever / vomit / diarrhea free without medication for 24 hours before returning to school!*****

Student Withdrawal

If you know you are moving, please notify the school office at least two weeks in advance. This will allow us to get all the necessary records in order, as well as collect any student books or monies. Please be sure to collect your child's belongings on the last day. All records will be sent directly to your child's new school. Records are not released to the parents but only to the new school that your child will be attending.

Parents Can Help

As a parent you can help by being supportive of your child's school. Showing confidence in your child's teacher and school often becomes your child's attitude towards school. Insist upon regular attendance and punctuality. Take time to check your child's homework assignments and talk to them daily about school. The more your child feels you care about school, the harder they will strive to do their best. Take time to become acquainted with your child's teacher and work together with him or her.

Homework Guidelines

Our homework policy is that your child should not have more than 10 to 15 minutes of homework a night. At this level, most of their work can be completed at school. This is a good time to establish future study habits by setting aside a special time and place for your child to do his/her homework each night. During this time read to them, review their spelling or math facts and look over their completed assignments.

Teacher Conferences

We encourage all parents to have conferences with your child's teacher. Conferences enable parents and teachers to work together in providing a sound educational program.



On occasions, misunderstandings arise between parents and the school, just as they do within families. If this should occur, parents are urged to contact the teacher immediately by phone or letter to ascertain all the facts in the matter and to attempt to find a solution. If a solution seems to be unattainable, parents should then communicate with the principal to determine a course of action. The longer misunderstandings and problems are permitted to brew, the more difficult they become to resolve, and unresolved problems cause unhappiness for all concerned.

Progress Reports

Students are issued Progress Reports at the end of every trimester (13 weeks). This is an excellent time for parents to talk to their child's teacher about his/her progress, their strengths and areas which need to be addressed. When your child brings home his/her Progress Report, try to always stress the positive parts and get their ideas on what they need to do to work on the areas where they are having difficulty.

Please sign and return your child's Progress Report envelope the day after you receive it. This informs us that the report did reach home and you had an opportunity to read/discuss it with your child.

You may also receive a "mid-term" report about the seventh week of school of each trimester, if your child is having difficulty or doing exceptionally well. This is the time to set up a conference if you have any concerns, as it provides an opportunity for you and the teacher to develop a plan of action to hopefully resolve the problem.

EEN Program

Our school provides a number of programs aimed at meeting the needs of individual students. These programs include - Speech, Learning Disabilities, Emotional Disabilities, Cognitive Disabled, Hearing Impaired, Early Education and Occupational/Physical Therapy.

A child is eligible for these programs if he/she qualifies after an evaluation. Students who qualify may benefit from these special services.

If parents suspect that their child may need special assistance, they should contact the classroom teacher, counselor, special education director, or the building principal for advice.

School Counselor



Our school has a full time School Counselor who works with individual students and parents, as well as provides small group and individual counseling. The counselor will support classroom teachers with teaching our Social Emotional Learning (SEL) Curriculum. Topics which are discussed are self-esteem, health, drugs, healthy relationships, and making responsible decisions, just to name a few. The School Counselor is available for consultation with parents.

Title 1

Title 1 is a federally funded program designed to provide extra help in reading. Students are selected to be in this program based on teacher recommendations, test scores, and classroom performance. Participation in this program is optional and must be agreed upon by the parents/guardians.

Once the students are in this program, they will become involved in small groups or individual learning experiences that will reinforce the skills being taught in their regular classroom education and in small groups.

This is an optional program. Parents will be notified if their child qualifies for it and must agree to want their child to receive this special help.

Speech and Language

Our school has two Speech Pathologists who work with students with weaknesses in articulation, voice, fluency and language. Students may be referred by parents and staff members. Students referred are evaluated by a Speech Pathologist through the Special Education Co-op and if they qualify, usually receive thirty minutes of therapy two or three days per week. The Speech Pathologists plan the individual student's program and communicate frequently with parents and staff regarding ongoing process, as well as suggestions for follow-up activities.

Computer Lab

Each class will receive 60 minutes of Computer Lab during the week. They will have opportunities to learn to type on the computer, do many types of writing, learn and apply math and language skills and even complete science experiences.



Spanish Instruction

Our students will receive Spanish instruction twice per week for 30 minutes. Spanish instruction will be taught within a topic in the classroom and will not create more homework.

