

Student Name:		
**Cold lunch milk will need money in lunch account		AMOUNT
Registration Fee	\$35.00 per student	\$
Milk Card	\$13.75 per card (25 Milks)	\$
Lunch	\$ 3.00 per lunch \$ 75.00 per month	\$
TOTAL AMOUNT:		
Checks EXACT amount only! Payable to: LC Primary School	TOTAL AMOUNT	\$
Check Number		# _____

Initial (Office Use Only): _____

Primary School601 Marcks Lane
Luxemburg, WI 54217**STUDENT REGISTRATION FORM**

Luxemburg-Casco School District

Middle School512 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 ☐ RemarriedDoes this child live with you: ☐ Yes ☐ NoIf 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 ☐ RemarriedDoes this child live with you: ☐ Yes ☐ NoIf 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: _____
----------------------	---------------------	-----	----	-------------	-----------------

BUSING PICK UP and DROP OFF INFORMATION FORM

[one form per FAMILY]

NOTE: If after completing and submitting this form there is a change in ANY of the information please contact the District Office at (920) 845-2391 x176. Language translation needed ☐ YES

Child Name: _____ Grade: _____ Gender: F M
First Last MI

Child Name: _____ Grade: _____ Gender: F M
First Last MI

Child Name: _____ Grade: _____ Gender: F M
First Last MI

☐ Check only if additional names are listed on back

Parent/Guardian Name: _____
First Last

Child's Home Address: _____
Street City Zip

Parent/Guardian Primary Phone No. (____) ____ - ____ Secondary Phone No. (____) ____ - ____

Pick Up Information

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

Sitter / Daycare Name Sitter / Daycare Address

Sitter / Daycare Phone No. (____) ____ - ____

Drop Off Information

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

Sitter / Daycare Name Sitter / Daycare Address

Sitter / Daycare Phone No. (____) ____ - ____

Child Name: _____ Grade: _____ Gender: F M
First Last MI

Child Name: _____ Grade: _____ Gender: F M
First Last MI

Child Name: _____ Grade: _____ Gender: F M
First Last MI

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: _____

STUDENT IMMUNIZATION RECORD

Instructions to Parent: Complete and return to school within **30 days after admission**. State law requires all public and private school students to present written evidence of immunization against certain diseases **within 30 school days of admission**. The current age/grade specific requirements are available from schools and local health departments. These requirements can only be waived if a properly signed health, religious or personal conviction waiver is filed with the school. The purpose of this form is to measure compliance with the law and will be used for that purpose only. If you have questions regarding immunizations, or how to complete this form, contact your child's school or local health department.

Step 1

Personal Data

Please Print

Student's Name	Birthdate (MM/DD/YYYY)	Gender	School	Grade	School Year
Name of Parent/Guardian/Legal Custodian		Address (Street, City, State, ZIP Code)		Phone Number	

Step 2

Immunization History

List the **month, day, and year** your child received each of the following immunizations. If you do not have an immunization record for this student, contact your doctor or public health department to obtain it. You may also use the Wisconsin Immunization Registry:
<https://www.dhfs.wisconsin.gov/immunization/registry/>

Type of Vaccine*	First Dose MM/DD/YYYY	Second Dose MM/DD/YYYY	Third Dose MM/DD/YYYY	Fourth Dose MM/DD/YYYY	Fifth Dose MM/DD/YYYY
DTaP/DTP/DT/Td (Diphtheria, Tetanus, Pertussis)					
Adolescent booster (Check appropriate box) ☐ Tdap ☐ Td					
Polio					
Hepatitis B					
MMR (Measles, Mumps, Rubella)					
Varicella (Chickenpox) Vaccine					
Meningococcal (serogroup ACWY)					

Students with a reliable history of varicella disease are not required to receive the varicella vaccine. Signature from physician, physician assistant, or advanced nurse prescriber required.

☐ I attest that this student has a reliable history of varicella disease,

SIGNATURE – Health Care Provider Date Signed

Has your child had a blood test (titer) that shows immunity (had disease or previous vaccination) to any of the following? Check all that apply.

☐ Varicella ☐ Measles ☐ Mumps ☐ Rubella ☐ Hepatitis B

If **yes**, provide laboratory report(s)

Step 3

Requirements

Refer to the age/grade level requirements for the current school year to determine if this student meets the requirements.

