AUBURNDALE ELEMENTARY SCHOOL

2026-27 STUDENT/PARENT HANDBOOK

CHROMEBOOK/CHROME TABLET

At the beginning of the year, every student in grades 1-5 will be given their own Chromebook to use. Each 4K and K student will receive a Chrome Tablet with stylus. A user agreement is to be signed and returned. Damaged or lost Chromebooks will have a fee/replacement charge that must be paid prior to June 1 2027.

EARLY MORNING DROP-OFF

Auburndale Elementary School will offer a complimentary Early Morning Drop Off starting at 7:15 - 7:30 A.M. on school days. Students **should not be** dropped off prior to 7:15 A.M. **since no supervision is present.**

MORNING DROP OFF PROCEDURE AT 7:30 A.M.

If your student is dropped off between 7:30-7:45 A.M. you may use the drive thru loop.
If you use the drive thru loop please stay in your vehicle and continue to use the loop for drop off. If you need to get out of your vehicle or would like to walk your child to the doors please park in a stall. Always use the crosswalk for safety. Announcements start at 7:51 A.M. and classroom work begins at 7:55 A.M. Students arriving after 7:55 A.M. are considered tardy. **The school day hours for 2026-27 are 7:50 A.M. - 3:05 P.M.**

END OF THE DAY PROCEDURE (pickup)

School is dismissed at 3:05 P.M. Parents/Guardians who are picking up students may wait in the loop (main parking lot) or wait outside near the flagpole entrance. To avoid congestion students will come out to you and meet you outside. Do NOT come and wait in the lobby. If you are using the drive thru loop, please stay in your vehicle. Please follow the signs in the parking lot upon exiting, form two lanes (left and right turn lanes) to avoid congestion when turning onto Highway P.

ABSENCES

5 Excused absences per semester/ 10 per year (Parent note/email or google form filled out).
Absences with a parent note beyond this limit will be considered unexcused.

Unlimited Medical appointments: Dental, Medical and Valid Appointments (must provide a signed Dr. note)

Death/funeral: Must provide a parent note and an obituary or prayer card

5 pre-excused per year: A parent note needs to be turned into the office in advance.

5 UNEXCUSED absences will be considered truant and will be referred to law enforcement.

Tardy: After 7:55 A.M. will be considered tardy. 3 tardies will be half day unexcused absence, 6 tardies will be 1 day unexcused. Warning letters for UNEXCUSED 1 and 2 will be sent out.

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AUBURNDALE ELEMENTARY SCHOOL CALENDAR
2026-27 SCHOOL YEAR

JULY '26						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST '26						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24-28 Inservice
27 Open House 2 p.m.-6 p.m.

SEPTEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

01 First Day of School
1:00 Dismissal Elem
1:20 Dismissal MSHS
07 Labor Day
21-25 Homecoming Week

OCTOBER '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 PTC 4 p.m. – 8 p.m. MSHS
8 PTC 4 p.m. – 8 p.m. MSHS
29 End of Q1 (42 days)
30 Inservice – No School

NOVEMBER '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 PTC Elem 11 a.m. – 7 p.m.
25-27 Thanksgiving Break

DECEMBER '26						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

24-31 Christmas Break

01 Christmas Break
15 End of Q2 (44 days)
18 Teacher Work Day – No School

JANUARY '27						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18 PTC 4 p.m. – 8 p.m. MSHS
25 PTC 4 p.m. – 8 p.m. MSHS
26 Inservice – No School

FEBRUARY '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 PTC Elem 11 a.m. – 7 p.m.
24 End of Q3 (45 days)
25-29 Spring Break

MARCH '27						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23 Inservice – No School

APRIL '27						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21 Graduation
26 PLC Make-up Day
27 Last Day of School
End of Q4 (42 days)
28 Teacher Work Day
31 Memorial Day

MAY '27						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Total Student Days: 173

JUNE '27						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Professional Day = No Students
MSHS Parent Teacher Conferences After School
Holiday Break = No Students or Staff

Board Approved: 1/14/2026

From the Principal's Desk

Dear Parents/Guardians and Students,

Welcome to Auburndale Elementary School

I would like to take this opportunity and welcome everyone back for the start of the 2026-27 school year. This year let's be the best we can be and make lots of friends. We are going to BE KIND and continue to work hard every day! There is always something special about the beginning of the school year, and a fresh start with all the excitement.