ELL Program

State and Federal law require that students in public schools who do not speak English and who currently cannot perform ordinary classroom work in English receive instruction that is specifically designed to assist them both in learning English and in learning subject matter. An ELL program will be provided beginning at the Primary School to assist these students. We will have an ELL teacher and aide to develop and maintain this program at the Primary School.

Retention

In general, we do not view retention as an effective solution to a child's problems. However, in certain situations, it is possible that retention might be one consideration in trying to develop the best possible individual program for a specific child.

If retention should be considered for your child, you will be notified of the school's recommendation and plans through a parent conference usually not later than six weeks prior to the end of the school year. You will also have several opportunities to work with the teacher to establish a plan to meet the needs of your child in order to eliminate the need for retention.

Student Records

Student records are maintained to assist students, parents/guardians, and the school in achieving the student's goals. Such records are accumulated, maintained, released, transferred, and eventually destroyed by the building principal or his/her designee in accordance with state and federal laws. Only those individuals or agencies specifically authorized by state and federal law shall be granted access to a student's records. An adult student or the parent/guardian of a minor student may inspect the student's records in accordance with Board of Education policy and established procedures, and challenge the content if he/she believes the records are inaccurate or misleading. Such a complaint would be filed with the building principal. If not satisfied with the decision, an appeal avenue is available through the Family Policy and Regulations Office or the US Department of Education.

Student records will be forwarded to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer.

Religious Accommodations

In compliance with PI 41.04(1)(a) of the Wisconsin Administrative Code, Luxemburg-Casco Primary School will provide for reasonable accommodations of a student's sincerely held religious beliefs with regard to academic requirements and testing. Concerns regarding these matters should be brought to the attention of the student's teachers and the principal.

School Performance Report

The Wisconsin School District Performance Report (SDPR) is a new on-line report published by the Department of Public Instruction (DPI). You can find the report on the SPR page of the DPI website or go directly to:

<https://apps2.dpi.wi.gov/sdpr/spr.action>

Law does state that by January 1 of each year, every school board shall notify the parent or guardian of each pupil enrolled of their right to request a paper copy of the report. The request will be honored by May 1.

Annual Notices ~ All of the Luxemburg-Casco School District policies listed below are hyperlinked and available on the LC District website:

<https://go.boarddocs.com/wi/luxc/Board.nsf/Public?open&id=policies>

Notification Topic	Board Policy
Student and Staff Nondiscrimination Student Access to Equal Educational Opportunity	Board Policy #5517 - Nondiscrimination and Access to Equal Educational Opportunity
Title IX Sexual Harassment	Board Policy #2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities
Student Records and Directory Information	Board Policy #8330 - Student Records and Directory Information
Student Harassment and Other Forms of Aggressive Behavior	Board Policy #2260 - Student Anti Harassment
Accommodation of Sincerely Held Religious Beliefs	#2240 Controversial Issues in the Classroom , #2270 Religion in the Curriculum
Human Growth and Development	Board Policy #2414 - Human Growth & Development
Parents Right to Inspect Instructional Materials	Board Policy #2416 Student Privacy and Parental Access to Information
Program or Curriculum Modification	
Personal Communication Devices	Board Policy #5136 Personal Communication Devices
Meal Charge Policy	Board Policy #8500 Food Services

Nondiscrimination in Food Service Program	Board Policy #8500 Food Services
Bullying and Other Forms of Aggressive Behavior	Board Policy #5517.01 Bullying
Student Code of Classroom Conduct	Board Policies 5500 Student Code of Classroom Conduct, 5511 Dress and Grooming , 5600 Student Discipline
Student Attendance	Board Policy 5200 Attendance
Student Attendance of Open-Enrollment Students and Habitual Truancy	Board Policy #5200 Attendance
Filing a Complaint under FERPA	Parents and students can file a complaint at the District Office 318 N. Main Street Luxemburg, WI 5217 if they believe their rights under Federal Law - Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment have been violated.
Weapons on School Grounds or at School Events	Board Policy #5772 Weapons
Student Locker Searches	Board Policy #5771 Search and Seizure
Student Drug Prevention	Board Policy 5500 Student Code of Conduct Board Policy 5530 Drug Prevention
Emergency Medical Authorization for Students	Board Policy 5341 Emergency Medical Authorization

After reading this handbook, it is our hope that you have a better understanding of the policies and procedures that are followed at the Primary School. Your support and cooperation will help to ensure the success of your child at school. We believe that education is a shared responsibility between the child, home and community.