Step 4

Compliance Data

Student Meets All Requirements

Sign at Step 5 and return this form to school.

Or

Student Does Not Meet All Requirements

Check the appropriate box below, sign at Step 5, and return this form to school. **Please note that incompletely immunized students may be excluded from school if an outbreak of one of these diseases occurs.**

☐ Although my child has **not** received **all** the required doses of vaccine, the **first dose(s)** has/have been received. I understand that the **second dose(s)** must be received by the 90th school day after admission to school this year, and that the **third dose(s)** and **fourth dose(s)** if required must be received by the 30th school day next year. I also understand that it is my responsibility to notify the school in writing each time my child receives a dose of required vaccine.

Note: Failure to stay on schedule may result in exclusion from school, court action and/or forfeiture penalty.

Waivers (List in Step 2 above, the date(s) of any immunizations your child has already received)

☐ For health reasons this student should not receive the following immunizations

SIGNATURE – Physician Date Signed

☐ For religious reasons, I have chosen not to vaccinate this student with the following immunizations (check all that apply)
☐ DTaP/DTP/DT/Td ☐ Tdap, ☐ Polio ☐ Hepatitis B ☐ MMR (Measles, Mumps, Rubella) ☐ Varicella ☐ MenACWY

☐ For personal conviction reasons, I have chosen not to vaccinate this student with the following immunizations (check all that apply)
☐ DTaP/DTP/DT/Td ☐ Tdap ☐ Polio ☐ Hepatitis B ☐ MMR (Measles, Mumps, Rubella) ☐ Varicella ☐ MenACWY

Step 5

Signature

This form is complete and accurate to the best of my knowledge. Check one: (I do ☐ I do not ☐) give permission to share my child's current immunization records and as they are updated in the future with the Wisconsin Immunization Registry (WIR). I understand that I may revoke this consent at any time by sending written notification to the school district. Following the date of revocation, the school district will provide no new records or updates to the WIR.

SIGNATURE - Parent/Guardian/Legal Custodian or Adult Student

Date Signed

NON-PRESCRIPTION MEDICATION CONSENT FORM
Luxemburg-Casco School District
_____ - _____ school year

It is our goal at Luxemburg-Casco Schools to have all medication locked and protected from student misuse. While we discourage the use of medication at school, we understand minor discomforts may occur while your child is in attendance. We have a limited supply of the following over the counter medications your child may need during school hours: Acetaminophen, Ibuprofen, cough drops, antacid tablets (Tums), Benadryl tablets and cream. If your child takes any of these medications frequently, we request that you bring a bottle from home to keep at school in the nurse's office.

I authorize trained Luxemburg-Casco school personnel to administer medication for my child. I agree to hold the School District and its employees acting within the scope of their duties harmless in any and all claims arising from the administration of medication at school. In lieu of an emergency in which I can not be reached, I give my authorization to contact our physician directly.

Name of student: _____ Grade: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Phone: Home _____ Cell _____ Work _____

Physician Name: _____

Clinic Name: _____ Clinic Phone: _____

This form must be completed and returned to enable your child to receive non-prescription medications supplied by the district for the school year.

For any questions regarding medication or health concerns, please contact your child's school nurse or certified medical assistant.

Primary School:	Jennifer Hetrick CMA (920)845-2315 x208	jhetrick@luxcasco.k12.wi.us
Intermediate School:	Jennifer Hetrick CMA (920)845-2371 x113	jhetrick@luxcasco.k12.wi.us
Middle School:	Gina Enderby RN (920)845-9525 x306	genderby@luxcasco.k12.wi.us
High School:	Gina Enderby RN (920)845-2336 x483	genderby@luxcasco.k12.wi.us



In an effort to reduce costs and reduce paper usage, L-C Primary School has gone paperless with the weekly parent "Family Folder" information sent home on Thursdays. **Using this form, you can register for EITHER electronic delivery via email ~ OR ~ hard copy.** Check the box below to continue to receive printed copies.

**** Complete all sections below to ensure proper delivery. Thank You! ****

☐

I do not want electronic delivery of Family Folder information and wish to receive printed copy

Parent/Guardian Name(s):

1.