As we continue moving forward and adapting to new learning opportunities we will focus on integrating technology across all elementary levels 4K-5. Students will have the opportunity to learn how to use them in amazing ways to further their learning and experience in elementary school!

We strive to create an environment where each student feels warm, welcomed, and safe. The student will have "fun" learning while they are here at AES! It is imperative that parents/guardians continue to read with their child every day. The research continues to show how vital this task is to providing students the skills and jump they need to grow and learn. By working and communicating with your child's teacher, and reading every day an amazing journey of learning will occur to your child and the results will be astounding! I look forward to a year of great learning and many stories of positive growth in all areas, both academic and social for each and every child.

To 2026-27, a year of learning, laughter, and fun filled memories!

Mr. Scharenbroch (Mr. S.)

STUDENT LUNCH PURCHASES

School Board Policy 656.1

STUDENT LUNCH PURCHASES The District shall provide a quality and nutritious school lunch program which will be in compliance with state and federal guidelines established by the National School Lunch Program and the School Breakfast Program. Annually, the District will send out free and reduced lunch information as well as post free and reduced lunch information in the District Mirror. This will include income guidelines and an application for free and reduced meals along with instructions.

As a courtesy, parents/guardians will receive a notification when an account reaches a balance of $7.50. Payment should be made upon receipt of this notice to keep a positive balance in said account.

Parents/guardians are expected to keep a positive balance in their child's school lunch account. It is the parents/guardian's responsibility to monitor an account balance as well as charges to accounts. The District will not deny a student access to a reimbursable meal due to insufficient funds and will allow the student to charge for a lunch or breakfast.

In the event that an account reaches a balance of -5.00 parents/guardians will be notified by text, email, and mailed letter. If payment on a negative balance has not been received 5 business days after initial notification, parents/guardians will be notified again by text, email, mailed letter, and phone call. This type of notification/contact will be made every 5 business days until the account has been brought back to a positive balance.

Further action to collect a debt owed to the District's Food Service Program can be found in Policy 763 - SCHOOL MEAL ACCOUNT CHARGES AND COLLECTIONS.

At the end of the school year, any money remaining in the student's lunch account will be carried over to the next school year unless the parents/guardians make other arrangements with School District office staff.

SCHOOL BREAKFAST & LUNCH PROGRAM

An excellent breakfast and/or lunch program is available to all students at Auburndale Elementary School. Breakfast is served from 7:20-7:45 A.M. For those students who prefer to bring a sack lunch from home, we do have milk available.

The cost is **45**¢ per carton, $9.00/monthly, $19.80/quarterly, $39.60/semester, $79.65/year

We feel that the entire school day is a time of learning, including the breakfast and lunch period. We encourage our students to eat healthy and nutritious foods. Also, State law prohibits the purchase of soda pop during the school day. Therefore, we are asking parents to only send nutritious foods and drinks with their child's cold lunch. (For example, boxed juices would be appropriate.) Do not send soda pop for lunch. Milk is available for purchase as described above. Note – your child's teacher will not heat up student lunches.

We use a computerized record keeping system. This system credits the individual students' account, so one check can be split according to your directions for each child's breakfast/lunch or milk in grades 4K-5.

When your account gets low, you will receive a text message or phone call. Low breakfast/lunch texts/phone calls are sent home every Tuesday and Thursday. Parents may send a check or cash with their child to the elementary office. Breakfast/lunch/milk checks may also be sent anytime to: Auburndale Elementary School, % Meal Program, 10564 School Ave., PO Box 139, Auburndale, WI 54412. Parents also have the option of paying online with a debit/credit card. You must have an account set up in Infinite Campus to pay online. There is a $2.00 convenience charge per transaction.

Remember, you can log into Infinite Campus at any time and keep track of your child's breakfast/lunch/milk balance. Parents will receive a letter at the beginning of the school year with directions on how to set up an account with Infinite Campus. Or you may email or call the elementary school during the school year to set up an account.

ELEMENTARY BREAKFAST & LUNCH COSTS

	Milk	Breakfast	Lunch
Day	$0.45	$1.75	$3.00
Month (20 Days)	$9.00	$35.00	$60.00
Quarter (44 days)	$19.80	$77.00	$132.00
Semester (88 Days)	$39.60	$154.00	$264.00
Year (177 Days)	$79.65	$309.75	$531.00

If your child(ren) are on the free or reduced lunch program, there is no charge for a breakfast or lunch meal. Free and reduced lunches are available to students of qualifying families. Applications for free or reduced lunch are available at the school office, and must be filled out each new school year and returned by September 30th in order for a student to receive free or reduced-price lunches. If you are coming to school to eat with your child, the cost for an adult breakfast is $2.75 and adult lunch is $5.00.