Please sign below and return to the school office stating that you have read the Student/Parent Handbook and that you have gone over the expectations and procedures with your child.

Student's Name: _____

Grade: _____

Parent/Guardian Signature: _____

Date: _____

Luxemburg-Casco School District 2023-2024
STUDENT-PARENT-TEACHER-ADMINISTRATOR AGREEMENT

We know that students learn best at the Luxemburg-Casco Schools when everyone works together to encourage learning. This is a promise to work together as a team to help this individual achieve in school. Together, we can improve teaching and learning.

As a **Student**, I pledge to:

- *do my best in class and in my schoolwork
- *help to keep my school safe
- *ask for help when I need it
- *respect and cooperate with other students and adults
- *discuss with my parents what I am learning in school

A goal I have: _____

Student signature _____

As a **Parent**, I pledge to:

- *have high expectations for my child
- *encourage good study habits, including quiet study time at home
- *help my child learn to resolve conflicts in positive ways
- *communicate and work with teachers and school staff members
- *be involved in my child's educational activities and environment

A goal I have for my child: _____

Parent signature _____

As a **Teacher**, I pledge to:

- *communicate progress on a regular basis
- *treat parents and student with respect
- *provide a safe learning environment
- *provide opportunities for parents and community members to work in the classroom
- *vary techniques, materials, and pace of instruction.

A goal I have for my student: _____

Teacher signature _____

LUXEMBURG-CASCO PRIMARY SCHOOL

2023-2024 SCHOOL SUPPLY LIST

Please Note...

- 1) You **do not** have to label any of the supplies **EXCEPT** for your child's backpack & any clothes
- 2) Send supplies in during Open House or on the first day of school.

4 Year Old Kindergarten

EVERYONE

- 1 **VERY LARGE** backpack (label with child's first and last name)
(Please keep an extra full set of clothes inside)
- 1 current family photo
- 1 current individual photo of child **PLEASE LABEL ALL CLOTHING!**
- 2 cans Play Doh **SNOWPANTS, BOOTS, SHOES, HATS, GLOVES, JACKETS, ETC.**

BOYS

- 1 box tissues
- 1 pack Dixie cups
- 1 roll paper towel
- 1 roll clear packaging tape

GIRLS

- 1 container baby wipes
- 1 24-pack crayons
- 1 box sandwich sized Ziploc bags
- 1 roll Painter's tape

*No Gym shoes are needed

****Once your child's teacher has been determined, a wish list will be sent out with items that are classroom specific****



LUXEMBURG-CASCO SCHOOL DISTRICT

BYLAWS & POLICIES

7540 - COMPUTER TECHNOLOGY NETWORK, AND INTERNET ACCEPTABLE USE AND SAFETY

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. However, the use of the District's network and technology resources by students is a privilege not a right.

The District Administrator shall develop and implement a written District Technology Procedure (DTP). The DTP will provide for both the acquisition of technology, and guidance to staff and students concerning making safe, appropriate and ethical use of the District's network(s). The DTP shall also inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, etc.) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the principal.

However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

Social media shall be defined as internet-based applications (such as Facebook, MySpace, Twitter, etc.) that turn communication into interactive dialogue between users. The Board prohibits any access and use of social media by students from the District's network.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the District Administrator.

The District Administrator shall periodically review the DTP to determine the effectiveness of the plan in meeting its objectives.

ONE TO WORLD

HANDBOOK

K-6 PARENTS





LUXEMBURG-CASCO SCHOOL DISTRICT

4K - GRADE 6

PARENT HANDBOOK

DEVICE EXPECTATIONS & GUIDELINES

Please read over the following information before agreeing to the expectations and responsibilities of the district-issued device.