2.

ONE Email Address Per Parent / Guardian Name: (*) PRINT CLEARLY (***)**

1.

2.

Student(s) Name(s):

Grade: Homeroom Teacher:

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 Primary School

2026-2027 School Calendar

August 4	Forms & Fees – 7:00 am-12:00 pm
August 5	Forms & Fees – 3:00 pm-7:00 pm
August 10-11 & 13	New Teacher In-Service
August 12	Special Education Staff In-Service
August 24-27	All Teacher In-Service
August 26	Open House
September 1	First Day for All Students
September 7	Labor Day (No Student Attendance)
September 17	Picture Day
October 21	Picture Retake Day
October 30	Teacher In-Service (No Student Attendance)
November 10	Parent-Teacher Conferences ~ 3:30 pm-7:30 pm
November 19	Parent-Teacher Conferences ~ 3:30 pm-7:30 pm
November 20	End of 1 st Trimester
November 25-27	Thanksgiving Break (No Student Attendance)
December 4	Report Cards Issued
December 24-January 3	Winter Break (No Student Attendance)
January 4	School Resumes
January 15	Teacher In-Service (No Student Attendance)
February 5	Teacher In-Service (No Student Attendance)
February 11	Parent-Teacher Conferences ~ 3:30 pm-7:30 pm
February 26	½ Day for Students / End of 2 nd Trimester
March 5	Report Cards Issued
March 15-19	Spring Break (No Student Attendance)
March 26	No School (No Student Attendance)
April 9	Potential 4K Make-up Day
April 23	Potential 4K Make-up Day
May 7	Potential 4K Make-up Day
May 26	Last Day for All Students / End of 3 rd Trimester
May 27	½ Day Teacher In-Service
May 31	Memorial Day
June 7	Summer School Starts

Luxemburg-Casco Primary School

Family Handbook



2026-2027

Last Updated: 5/6/26

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. - 3:15 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

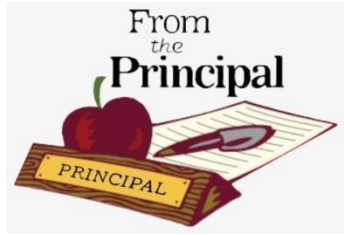
**L-C Title IX Notice (Short form) / Notice of
Nondiscrimination Policy**

The Luxemburg-Casco School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, marital status, parental status, sexual orientation, sex, pregnancy, or physical, mental, emotional, or learning disability or any basis protected by state or federal laws in any of its programs, activities, or employment.

The following staff are designated to receive inquiries regarding the non-discrimination policies:

Jane Mathes
Director of Special Education and Student Services
titleix@luxcasco.k12.wi.us
920-845-5549 x 504

Jo-Ellen Fairbanks
Superintendent
jfairbanks@luxcasco.k12.wi.us
920-845-2391 x 103



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**

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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 7:25 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 or watches that have internet capabilities, alarms or chimes that cause disruption in the learning environment.

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.

