

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: _____



Proof of Residency

The following information outlines the requirements for establishing proof of residency for those interested in enrolling their child(ren) in to the Luxemburg-Casco School District.

Under Wisconsin State Statute 121.77, only students who are legal residents of the Luxemburg-Casco School District are eligible to attend its schools without paying tuition. If residency is not properly established and false information is provided, the parent or guardian will be responsible for paying tuition costs for the current school year, or the child(ren)'s admission will be revoked.

Student's Information:

Student's Name

Date of Birth

Grade

Address

City

State

Zip

Phone

Parent/Guardian Name

Relationship to Student

"I certify that this student is a legal resident of the Luxemburg-Casco School District and that the information on this form is accurate and complete."

Signature of Parent/Guardian

Date

Two residency documents are required to establish residency in the district.

- Current Year Property Tax Statement
- Current Month Mortgage Statement
- Current Lease Agreement (must include the property manager's name, address, phone number, your contact information, and effective start/end dates)
- Current Utility Bill
- Current Pay Stub

FOR OFFICE USE ONLY: Residency approved: Yes No Date: _____ Initials: _____
--



Luxemburg-Casco School District
McKinney-Vento

(May be completed at enrollment or after a change in living situation.
Only one per family required.)



HOMELESS LIAISON:

Jane Mathes
112 N. Main Street
Luxemburg, WI 54217
920-845-5549

Table with 6 columns: Last/First Name, Date of Birth, Special Ed. (Yes/No), School Enrolled, Grade, Gender (M/F). Includes sections for SCHOOL AGED CHILDREN and NON-SCHOOL AGED CHILDREN.

Last School Attended: _____

If you are not living in your own home you may qualify for educational services under the McKinney-Vento Education Assistance Act. Eligibility can be considered by completing and submitting this questionnaire. Families/students, or unaccompanied youth who are eligible have educational rights under the McKinney-Vento Act that may include choices about where to attend school. Please contact the school homeless liaison to discuss eligibility, rights, and potential services – Jane Mathes at 920-845-5549 ext. 504.

FAMILY/STUDENT LIVING: Please check all of the following that apply:

- Are you sharing a friend or relative's home or apartment due to loss of housing, economic hardship or similar reason?
Do you live in a hotel, motel, or campground because you have no other place to live?
Are you staying in a shelter (family shelter, domestic violence shelter, youth shelter)?
Do you live out of a car, park, abandoned building or other inadequate accommodations?

- Waiting for foster care placement?
Are you being evicted from your home / residence at this time?
Does your child (children/student) live in any of the above situations?
Student is separated from parent/guardian
Student is an unaccompanied youth
If unaccompanied youth, please state reason youth is unaccompanied (run-away, throw away, abandoned, etc.): _____

If you did not select any of the descriptions listed, you do not need to complete the remainder of this form or submit it to the building secretary. If you selected any of the above options, please provide the information below and submit this form to a building secretary.

Address of current residence: _____

OR

Name of motel/shelter where staying: _____

Contact phone number: _____ Name of Contact/Parent: _____

Alternate or Emergency Contact Name and Number: _____

Services needed by the family

Areas of Educational and Related Services:

- Transportation
- School Supplies
- Help with Enrollment
- Instructional Support
- School Counseling
- Activity Fees
- Special Education (list areas _____)

- Gifted or Talented Programs
- Preschool Programs
- After School Programs
- ELL Services
- School/Health records needed
- Truancy Issues
- Other Specify _____

Areas the District Will Provide Family Assistance:

- Referral for Community Resources
 - Medical, Dental and Other Health Services
 - Mental Health Services
 - Food and Clothing
 - Housing Support
- Addressing needs related to domestic violence
- Parent education related to rights/resources
- Other *Specify* _____

Family/Student Living:

- Doubled-up
- In a motel/hotel
- In a shelter/transitional living program
- Unsheltered (e.g., cars, parks, etc.)
- Awaiting Foster Care placement
- Runaway child or youth
- Unknown

STAFF PLEASE LIST APPLICANT EXPLANATION OF WHAT IS SPECIFICALLY NEEDED FROM EACH CATEGORY (If more space is needed please use another page):

The undersigned parent/guardian, student certifies that the information provided above is true and accurate

Print Name

Signature

Date

Please talk with the Luxemburg-Casco School District Homeless Liaison (Jane Mathes at 920-845-5549 ext. 504) to find out if you qualify or to learn more about McKinney-Vento Assistance Act rights and services.