Instructional Use

IS Principal - Heather Mleziva - hmleziva@luxcasco.k12.wi.us, ext. 104

PS Principal - Pete Kline - pkline@luxcasco.k12.wi.us, ext. 201

Tech Director - Scott Waldow - swaldow@luxcasco.k12.wi.us, ext. 129

Technical Services

Director of Instructional Technology - Scott Oftedahl -

softedahl@luxcasco.k12.wi.us, ext. 205

One to World Website

sites.google.com/a/luxcasco.k12.wi.us/one-to-world

DEVICE USE & CARE

Students are responsible for their ethical and educational use of the technology resources of Luxemburg-Casco School District. [All district policies and handbook expectations apply to the use of devices](#). Consequences for inappropriate use are outlined in the [7540.03 - Student Education Technology Acceptable Use and Safety](#) policy. Students are responsible for bringing a fully-charged device to school each day for all classes unless advised not to do so by their teacher. Students will use their Google account login to access the Internet on the device. Students' Google Apps for Education suite of tools will be used for work production and saving online work. Devices are the property of Luxemburg-Casco School District. Students should handle their device with care. The L-C High School Student Device Handbook and the [One to World website](#) outline the general care of the device (carry in closed position, do not eat/drink near device, do not leave device unsupervised, etc.).

INTERNET SAFETY & ACCEPTABLE USE BOARD POLICY

[7540.03 - Student Education Technology Acceptable Use and Safety](#) policy applies to the device and its use.

PERSONAL CHROMEBOOKS

Personal Chromebooks are not allowed to be used unless specifically approved.

INTERNET SAFETY & NETWORK FILTERING

Students are encouraged to use the device at school and at home. Luxemburg-Casco School District uses a network filtering system as one means of protection for our students. A comprehensive approach including protection measures, monitoring and instruction is utilized in our school district. The district-issued student devices will have Internet filtering at school and at home to the extent it is possible with the tools in place within the school district & Google Apps for Education Administration. There may be times when the filtering tools may not work, may fail, or changes beyond the District's control may occur causing web filtering to not occur on the district-issued devices when they are not within the District. Parents and students are encouraged to report to their site administrator any complaints or concerns regarding student access or exposure to any content, activities, or communications that may be harmful, deceptive, or otherwise inappropriate or objectionable. **It is recommended a student's use of the Internet be monitored.**

PROBATIONARY STUDENT PRIVILEGES

Luxemburg-Casco School District has an obligation to protect its assets. Probationary Status and/or other disciplinary action may be assigned to a student by building administration. Based on the criteria below and at the discretion of the building administration, some students may be required to turn in their devices to the LMC at the end of each day unless otherwise specified. A formal check-in and check-out process will take place to protect the equipment and document the process. Any student can be placed on probationary status, regardless of insurance, for multiple instances of damage to a device.

- Students who have violated the [7540.03 - Student Education Technology Acceptable Use and Safety](#) policy during the current or previous semester.
- Students who have had multiple instances of accidental damage, intentional damage to a device, or unpaid repair/replacement fees.

DIGITAL CITIZENSHIP & DEVICE CARE / USE LESSONS

Lessons will be presented during Resource period the first week of school to establish and model expectations for educational use of devices. Proper care of devices to help minimize accidental damage will also be modeled for students. These lessons will be posted to the One to World website as well.

ONE TO WORLD

HANDBOOK

K-6 STUDENTS





LUXEMBURG-CASCO SCHOOL DISTRICT

4K - GRADE 6

STUDENT HANDBOOK

DEVICE EXPECTATIONS & GUIDELINES

All Luxemburg-Casco School District students in grades 4K - sixth will be provided access to a student dedicated device for educational purposes within their classrooms at school. All devices are the property of Luxemburg-Casco School District. Devices will provide students with access to Schoology, Google Apps for Education, educational web-based tools, as well as many other useful websites. The device is an educational tool that is not intended for gaming, social networking, or high end computing.

TAKING CARE OF A DEVICE

The device is the property of Luxemburg-Casco School District and students are responsible for the general care of it. Devices that are broken or fail to work properly must be taken to the LMC as soon as the student notices an issue so it can be taken care of properly. ***Do not take district-owned devices to an outside computer service for any type of repairs or maintenance. Repairs or maintenance are done through the LMC.***

GENERAL CARE GUIDELINES

Devices must have a Luxemburg-Casco School District asset tag on them at all times and this tag must not be removed or altered in any way.