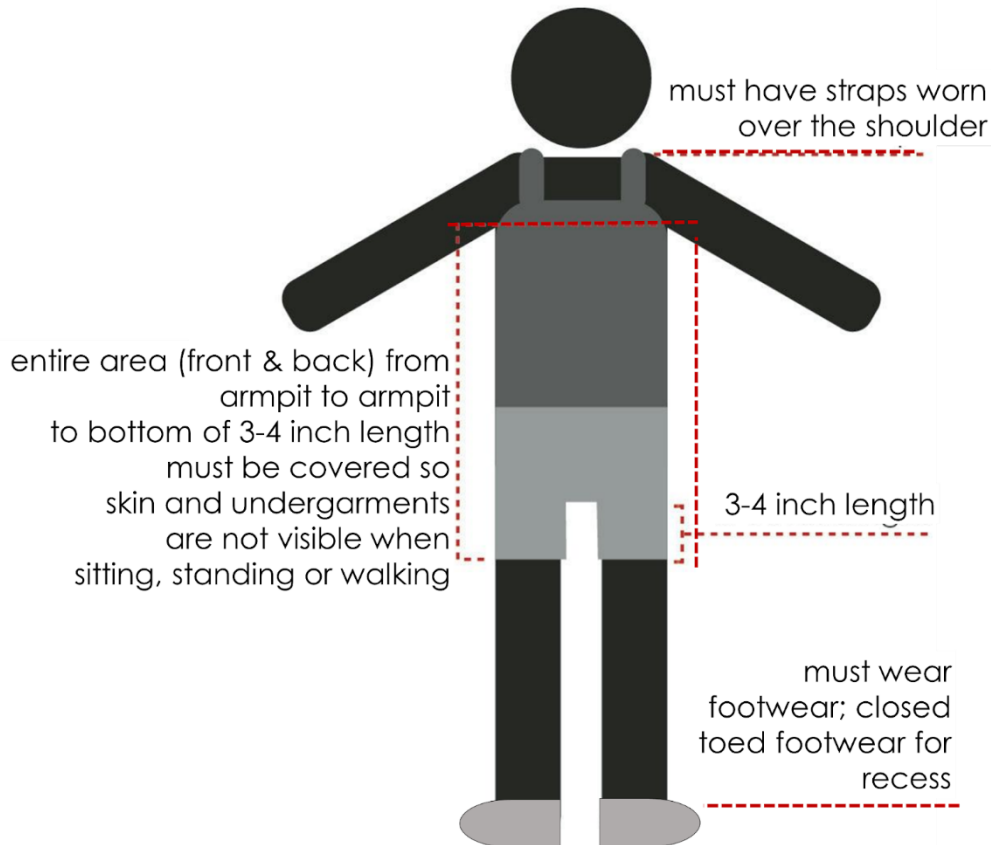
Expulsion: Section 120.13 (1) of the Wisconsin Statutes permits the school board to expel students for the following reasons:

- ☐ 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 or nicotine (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.

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.

ML 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 ML program will be provided beginning at the Primary School to assist these students. We will have an ML teacher and aide to develop and maintain this program at the Primary School.

NextPath

NextPath is a data collection system used across the district. Each building uses NextPath 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.

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 2026-2027 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>

Notification Topic	Board Policy
Student and Staff Nondiscrimination Student Access to Equal Educational Opportunity	<u>Board Policy #2260</u> - Nondiscrimination and Access to Equal Educational Opportunity
Title IX Sexual Harassment	<u>Board Policy #2266</u> - Nondiscrimination on the Basis of Sex Education Programs or Activities
Student Records and Directory Information	<u>Board Policy #8330</u> - Student Records and Directory Information
Student Harassment and Other Forms of Aggressive Behavior	<u>Board Policy #5517</u> - Student Anti Harassment
Accommodation of Sincerely Held Religious Beliefs	<u>#2240 Controversial Issues in the Classroom, #2270 Religion in the Curriculum</u>
Human Growth and Development	<u>Board Policy #2414</u> - Human Growth & Development
Parents Right to Inspect Instructional Materials	<u>Board Policy #2416</u> Student Privacy and Parental Access to Information
Program or Curriculum Modification	<u>Board Policy #5250</u> Program or Curriculum Modifications
Personal Communication Devices	<u>Board Policy #5136</u> 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	#5500 Student Code of Classroom Conduct, #5511 Dress and Grooming , #5600 Student Discipline
Student Attendance	Board Policy #5200 Attendance
Student Attendance of Open-Enrollment Students and Habitual Truancy	Board Policy #5200 Attendance
Filing a Complaint under FERPA	Parents and students can file a complaint at the District Office 318 N. Main Street Luxemburg, WI 5217 if they believe their rights under Federal Law - Family Educational Rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment have been violated.
Weapons on School Grounds or at School Events	Board Policy #5772 Weapons
Student Locker Searches	Board Policy #5771 Search and Seizure
Student Drug Prevention	Board Policy 5500 Student Code of Conduct Board Policy 5530 Drug Prevention

Wisconsin Act 57	Act 57 - Access to School Employee Discipline Records
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1. You **do not** have to label any of the supplies **EXCEPT** for your child's backpack & any clothes.
2. Please bring supplies to Open House. If there is anything that you cannot bring in at Open House, send it with your child on the first day of school.