School Secretary: *If the questionnaire is submitted, immediately forward this form to Jane Mathes, Student Services Office.*

L-C District Enrollment Date: _____ Date Form Received by School Staff: _____

SSO Date Received: _____

**WHEN ASSESSING A HOMELESS STUDENT
CONSIDER THE FOLLOWING**

- **Current residence**
- **Permanent or temporary housing**
- **Safety**
- **Regular attendance at school**
- **Transportation needs**
- **Basic needs such as food, clothing and school supplies**
- **Health related needs such as eye glasses, medication, dental care or similar**
- **School Counseling services**
- **Academic services**
- **Summer School**
- **Special education**



IMPORTANT PHONE CONTACTS

EMERGENCIES911
NON-EMERGENCY INFO.....211
CRISIS CENTER **920-436-8888**
 300 Crooks Street; Green Bay 24 Hour Walk-In

Shelters

NEW Community Shelter 920-437-3766
 301 Mather St.; Green Bay.....Hot meals everyday 5-6pm
Freedom House..... 920-432-4646
 2997 St. Anthony Dr.; Green Bay
House of Hope 920-884-6740
 1660 Christina St.; Green Bay
St. John Homeless Shelter 920-436-9344
 411 St. John St.; Green Bay
Golden House..... 920-435-0100
 1120 University Ave.; Green Bay

Places to go for food and/or clothing

Salvation Army 920-497-7053
 626 Union Ct.; Green Bay M-F Lunch: 11:30 – 12:30 pm
Manna For Life Missions Center..... 920-437-3629
 1545 University Ave.; Green Bay
Paul’s Pantry 920-433-0343
 1529 Leo Frigo Way; Green Bay
St. Vincent De Paul..... 920-432-2579
 1529 Leo Frigo Way; Green Bay
Ruby’s Pantry – Central Church..... 651-674-0009
 831 Schoen St.; Green Bay
Ruby’s Pantry – Redeemer Church..... 651-674-0009
 210 S. Oneida St.; Green Bay

Information & Assistance

Wisconsin Job Center 920-448-6760
 701 Cherry St.; Green Bay
Brown County Human Services 920-448-6095
 111 N. Jefferson St.; Green Bay
Kewaunee County Human Services..... 920-388-7030
 810 Lincoln St.; Kewaunee
Integrated Community Services (ICS)..... 920-448-4540
 201 W. Walnut St.; Green Bay
Aging & Disability Resource Center..... 920-448-4300
 300 S. Adams St.; Green Bay

**SCHOOL DISTRICT OF
LUXEMBURG-CASCO**

INFORMATION



**REGARDING HOMELESS
STUDENTS**



The McKinney-Vento Homeless Assistance Act, provides certain rights and protections for families experiencing homelessness. According to McKinney-Vento, anyone who lacks a fixed, regular and adequate night-time residence is homeless.

HOMELESSNESS INCLUDES ANYONE:

- Living in an emergency shelter or transitional housing
- Abandoned in hospitals or awaiting foster care placement
- Living in motels, hotels, trailer parks or camp grounds due to lack of alternative adequate accommodations
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar setting
- “Doubled Up” living with friends or family due to the loss of housing, economic hardship or a similar reason
- An “unaccompanied youth”, under the age of 18, living without a parent or guardian
- Migratory children living in these conditions



HOMELESS CHILDREN HAVE THE RIGHT TO:

- Attend School, no matter where they live or how long they have lived there. You do not need a permanent address to enroll in school
- Not be denied school enrollment just because school records or other enrollment documentation are not immediately available.
- Enroll and attend classes in the parents’ school of choice even while the school and parents seek to resolve a dispute over enrollment.
- Continue in the school they attended before they became homeless, if that is the parents’ choice and is feasible.
- Receive transportation to and from the school the child last attended prior to becoming homeless, if the parent/guardian requests it.
- Participate in extracurricular activities and all federal, state or local programs for which he/she is eligible.