SCHOOL SUPPLIES

Each student needs certain supplies throughout the school year. These needs change as the student grows older.

It is recommended that the student acquire the needed supplies at the beginning of each school year. *Please mark the student's name on all school supplies, as well as on all personal belongings.*

Some supplies will need to be replaced during the course of the year. There may also be times that students need additional supplies for special projects and activities. The following are lists of supplies needed at each level. If you need clarification on these items, please check with your child's teacher.

4K:

Backpack
1 pair of athletic shoes for Phy Ed
Folding rest mat-No sleeping bags or blankets
1 small school supply box (crayon box preferred)- Mrs. Borchert and Ms. Karl only
24 glue sticks
2 boxes of 24 crayons-Crayola preferred
1 pair scissors-Fiskars preferred
1 box of washable markers-Crayola Classic preferred
1 box of tissues
1 pack of napkins
3 containers of disinfecting wipes-Mrs. Holmes only
1 box of gallon Ziploc bags
1 box of Sandwich bags
$10.00 for photo developing
*optional donations:
* 2-gallon or SQUARE snack size ziploc bags
* Colored pencils-Crayola preferred
* Coffee filters

Kindergarten:

Backpack
1 pair of athletic shoes for Phy Ed
Folding rest mat
1 small school supply box
1 pair scissors-Fiskars preferred
2 boxes of 24 crayons**-Crayola** preferred
24 glue sticks
2 boxes of washable markers-**Crayola Classic** preferred
4 pk dry erase markers
24 sharpened pencils, Ticonderoga Preferred
1 set of wired Headphones (in Ziploc Bag) **NO earbuds**
1 large box of tissues
3 containers of disinfecting wipes
$10 for portfolio and photos
*optional donation- sandwich, quart or gallon ziploc bags

Grade 1:

Backpack
1 pair of athletic shoes for Phy Ed
1 small school supply box (no pencil pouches please)
1 pair scissors-Fiskars preferred (not pointed)
2 boxes of 24 crayons-Crayola preferred
2 large erasers-2”
8 glue sticks
1 bottle of Elmer’s Glue (4 oz)
2 boxes of washable markers
2 pk dry erase markers
24 sharpened pencils (Ticonderoga preferred)
1 set of headphones (in Ziploc bag with name)
2 large boxes of tissues
2 containers of disinfecting wipes
1 red & 1 blue folder with bottom pockets
Computer Mouse (optional)
1 box gallon size Ziploc bags
1 box sandwich Ziploc bags
(Please Label All Items)

Grade 4K-5: FOR SAFETY REASONS, ALL Students must wear ATHLETIC SHOES for PHY.ED or they will NOT be allowed to participate that day! Athletic shoes must have heel support, closed toe, non-slip, and shoe laces or velcro.

Grade 2

Backpack
1 pair of athletic shoes for Phy Ed
1 small school supply box
1 pair of scissors
1 box of 24 crayons-Crayola preferred
12 colored pencils
1 box of washable markers
24 sharpened pencils, Ticonderoga preferred
1 pink eraser-2”
1 highlighter
1 white Elmer’s glue bottle (4 oz)
3 Elmer’s glue sticks (22g preferred)
2 black dry erase markers
2 spiral wide-ruled notebooks for journals
3 folders (1 red, 1 blue, 1 your choice)
1 set of headphones (in a Ziploc bag)
2 large boxes of tissues
1 handheld pencil sharpener
1 container disinfecting wipes
1 pkg coffee filters - Mrs. Heidmann’s class
1 box sandwich ziploc bags - Mrs. Empey and Mrs. Weinfurter’s classes

Grade 3:

Backpack
1 pair of athletic shoes for Phy Ed
Small school supply box
1 pair scissors-Fiskars preferred
1 box of 24 crayons-Crayola preferred
Large erasers-2”
Pencil top erasers
4 glue sticks
1 box of washable markers-Crayola preferred
1 box colored pencils - Crayola Twistables preferred
4-6 dry erase markers
2 pens, colors of your choice
48 sharpened pencils,Ticonderoga preferred
1 highlighter
3 folders with bottom pockets
3 spiral notebooks-wide ruled
1 set of headphones or earbuds (labeled in Ziploc Bag)
1 large boxes of tissues
Clorox wipes