Classroom Supplies	BOYS
☐ 1 <u>VERY LARGE</u> backpack (label with child's first & last name) <i>Please keep an extra full set of clothes inside</i>	☐ 1 Crayola brand watercolor paint
☐ 1 CURRENT FAMILY PHOTO	☐ 1 bottle Elmer's glue
☐ 1 current individual photo of child	☐ 1 roll paper towel
☐ 24 pack crayons	☐ 1 package small glue sticks
	GIRLS
	☐ 1 container baby wipes
	☐ 1 box 2.5 gallon bags
	☐ 1 box sandwich or quart Ziploc bags
	☐ 1 box Crayola markers

1. Label **ALL** supplies with student's name in permanent marker (unless specified).
2. Please bring supplies to Open House. If there is anything that you cannot bring in at Open House, send it with your child on the first day of school.

Classroom Supplies	Art Supplies
☐ 1 large backpack (label with child's first & last name) ☐ 1 box tissues (150 count) ☐ 20 glue sticks (non-toxic) ☐ 1 sturdy, plastic two-pocket folder ☐ 3 boxes of washable markers- Regular Tip (classic colors) ☐ 4 boxes of Crayola crayons (24 count SMALL) No Jumbo ☐ 1 large beach towel (labeled with child's name) ☐ 2 containers of Clorox wipes ☐ 1 pair kid's Fiskars scissors (labeled with child's name) ☐ 1 one-subject spiral notebook ☐ 10-#2 pencils (sharpened and no design on pencil) ☐ 1 large eraser ☐ 1 durable crayon pouch (approx. 7" x 10") ☐ 1 4-pack BLACK Expo markers (Fine Tip) ☐ Boys -1 box gallon Ziploc bags ☐ Girls -1 box quart Ziploc bags ☐ 1 box sandwich Ziploc bags ☐ 1 pair of 3.5mm wired headphones- NO WIRELESS/EARBUDS (in zipper-sealed bag labeled with First & Last name) ☐ Extra full set of clothes (kept inside backpack)	☐ 1 two-pocket paper folder with NO SHINE (light, solid color so they can be decorated) label ART, First & Last Name and Classroom Teacher ☐ 1 "smock" or oversized shirt to wear over nice clothes during class (PLEASE NO BUTTONS) Label the neck collar area with First & Last Name. Put in a Ziploc bag that is also labeled with ART and First & Last Name ☐ 1 large container Clorox wipes ☐ 2 large glue sticks ☐ 1 Crayola Washable Watercolor paint set (16 colors) 
	Spanish Supplies
	☐ GIRLS -1 box sandwich Ziplock bags (label Spanish) ☐ BOYS -1 package 3x5 notecards (label Spanish)
	IMC (Library) Supplies
	☐ 1 box of markers (label IMC) ☐ 2 packs large glue sticks (label IMC)

2026-2027 SCHOOL SUPPLY LIST

1. Label **ALL** supplies with student's name in permanent marker (unless specified).
2. Please bring supplies to Open House. If there is anything that you cannot bring in at Open House, send it with your child on the first day of school.

Classroom Supplies	Art Supplies
☐ 1 large backpack (label with child's first & last name) ☐ 24 - #2 sharpened pencils ☐ 2 large pink erasers ☐ 3 boxes of Crayola crayons (24 pack) ☐ 3 8-count boxes of classic Crayola washable markers ☐ 1 metal edged scissors ☐ 1 durable pencil box ☐ 4 two-pocket folders ☐ 2 boxes of tissues (150 count) ☐ 12 glue sticks ☐ 2 4-packs of low odor BLACK Expo dry erase markers ☐ 20 skinny BLACK Expo dry erase markers ☐ 1 - 1" binder ☐ 1 container of Clorox wipes ☐ Girls -1 box of sandwich Ziploc bags ☐ Boys -1 box of gallon Ziploc bags ☐ 1 pair of 3.5mm wired headphones- NO WIRELESS/EARBUDS (in zipper-sealed bag labeled with First & Last name) ☐ Extra full set of clothes (kept inside backpack)	☐ 1 two-pocket paper folder with NO SHINE (light, solid color so they can be decorated) label ART, First & Last Name and Classroom Teacher ☐ 1 "smock" or oversized shirt to wear over nice clothes during class (PLEASE NO BUTTONS) Label the neck collar area with First & Last Name. Put in a Ziploc bag that is also labeled with ART and First & Last Name ☐ 1 King or Magnum sized Sharpie Marker (cheapest at Target  & Hobby Lobby. )
	Spanish Supplies
	☐ GIRLS -1 package colored tissue paper (label Spanish) ☐ BOYS -3-pack of glue sticks (label Spanish)
	IMC (Library) Supplies
	☐ 1 box of markers (label IMC) ☐ 1 box of tissues (label IMC)

1. Label **ALL** supplies with student's name in permanent marker (unless specified).
2. Please bring supplies to Open House. If there is anything that you cannot bring in at Open House, send it with your child on the first day of school.