IN ADDITION TO HOMELESS ASSISTANCE, THE LUXEMBURG-CASCO SCHOOL DISTRICT OFFERS THE FOLLOWING:

- Free school meals for those who qualify
- Free transportation services
- Free school supplies for those who qualify
- Waived School Fees for those who qualify
- Special Education and 504 programs for those who qualify
- Title I services & additional academic support



- Programs to help English Language Learners
- Gifted and Talented programs for those who qualify
- 4 Year-old Kindergarten
- Summer School
- High School credit recovery options

NOTIFICATION

Luxemburg-Casco School District Homeless Liaison

Jane Mathes 920-845-5549 ext. 504

If you know or suspect a student is homeless, notify the Luxemburg-Casco Homeless Liaison

Language Translation Needed? YES

BUSING PICK UP/DROP OFF INFORMATION

4 Year Old Kindergarten

****If after completing and handing in this form to the office, there is a change in ANY of the information, please contact the District Office at (920) 845-2391 x176**

Child Name _____ Grade _____ Sex _____
 First Last

Parent/Guardian Name _____
 First Last

Home Address _____
 Street Address City Zip

Phone Number _____ Cell Phone/Pager # _____

IF MY CHILD WERE AN AM 4K STUDENT:

Pick Up Information for AM Placement

Pick up at: 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 AM Placement

Drop off at: 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 #

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

LUXEMBURG-CASCO 4K DEVELOPMENTAL QUESTIONNAIRE

Child's Name _____ Boy Girl

First Middle Last

Address _____

Birthdate ____/____/____ Age ____/____ ____/____/____
 Month Day Year Years Months Today's Date

Parent/Guardian Name(s) _____

Phone(s) and best time(s) to call _____

What language(s) are spoken by your family? _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

	Yes	Sometimes	No	Unsure
Does the child use some sentences of four or more words?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child talk clearly enough to be understood by most adults?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child use a pronoun to refer to self (me, my or I)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child ask and answer "what" questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child follow two step directions (put bowl in sink, then get shoes)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child understand the concepts of "in", "on" and "under"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child communicate well enough to meet basic wants/needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPEECH/LANGUAGE COMMENTS:				

	Yes	Sometimes	No	Unsure
Does the child turn pages of a book and look at the pictures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child listen to stories being read (for five minutes or more)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child match by color and use some color names (need not be correct)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child count to five without help?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child understand the concept of "one" and "one more"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child name at least five basic body parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child put together simple inset puzzles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LEARNING COMMENTS:				

	Yes	Sometimes	No	Unsure
Does the child attempt to color within a certain area in a coloring book?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child draw a circle if shown an example (not just circular scribbles)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child easily manipulate small objects (stringing beads)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOTOR SKILLS COMMENTS:				

	Yes	Sometimes	No	Unsure
Does the child enjoy pretend play (fixing a car or cooking food)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child play with other children, using the same materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child take turns and share with another child if an adult is nearby?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child use words to help settle problems with others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child play happily by self for 10 minutes or more?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SOCIAL AND PLAY SKILLS COMMENTS:				

	Yes	Sometimes	No	Unsure
Does the child get dressed with some help?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child try a variety of foods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the child generally use the toilet without help?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADAPTIVE SKILLS COMMENTS:				

MORE QUESTIONS ON BACK OF FORM

	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

2024-2025 School Calendar

July 31	Forms & Fees – 3:00 pm-7:00 pm (HS Lobby)
August 1	Forms & Fees – 7:00 am-12:00 pm (Primary School)
August 12-13 & 15	New Teacher In-Service
August 14	Special Education Staff In-Service
August 21	Open House
August 26-30	All Teacher In-Service
September 2	Labor Day (No Student Attendance)
September 3	First Day for Students (4K Students Attend)
September 6	4K Students Attend
September 19	Picture Day
October 4	4K <u>PM</u> Students Attend
October 18	4K <u>AM</u> Students Attend
October 24	Picture Retake Day
November 21	Parent-Teacher Conferences ~ 4:00-8:00 p.m.
November 22	End of 1 st Trimester
November 25	Parent-Teacher Conferences ~ 4:00-8:00 p.m.
November 27-29	Thanksgiving Break (No Student Attendance)
December 6	Report Cards Issued
December 23-January 1	Winter Break (No Student Attendance)
January 2	School Resumes
January 3	4K Students Attend
January 13	½ Day of School / 4K <u>AM</u> Students Attend
January 17	4K <u>PM</u> Students Attend
February 13	Parent-Teacher Conferences ~ 4:00-8:00 p.m.
February 28	End of 2 nd Trimester
March 7	Report Cards Issued
March 14	Potential 4K Make-up Day
March 17-21	Spring Break (No Student Attendance)
April 4	Potential 4K Make-up Day
April 18	No School (No Student Attendance)
April 25	Potential 4K Make-up Day
May 9	Potential 4K Make-up Day
May 23	Last Day for Students / End of 3 rd Trimester
May 26	Memorial Day