Grade 4:

Backpack
1 pair of athletic shoes for Phy Ed
Small school supply box or pencil bag
1 pair scissors-Fiskars preferred
1 box of 24 crayons-Crayola preferred
2 large erasers-2”
12 pencil top erasers
1 bottle of Elmer’s Glue (4 oz)
1 box of washable markers-Crayola preferred
12 or 24 pack of colored pencils
2 dry erase markers
24 sharpened pencils per quarter, Ticonderoga preferred
1 hand pencil sharpener
1 set of wired headphones (in Ziploc bag) (no bluetooth)
2 large boxes of tissues
2 composition notebooks (Red and Yellow)
2 wire bound notebooks (Red and Blue)
3 folders (Red, Blue and Yellow)
1 Container of Clorox Wipes
*All folders & notebooks will be labeled @ school

Grade 5:

Backpack
1 pair of athletic shoes for Phy Ed
Small school supply box or pencil bag
1 pair scissors-Fiskars preferred
12 or 24 pack of colored pencils
1 large eraser-2”
4 glue sticks
1 box of markers
2-4 pk dry erase markers (Fine line)
24 sharpened pencils, Ticonderoga preferred
6 pens (Blue or Black)
2 Highlighters
Basic calculator
100 ct 3x5 unruled index cards
1 set of headphones (in Ziploc Bag)
2 large boxes of tissues
Ruler with inches and centimeters
4 folders (1 each Red, Green, Blue, Yellow)
4 notebooks (1 each Red, Green, Blue, Yellow)

AUBURNDALE ELEMENTARY SCHOOL GOALS

To maintain a safe, caring, and positive learning environment that continues to teach children the core values of respect and responsibility, while challenging students to excel in their academic knowledge. Auburndale Elementary School will continue to use technology, collaboration, and the questioning of "why" to achieve positive student growth in an environment where each child feels warm, welcomed, and will have fun while learning!

ELECTRONIC MEDIA OPT-OUT (POLICY 347)

Release of Directory Data

1. Except as otherwise provided, directory data may be disclosed to any person after the school has: (a) notified the adult student or parent, legal guardian ad litem of a minor student of the categories of information which it has designated as directory data with respect to each student, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school, in writing, of all the directory data items they refuse to permit the District to designate as directory data about that student. The District will not release directory data earlier than 14 days after the initial written notice to the adult student or parent/guardian or after the District has been restricted from doing so by any of those parties.

There is a question on the beginning of the year online form explaining where we would publish photos of your child. This form is sent to parents via their email listed on their account. Examples where photos would be used are: yearbooks, school newsletter, Auburndale website, classroom presentations, Auburndale Facebook page, etc.

If we don't receive the consent form back from you within 14 days of your receipt, we will release directory data to any party requesting it in accordance with state and federal statutes.

If you do not want your child(ren)'s photo to be in the yearbook, newsletter, website, class photos, Auburndale Facebook page or other school related publications, please notify the school.

APPROPRIATE CLOTHING FOR SCHOOL

The purpose of a dress code is for the protection of the health and safety of the students and to remove any disruptions from the daily educational process. Students should always be neat and clean in their dress and appearance. The following is a summary of the school board policy on appropriate clothing.

1. Student dress must be appropriate for the occasion. The main torso of the body (stomach, side, front, shoulders, or back) must be covered. The wearing of mesh shirts, tank tops or tops with spaghetti straps is inappropriate. Waistbands shall be worn at or above the hips. Undergarments shall not be visible. Pants and shorts must be appropriately sized for width and hemmed to an appropriate length.
2. No student shall be permitted to wear clothing associated with a gang or gang-related activities such as: accessories, headwear, tattoos, and jewelry.
3. No student shall be permitted to wear clothing or accessories that contain pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references or symbols, profanity and/or illegal drugs.
4. Hats, coats and headwear (i.e. scarves and bandannas) are to be removed and placed in the student's coat storage area after entering the building.
5. Any article of clothing or accessories that display profanity, violence, discriminatory messages, or sexually suggestive phrases are not to be worn at school. Any accessories that may cause injury to another student such as, jewelry with spikes, dog collars, wallet chains, chains on belts, etc. may not be worn to school or school functions.
6. Shoes must be worn at all times. Shoes with laces should be laced and tied at all times. Tennis shoes must be worn for PhyEd to ensure the personal safety of all students.