Classroom Supplies	Art Supplies
☐ 1 large backpack (label with child's first & last name) ☐ 2 boxes washable markers (Thin) ☐ 2 boxes of crayons ☐ 1 bottle of glue (not colored glue or paste) ☐ 4 LARGE glue sticks ☐ 2 pair scissors ☐ 2 packs of 24 count #2 pencils (sharpened & no design on pencils) ☐ 2 boxes colored pencils ☐ 1 plastic pencil box ☐ 5 SOLID colored 2-pocket folders (blue, yellow, green, red & purple~ NO prongs/NO plastic) ☐ 3 large boxes of tissues ☐ 3 spiral wide-lined notebooks ☐ 2 pink erasers ☐ 8 dry erase BLACK Expo markers- Fine Tip ONLY ☐ 2 LARGE pencil pouches ☐ GIRLS -1 box gallon Ziploc bags ☐ BOYS -1 container of Clorox wipes ☐ 1 pair of 3.5mm wired headphones- NO WIRELESS/EARBUDS (in zipper-sealed bag labeled with First & Last name) ☐ Extra full set of clothes (kept inside backpack)	☐ 1 two-pocket paper folder with NO SHINE (light, solid color so they can be decorated) label ART, First & Last Name and Classroom Teacher ☐ 1 "smock" or oversized shirt to wear over nice clothes during class (PLEASE NO BUTTONS) Label the neck collar area with First & Last Name. Put in a Ziploc bag that is also labeled with ART and First & Last Name ☐ 1 pool noodle (any color) ** 3" diameter or bigger works best ** Buy them straight instead of rolled up ** ** Suggested Brands: Sun Squad, Big Boss Noodle, Boss Noodle, Big Joe Super Swim Noodle (most are found in dollar stores or Fleet Farm) ☐ Sakura Pigma Micron PN Pen (Amazon #B01MU659EE) OR ☐ Sakura Pigma Micron 05 Pen (Amazon #B005ENZNR1) 
	Spanish Supplies
	☐ GIRLS -1 package colored pencils (label Spanish) ☐ BOYS -1 box of tissues (label Spanish)
	IMC (Library) Supplies
	☐ 1 box of tissues (label IMC) ☐ 1 box of colored pencils (label IMC)

**Luxemburg-Casco School District
Medication Administration Information Protocol**

Administration of any medication to students is governed by Wisconsin Statute 118.29.

Although we discourage the use of medication at school, we understand that at times it may be necessary for your child to receive medication during the school day. For the safety of all students, the School District's Medication Policy will be strictly enforced. The following are some general guidelines in relation to the policy.

General Information:

- Written parent/guardian permission is required prior to the administration of medication.
- Students may carry and self-administer their asthma inhaler, epinephrine or insulin if appropriate forms are on file.
- Antihistamines for allergies should be given once daily at home.
- Antibiotics prescribed three times a day should be given at home (in the morning, after school and at bedtime) if possible.
- Medication must be transported to and from school by an adult.
- Written approval from the student's practitioner is required for:
 - Prescription medication
 - Nonprescription medication in a dosage other than the recommended therapeutic dose
 - Non-FDA approved medications/treatments; Herbal supplements or Essential Oils.
- Nonprescription medications will only be accepted if supplied in original, manufacturer's packaging listing the ingredients and recommended therapeutic dose in legible format.
- Prescription medication will only be accepted if supplied in the original pharmacy-labeled package specifying the:
 - name of the student
 - name of the prescriber
 - name of the prescription drug
 - dose
 - effective date and the directions
- Change in medication, dosage or time requires an updated Medication Administration Consent Form