May 27-28
June 2

Teacher In-Service
Summer School Starts

Luxemburg-Casco School District 4-Year-Old Kindergarten Handbook



2024-2025 School Year

Last Updated: 2/15/24

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, it is the policy of the Luxemburg-Casco School District that no person shall, on the basis of race, sex, religion, natural origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical, mental, emotional or learning disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program or activity, or 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. 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 7:40 a.m.-10:48 a.m. and afternoon sessions will be from 11:50 a.m.-2:58 p.m. 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 7:20 a.m.
PLEASE DO NOT DROP YOUR CHILD OFF BEFORE 7:20 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. 176) 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 7:40 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).

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 complete a background check (the link will be provided via email if you are chosen as a chaperone).

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 and proof of residency is required as well. The Registration Fee for the 2024-2025 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 Family Handbook



2024-2025

Last Updated: 5/2/24

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.

BUILDING HOURS

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

4K Student Hours: 7:40 a.m. - 10:48 a.m. (AM Session)
11:50 a.m. - 2:58 p.m. (PM Session)

5K-2nd Student Hours: 7:40 a.m. - 2:58 p.m.

Times When Teachers May Be Contacted

7:15 a.m. - 7:40 a.m.

3:00 p.m. - 3:15 p.m.

BUILDING INFORMATION

Address:

Luxemburg-Casco Primary School
601 Marcks Lane
Luxemburg, WI 542174

Phone Number:

920-845-2315

Fax Number:

920-845-2503

Website Address:

primary.luxcasco.k12.wi.us

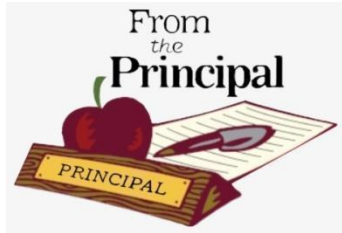
NOTICE OF NON-DISCRIMINATION POLICY

It is the policy of the Luxemburg-Casco School District that no person shall, on the basis of race, sex, religion, natural origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical, mental, emotional or learning disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program or activity, or employment.

COMPLAINT PROCEDURE FOR NON-DISCRIMINATION

Any person who believes the Luxemburg-Casco School District has failed to follow a non-discrimination policy may bring a complaint in accordance with the procedures outlined below:

A written complaint should be filed with the building's administrator. The complaint will be investigated and the complainant will receive a written acknowledgment within 45 days. A final written decision in regard to the complaint will be made within 90 days of receipt of the written complaint, unless the parties agree to an extension of time. Any individual not in agreement with the school district's decision may file an appeal with the state superintendent within 30 days of the school board's decision.