General Care

- No food or drink is allowed next to your device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the device.
- Never transport your device with the power cord plugged in. Never store your device in your backpack while plugged in.
- ***Students should never carry their devices while the screen is open. Transport the device in the closed position at all times.***
- Vents should not be covered.
- Devices must remain free of any writing, drawing, or stickers.
- Devices should never be left in a car or exposed to extreme temperatures for long periods of time.
 - If accidentally left in a car in cold temperatures, please allow the device to warm up for a minimum of 30 minutes before powering on.
- Devices should never be left unattended in any unsupervised area. Any device left in an unsupervised area is in danger of being lost or stolen. The student and parents/guardians are responsible for the cost of replacing a lost or stolen device.
- If an unsupervised device is found, return it to the LCHS help desk if possible or to a staff member.
- Do not lean or put pressure on a device and/or its screen or store it with items placed on top of it.
- Clean the screen, keyboard, or outer surface with a soft, dry microfiber cloth or anti-static cloth. Never spray any liquid directly on the device.

Repairs, Lost/Stolen Devices

- If your device needs repair or technical support, please take it to the help desk located in the LMC.
- If a device is lost or stolen, the student needs to report it to the L-C High School help desk staff immediately.
- Students are responsible for the device they are issued. Any lost or stolen devices will be required to be replaced by the family.
- Students using loaner devices may be responsible for any damages incurred while in possession of the student or if it's lost or stolen.

RESPONSIBLE USE OF DEVICES

Students will adhere to all of the information for acceptable use as described in Luxemburg-Casco School District's Board Policy [7540.03 - Student Education Technology Acceptable Use and Safety](#).

- Students are responsible for their ethical and educational use of the technology resources of Luxemburg-Casco School District.
- Students will only login to the device using the Luxemburg-Casco District provided Google Apps for Education account.
- Students should protect their password and not share it with others.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and

malware.

- Users of District technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the device, school network, or any school-issued application and are given no guarantees that data will be retained or destroyed.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

PERSONAL CHROMEBOOKS

Personal Chromebooks are not allowed to be used unless specifically approved.

PROBATIONARY STUDENT PRIVILEGES

Luxemburg-Casco School District has the obligation to protect the assets of the district. Probationary Status and/or other disciplinary action may be assigned to a student by building administration. Based on the criteria below, some students may be required to turn in their devices to the school library at the end of each day unless otherwise specified. A formal check-in and check-out process will take place to protect the equipment and document the process.

- Students who have violated the [7540.03 - Student Education Technology Acceptable Use and Safety](#) policy during the current or previous semester.
- Students who have had multiple instances of accidental damage, intentional damage to a device, or unpaid repair/replacement fees.

DIGITAL CITIZENSHIP

Students must follow the conditions of being a good digital citizen:

I will...

Stay safe.

- **I will not create accounts or give out any private information – such as my full name, date of birth, address, phone number, or photos – without my family’s permission.**
- **I will not share my passwords with anyone other than my family or teacher. I will ask my family or teacher to help me with privacy settings if I want to set up devices, accounts, or profiles.**
- **If anyone makes me feel pressured or uncomfortable, or acts inappropriately toward me online, I’ll stop talking to that person and will tell a friend, family member, or teacher I trust about it.**

Think first.

- **I will not bully, humiliate, or upset anyone online or with my phone – whether through sharing photos, videos, or screenshots, spreading rumors or gossip, or setting up fake profiles – and I will stand up to those who do.**
- **I know that whatever I share online or with my cell phone can spread fast and far. I will not post anything online that could harm my reputation.**
- **Whenever I use, reference, or share someone else’s creative work online, I will give proper credit to the author or artist.**

Stay Balanced.

- **I know that not everything I read, hear, or see online is true. I will consider whether a source or author is credible.**
- **I will help my family set media time limits that make sense, and then I will follow them.**
- **I will be mindful of how much time I spend in front of screens, and I will continue to enjoy the other activities – and people – in my life.**

LOST / STOLEN DEVICES

If a device is lost or stolen, the student needs to report it to the LMC staff. Students using loaner devices may be responsible for any damages incurred while in possession of the student or if it's lost or stolen.

REPAIR PROCESS & REPAIR COSTS

All repairs are processed through the Luxemburg-Casco School District. Students will bring their devices in need of repair to the LMC. A loaner device may be provided as needed. A student needs to care for the loaner as he/she would for the device originally issued to him/her. If a loaner is provided while the students device is being repaired, the loaner unit must be returned before the student receives his/her repaired device.

DEVICE LOAN PROCESS

In the event that a student requires a loaner device, the student must make the request at the help desk in the LMC.