LUXEMBURG-CASCO SCHOOL DISTRICT

318 NORTH MAIN STREET PO Box 70

LUXEMBURG, WISCONSIN 54217

PHONE 920-845-2391

FAX 920-845-5871

BOARD OF EDUCATION

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Dear Parent(s)/Caregiver(s),

The Luxemburg-Casco School District has chosen to replace EduClimber with NextPath to gather student information from numerous sources in one central location. This information includes assessments, behavior incidents and learning plans such as 504 Plans, ACT 20 Plans, Health Plans and Advanced Learner Plans, to name a few. NextPath will allow staff to look at data easily and share information quickly with families. Families will be able to access student data and plans digitally through this platform, replacing the need for paper copies. Each parent/guardian will need to log in to NextPath and “claim” their child(ren) who attend school in our district in order to access information.

How do I log in to NextPath and “claim” my child(ren)?

Parents and caregivers can access their students’ data at nextpath.app. Please follow the instructions on the linked pages to log in to NextPath ([English](#) and [Spanish](#)). The first time you log in to NextPath you must “claim” all children from your family who are enrolled in Luxemburg-Casco Schools in order to see your child(ren)’s assessments and plans.

Note that you ***must use the same email you provided when registering your child*** for school. If you need to update your email, please contact the front office at your child(ren)’s school.

Information that will be viewable in NextPath for families include:

- Individual Learner Plans (ILPs) for Multilingual Learners
- Section 504 Plans
- ACT 20 Reading Plans
- Pre-ACT and ACT Score Reports
- WI Forward Exam Reports
- District assessment scores
- Reading and Math Intervention Letters

If you have any questions or need more information, please contact your child’s principal (contact information provided below).

Tyson Tlachac
Luxemburg-Casco High School
512 Center Drive
P.O. Box 410
Luxemburg, WI 54217
(920) 845-2336
(920) 845-2280 Fax

Todd Chandler
Luxemburg-Casco Middle School
512 Center Drive
P.O. Box 40
Luxemburg, WI 54217
(920) 845-9525
(920) 845-9029 Fax

Heather Mleziva
Luxemburg-Casco Intermediate School
318 N. Main Street
P.O. Box 70
Luxemburg, WI 54217
(920) 845-2371
(920) 845-2232 Fax

Pete Kline
Luxemburg-Casco Primary School
601 Marcks Lane
P.O. Box 220
Luxemburg, WI 54217
(920) 845-2315
(920) 845-2503 Fax

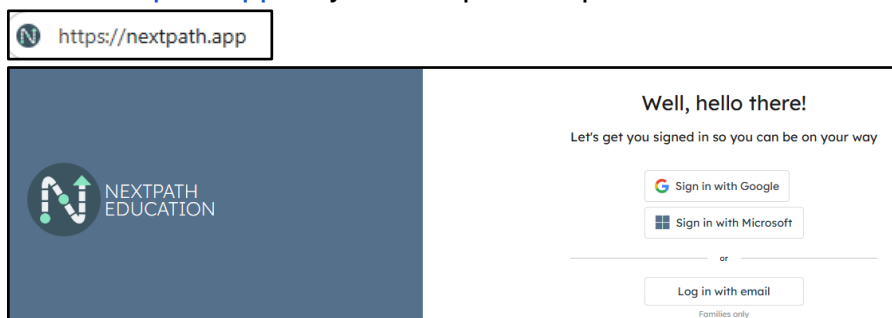
NextPath for Guardians

Table of Contents

1. [Logging In](#)
2. [First time - claiming students](#)
3. [Viewing Documents and Attachments](#)

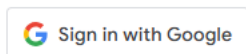
Logging In

1. Go to nextpath.app on your computer or phone.

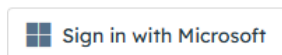


****When logging in to NextPath, you must use the email address you entered when registering your child for school.**

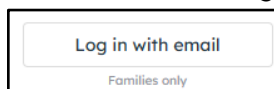
2. If you have a Gmail account or a Google Account that is your primary email, click the “Sign in with Google” button



3. If you have a Microsoft Account that is your primary email, click the “Log in with Microsoft” button



4. If your email is a [yahoo.com](https://www.yahoo.com), [icloud.com](https://www.icloud.com), or other non-Google or Microsoft email:
 - a. click on the “Log in with email” button.