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**

TABLE OF CONTENTS

ABSENCES.....	6
ACADEMIC HONESTY.....	8
ANIMALS IN SCHOOL.....	8
ASSESSMENTS.....	8
ATTENDANCE REPORTING PROCEDURES.....	9
BEFORE & AFTER SCHOOL DROP OFF / PICK UP EXPECTATIONS.....	9
BEHAVIOR: SPARTAN WAY EXPECTATIONS.....	10
BULLYING / HARASSMENT POLICY.....	12
BUS CONDUCT.....	13
CELL PHONE POLICY.....	14
CUBBY.....	14
DISCIPLINE.....	14
DRESS CODE.....	16
DRUGS / ALCOHOL.....	18
EDUCLIMBER.....	18
EEN PROGRAM.....	18
EL PROGRAM.....	18
EMERGENCY SITUATIONS.....	19
HEALTH ROOM SERVICES.....	20
HIGHLY QUALIFIED TEACHER.....	21
HOMEWORK GUIDELINES.....	21
KINDERGARTEN AGE REQUIREMENT.....	21
LUNCH ACCOUNT.....	22
LUNCH / RECESS.....	22
PARENTS & LEARNING.....	23
PROGRESS REPORTS.....	24
PROPERTY.....	25
RELIGIOUS ACCOMMODATIONS.....	25
RETENTION.....	25
SCHEDULE OF FEES.....	26
SCHOOL COUNSELOR.....	26
SCHOOL PERFORMANCE REPORT.....	26
SCHOOL SAFETY.....	26
SCHOOL CLOSING.....	27
SPEECH AND LANGUAGE.....	27
STAFF MEMBER INFORMATION.....	27
STUDENT INJURIES.....	27
STUDENT RECORDS.....	28
STUDENT WITHDRAWAL.....	28
TITLE 1.....	28
VISITOR INFORMATION.....	29
WEAPONS & EXPLOSIVES.....	29
ANNUAL NOTICES.....	30

ABSENCES

In Wisconsin, all students are required to attend school regularly. Each student will be allowed 10 excused absences per year, which includes family vacations, illness, etc. If a student has a medical note, the absence will not be counted against his/her attendance. Any absences beyond the 10 excused will be considered unexcused absences unless a doctor's note is provided. The Luxemburg-Casco School District must record student attendance every day school is in session.

- Excused Absences - Wisconsin Statutes 118.15, 118.16 and 120.13 are specific about attendance and what may be considered an excused absence. By Wisconsin Statute and school board policy, all students between ages 6-18, are required to attend an educational program. Absences for the following reasons may be excused:
 - professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
 - to attend a funeral
 - legal proceedings that require the student's presence

- Once a child exceeds ten absences, the District is responsible for monitoring student attendance and taking appropriate action. After 10 absences, a written statement from a licensed medical professional is required excusing any additional absences. All other absences will be considered unexcused and school action will be required which may include a truancy meeting, loss of school privileges, school discipline, or truancy citations. In addition, if there are 5 (five) unexcused absences in a semester, a student will be considered habitually truant and the school will schedule a truancy meeting with the parent/guardian, and possibly the student, regarding a potential truancy citation or referral.

- Also, please be advised that Wisconsin Statute 118.15(5) states that a parent/guardian who has been found to have contributed to the truancy of a child may also be subject to legal consequences including a monetary fine, imprisonment, community service, counseling, or attending school with his/her child.

- If your child is an open enrollment student, their ability to maintain open enrollment status is dependent on their attendance. Wis. Adm. Code § Chapter PI 36.09 (2) cites habitual truancy as cause to terminate a student's open enrollment resulting in your child returning to their resident school district next semester or school year.

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.

ACADEMIC HONESTY

The Board values honesty and expects integrity in the District's students. Violating academic honesty erodes the trust between teachers and students as well as compromises the academic standing of other students, So that each student is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in all its forms.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

ANIMALS IN 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

ASSESSMENTS

Reading: FAST & iReady

Math: CBM Automaticity & iReady

Curricular Unit Assessments

FAST, iReady and CBM Automaticity assessments are utilized three times a year to gauge where students are in their learning and to help determine tiered intervention groups. Curricular Unit assessments help to show student progress throughout the year.

ATTENDANCE REPORTING PROCEDURES

If your child is absent, please call school prior to 7:40 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.

BEFORE & AFTER SCHOOL DROP OFF / PICK UP EXPECTATIONS

[Pick Up/Drop Off Procedures and Map](#)

Dropping off students at the beginning of the day

Doors will open at 7:20 a.m.

Please do not drop off your child before this time!

We encourage parents to drop off students between 7:25 a.m. and 7:35.m. 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.

If a parent wants to walk up with their child to the front doors, we ask that you park in the parking lot and walk with your student across the lot and up to the entrance doors. Do not park in the drop off line and leave your car.

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.

BEHAVIOR: SPARTAN WAY EXPECTATIONS

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 School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, bullying, or cyberbullying.

If such activity is engaged in on campus, during school sponsored activities including sports activities, is engaged in on any district provided transportation or at any official school bus stop, is engaged in utilizing school provided or owned/leased electronic computer equipment, or is received with the assistance of school provided or owned/leased electronic computer equipment, then the actors shall be subject to discipline pursuant to District disciplinary policy.

No schools within the district have a duty to regulate off-campus Internet messages, statements, postings, or acts. Nevertheless, each school reserves the right to regulate, review, investigate, and discipline students for harassment, intimidation, bullying or cyberbullying, or for other disciplinary violations when such activities threaten violence against another student or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities. Each building's reservation of rights does not impose on the school a duty to regulate or review off-campus internet messages, statements, postings, or acts.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. Parents of students who are impacted by harassment, intimidation, bullying and cyberbullying will be informed of the incident.

BUS CONDUCT

Student Transportation

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 others 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.

CELL PHONE POLICY

Students at the Primary School are not allowed to have cell phones.

CUBBY

A cubby 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.

DISCIPLINE

Suspension: A student may be suspended for a violation of reasonable and lawful school rules for conduct while at school which endangers the health, safety, and property of others. A suspended student may be sent home for a period not to exceed five days as provided under 120.13(1). During this period a conference shall be arranged between the parent, student, and building administrator.

Length of suspension will be determined by school authorities, and will reflect the offense committed. Parents or guardians will be notified in writing of the action taken, and will have complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away from the school. Loss of the next school dance may also be enforced. He or she will be required to make up all work and missed tests. In-school or out-of-school suspension may remove a student from the end of the year trip opportunity.

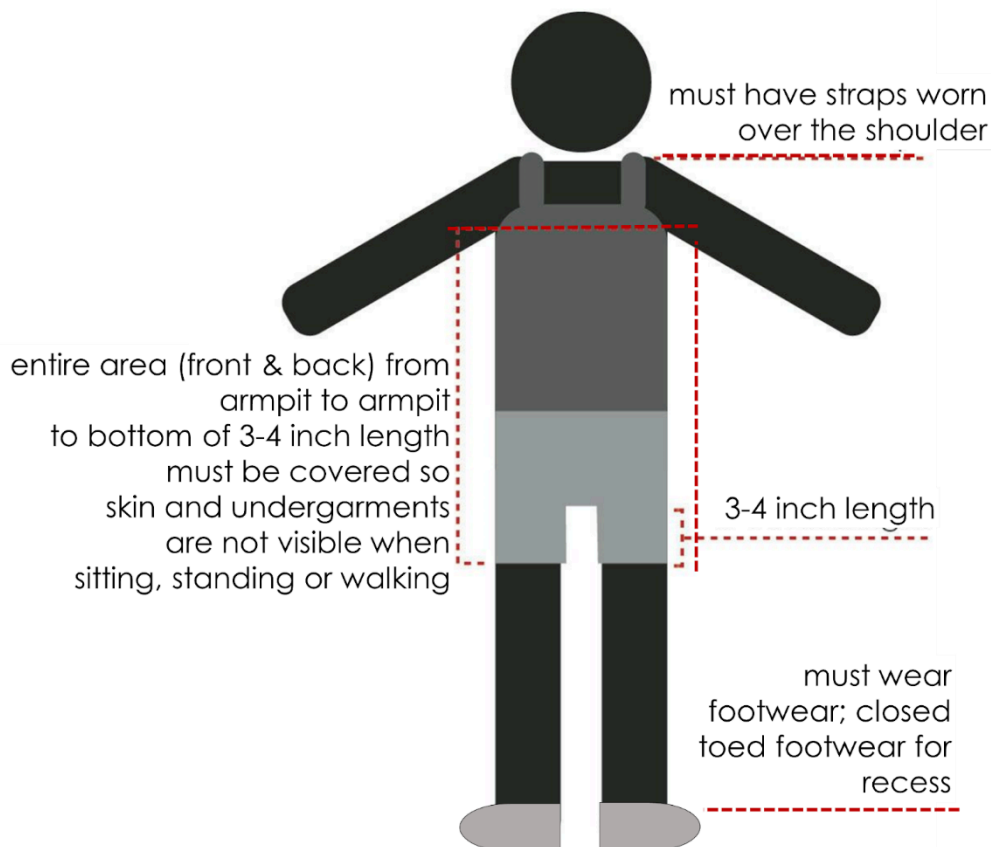
Expulsion: Section 120.13 (1) of the Wisconsin Statutes permits the school board to expel students for the following reasons:

- Repeated refusal or neglect to obey school rules.
- Knowingly conveying or causing to be conveyed a threat or false information concerning an attempt or alleged attempt to destroy school property by means of explosives.
- Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others.
- While not at school or while not under the supervision of a school authority, engaging in conduct which endangers the property, health, or safety of others at school or under the supervision of a school authority.
- Engaging in conduct which endangers the property, health, or safety of an employee or a school board member of the school district.
- Is at least age 16 and repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute other grounds for expulsion.
- Possessing a firearm while at school or while under the supervision of a school authority. (as defined by 18 U.S.C. 921 (a)(3)).

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.

DRUGS / ALCOHOL

Student use, possession, distribution, sale, or being under the influence of alcohol, tobacco (including electronic or vapor devices), illegal drugs, controlled substances, “look-alike” drugs, steroids, or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. Minimum penalty for violation of this policy will be suspension. However, a violation of this policy could result in permanent expulsion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

EDUCLIMBER

EduClimber is a data collection system used across the district. Each building uses EduClimber to track behavioral situations, intervention data, and other student related data to allow informed decisions to be made on how to best support a student with academic, social, emotional, or behavioral needs.

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.

EL 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.

EMERGENCY SITUATIONS

Fire, ALICE, Tornado

➤ Fire Drills

Fire drills will be held at regular intervals throughout the school year. In each room a poster is provided which will direct you out of the building. State Statute 941.13 forbids giving false alarms, tampering or removing without authorization any fire extinguisher or other fire fighting equipment. Persons caught breaking the law will be turned over to the proper authorities and be disciplined by the school.

➤ ALICE - Alert, Lockdown, Inform, Counter, Evacuate

ALICE is a safety framework. The school district utilizes this framework when a situation threatens the safety of students and staff in the school. This is the highest level of building security and will only be used when an imminent threat jeopardizes the safety of students and students.

➤ Tornado Drills

Plan for removal of students to designated areas is posted in each room. Teachers give specific directions to follow and help the students to safety.

HEALTH ROOM SERVICES

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!*****

HIGHLY QUALIFIED TEACHER

As a parent of a student at Luxemburg-Casco, you have the right to know the professional qualifications of the classroom teachers that instruct your child. Federal law allows you to ask for specific information about your child's classroom teachers and requires that we respond in a timely manner when we are asked for such information. You have the right to ask for the following information in regard to your child's teachers:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
 - The teacher's college major; whether the teacher has advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications. If you would like to receive any of the information, please send your written request to:

Jo-Ellen Fairbanks
318 N. Main Street
Luxemburg, WI 54217

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.

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.

LUNCH ACCOUNT

A positive balance is required for all students who intend to eat hot lunch through the Food Service Program. The Lunch Account is not a credit card.

Student balances can be checked by logging into the PowerSchools Parent Portal. Within PowerSchools, families can also set up a low lunch balance alert to ensure their student does not incur a negative balance. All funds must be deposited electronically in the students account. If one wishes, deposits can be made at home using the parent portal, or by bringing a check or cash to the main office for them to add to the online account. Hot lunch, including A la Carte items will be charged to a student's account.

All parents are encouraged to apply for Free or Reduced meals to see if they qualify. Forms are available at the school office and district offices. Forms can be mailed if you call the District office.

Any positive balances at the end of the school year will carry over to the next school year. All negative balances must be paid prior to the start of the following school year.

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 times.

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.

PARENTS & LEARNING

The District recognizes that parent/guardian involvement is a key to academic achievement and is a shared responsibility between the school and family. In accordance with the Reauthorized Elementary Secondary Education Act (ESEA) also known as the No Child Left Behind Act of 2001, the Luxemburg-Casco School District will provide opportunities for parent/guardian participation, shared decision making, and community collaboration in district and school education programs.

In order to enhance parent/guardian involvement, six essential elements are to be promoted.