- b. Type your full email address into the box.

Email provided to school district	email@email.com	→
We'll email you a link. Click it within 1 hour to log in	We'll email you a link. Click it within 1 hour to log in	

- c. Upon clicking the arrow, you will be sent an email with a secure link.



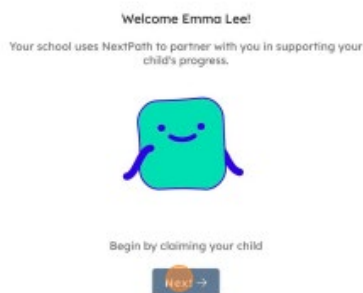
- d. Open the email and click the link within an hour (the link expires) to access your child(ren)'s data.



Claiming Students (First Time Only)

You need to claim your child(ren) the first time you log in to NextPath. This is a necessary extra step to ensure that you are the guardian for the child(ren) connected to your account. You will need to complete this for each child you have enrolled at L-C. If you have three children, you will repeat this process three times to claim all of them. **Each guardian needs to claim their child(ren) before seeing any data.**

1. After logging in successfully for the first time, you will be greeted with a welcome screen. Click the next button to continue.



2. Enter their birthdate, first initial, and last initial, and click "Finish"

Enter your child's initials and date of birth to access their information

Birthday	03/22/2018
First Initial	s
Last Initial	l

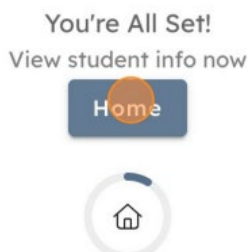
Finish

3. If the information matches what is in the system, you will see a confirmation message.

Student Verified!

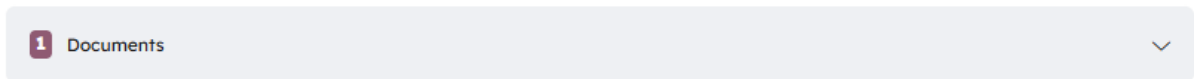


4. Repeat for each child. The system will let you know when you are finished

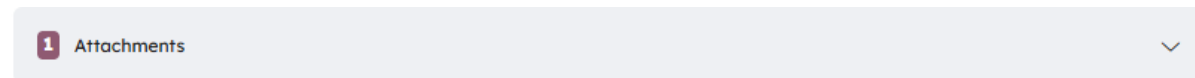


Viewing Documents and Attachments

1. Each time you log in, you will be able to see Documents and Attachments that have been made visible for guardians.
2. Documents are files that are created within NextPath, usually embedded with data from the system. This includes the Act 20 Screener Results and Reading Plans for students in Grades K-3.
3. Attachments are external files that were uploaded into the system. These will mainly be assessment results, such as those associated with the Forward Exam, ACT, and PreACT.
4. Click on the documents section, if visible, to view associated documents.



5. Click on the Attachments section, if visible, to view associated attachments.



If you have questions or concerns, contact the front office at your child's school.

LUXEMBURG-CASCO SCHOOL DISTRICT

BYLAWS & POLICIES

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

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

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

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

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

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

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

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

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

ONE TO WORLD

HANDBOOK

K-6 PARENTS





LUXEMBURG-CASCO SCHOOL DISTRICT

4K - GRADE 6

PARENT HANDBOOK

DEVICE EXPECTATIONS & GUIDELINES

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

Instructional Use

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

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

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.

ONE TO WORLD

HANDBOOK

K-6 STUDENTS





LUXEMBURG-CASCO SCHOOL DISTRICT

4K - GRADE 6

STUDENT HANDBOOK

DEVICE EXPECTATIONS & GUIDELINES

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

TAKING CARE OF A DEVICE

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

GENERAL CARE GUIDELINES

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

General Care

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

Repairs, Lost/Stolen Devices

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

RESPONSIBLE USE OF DEVICES

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

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

malware.

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

PERSONAL CHROMEBOOKS

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

PROBATIONARY STUDENT PRIVILEGES

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

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

DIGITAL CITIZENSHIP

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

I will...

Stay safe.

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

Think first.

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

Stay Balanced.

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

LOST / STOLEN DEVICES

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

REPAIR PROCESS & REPAIR COSTS

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