- Communication between home and school is regular, two-way, and meaningful. Effective communication requires school-initiated contact with the parent /guardian and parent /guardian initiated contact with the school where both parties provide vital information about a child's strengths, challenges, and accomplishments. To effectively communicate, both parties must be aware of issues such as cultural diversity and language differences, and appropriate steps must be taken to allow clear communication for all participants.
- Responsible parent/guardianship is promoted and supported. The family plays a primary role in their child's education. Parents/guardians are linked to programs and resources within the community that provide support services to families.
- Schools are open and inviting and resources are accessible to parents/guardians and families. Schools actively seek parental support and assistance for school programs. Parents/guardians are welcome in the school, and their support and assistance are sought. Capitalizing on the expertise and skills of the parents/guardians strengthens the family, school, and community partnership. School and parent/guardian capacity for strong parent/guardian involvement is necessary.

- Parents/guardians are full partners in the decisions that affect children and families are involved in developing District action plans.
- Community resources are made available to strengthen school programs, family practices and student learning. Technical assistance and coordination will be offered to help schools plan parent involvement activities.
- Parent/guardian involvement strategies are incorporated with other District and school programs that focus on family and child development.

Each building site will collect parent/guardian involvement data which will be used as a part of our yearly data analysis.

Legal Ref: 118.019, 118.15(1)(d), 118.153, 118.33, 118.34 WSS; Ch 115 Sub V, Ch 115 Sub VII

WAC:PI 25: Individuals with Disabilities Education Act: No Child Left Behind Act of 2001

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.

PROPERTY

Any damage done to the building, equipment, property, or buses could result in a fine owed by your family.

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."

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.

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.

SCHEDULE OF 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.

The Registration Fee for the 2024-2025 school year is \$35.00 per student.

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.

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.

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.

SCHOOL CLOSING

In case of severe weather, the official announcement for school closing may be heard over local radio stations, viewed on local television stations, social media and the district webpage. Email and text notifications (if you have opted in for texts) will also be sent. To ensure up to date alerts, please contact the school office with any updates to phone numbers or email addresses. The decision will be made by the School Superintendent prior to 6:00 a.m.

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 the ongoing process, as well as suggestions for follow-up activities.

STAFF MEMBER INFORMATION

Refer to the Staff Directory on the Luxemburg-Casco website.

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.

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.

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. They will be sent to the new school that your child will be attending.

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.

VISITOR INFORMATION

All school visitors, including parent volunteers, must sign in at the office and pick up a visitor's badge.

WEAPONS & EXPLOSIVES

No student may have any kind of weapon, facsimile weapon, or explosive (including fireworks) in school, on school grounds, or at any school sponsored function. As mandated by state and federal law, any unauthorized possession of weapons by students shall be grounds for expulsion and will result in contact of the local law authorities. This includes, but is not limited to guns, knives, bows/arrows, etc.

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>

<u>Notification Topic</u>	<u>Board Policy</u>
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 there 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

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

Technical Services

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

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.

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 student's device is being repaired, the loaner unit must be returned before the student receives his/her repaired device.

All costs not covered by the insurance policy will be assessed to the student and **must be paid in full prior to the student taking possession of the repaired device**. Unpaid balances will be handled in accordance with the District's fee collection procedures.

Schedule of Repair Costs:

Description	Cost
Protective Cover	\$10.00
Power Cord	\$19.00
Keyboard	\$18.00
Screen	\$26.00
Device	\$294.00

DEVICE LOAN PROCESS

In the event that a student requires a loaner device, the student must make the request with Mrs. Koss or Mr. Waldow.

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.

LUXEMBURG-CASCO PRIMARY SCHOOL

2024-2025 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!***
- 24 pack crayons ***SNOWPANTS, BOOTS, SHOES, HATS, GLOVES, JACKETS, ETC.***

BOYS

- 1 box tissues
- 1 pack clothespins
- 1 roll paper towel
- 1 package small glue sticks
- 1 package craft feathers

GIRLS

- 1 container baby wipes
- 1 package thin Expo markers
- 1 package jumbo popsicle sticks
- 1 box 2.5 gallon Ziplock bags
- 1 package colored rhinestone gems

*No Gym shoes are needed