It is recommended that students not wear flip flops to school. They have become a safety issue at recess and in Phy. Ed class. If they are worn, students will need to change into tennis shoes for Phy. Ed. ALL Students must wear ATHLETIC SHOES for PHY.ED or they will NOT be allowed to participate that day! Athletic shoes must have heel support, closed toe, non-slip, and shoe laces or Velcro.

If a student dresses in a manner inappropriate for school, they will be required to change or cover up inappropriate clothing before returning to class. This policy is for all students, male and female, grades 4K-12. Decisions on acceptable clothing will be made by the principal. The cooperation of parents is essential and will be requested when necessary.

ARRIVALS AND DEPARTURES

The student's school day will begin at 7:50 A.M. and end at 3:05 P.M. For any students that are dropped off, the main entrance doors are unlocked at 7:30 A.M. (7:15 AM for Early Morning Drop off) All students who walk home, or are being picked up at the end of the day, should remain in the lobby area until dismissed. Walkers should leave the school grounds immediately upon dismissal from the supervisor. A note for the walkers – when the wind chill is at 0 degrees or below, walkers are required to wear snow pants, hats & mittens before leaving the school.

Students who arrive at or after 7:50 A.M. or leave before 3:05 P.M. must report to the office. *Students must have on file with the classroom teacher a current Dismissal Form. All students leaving school other than the prearranged dismissal procedure must have a signed note from a parent or guardian.* That note is to be given to the homeroom teacher at the beginning of the school day. Should a situation arise where a student cannot bring a note, a telephone call must be made to the office. No student will leave the school grounds before 3:05 P.M. without permission.

Persons picking up students prior to the end of the school day or bringing students late during the school day MUST report to the school office. This information is necessary to maintain state attendance records and for security reasons. Anytime a student is to leave school with anyone other than a custodial parent or legal guardian, that person must have signed permission from the custodial parent or legal guardian.

All students who are being picked up from school at the end of the day will be sent to a designated area. Parents/others picking up students at the end of the day should stay outside by the flagpole entrance. **Any student that is not picked up by 3:25 P.M. will be sent to our daycare – Helping Hands. There will be a charge for the use of the daycare. *Please call the school if there is a valid reason for running late for your child's pick up and you will not be charged by Helping Hands. Please call 715-652-2812 to notify office personnel if you are running late.***

Picking up students or dropping them off MUST be done from the east side of the building using the entrance off Brickle Street.

All entrance doors will be locked during the school day. The main entrance on the east side and the south side doors by the district office have a buzzer system that you must use to gain entrance. This is for the safety and protection of your children. **Any changes to end of the day dismissals should be completed by 2:15 P.M. via email or calling Lacey at lrasmussen@aubschools.com or 715-652-2812. The teachers are notified by the office personnel by 2:45 P.M.**

WEAR WARM CLOTHES

Outdoor activity is an important aspect of our instructional program. Except during periods of rain or extreme cold (zero degrees and below), students will be expected to remain on the playground during the noon hour and during recess periods. *Please ensure that your child is dressed appropriately for the weather. Warm caps, mittens or gloves and waterproof footwear are a must during winter months.* In addition, please remember to put your child's name on all pieces of clothing. This will allow us to find the owner of lost items.

If it is necessary, for medical reasons, for your child to remain indoors, we ask that you send a doctor's note to your child's teacher explaining the circumstances. It is essential that such notes be limited to those situations when it is absolutely necessary. We strongly encourage children to get fresh air and exercise daily on the playground.

ASSIGNMENT NOTEBOOK REPLACEMENT

For any student in grades 3, 4 or 5 that has lost their original assignment notebook, a new one can be purchased for a $2.25 charge in the office.

TEXTBOOK/LIBRARY BOOK RESPONSIBILITIES

Students are responsible for the textbooks assigned to them and all library materials they check out. If a textbook, workbook or library material is lost/damaged, the student will report it to his/her teacher. After all attempts in and out of school are made to locate the missing book, a prorated price based on age and condition will be charged. A prorated price will also be charged for damages to textbooks or library material in the student's possession. **All fines must be paid by May 21, 2027**.

LOST AND FOUND

Each year we have many pieces of clothing that are lost or misplaced by the students. These items will be placed on our "lost and found" tables in front of the office. Students and parents are encouraged to look here first when something is lost.

MOVIES / VIDEOS

Movies and videos will be shown in the classrooms according to school board policy.

4K – Gr. 2	G-rated movies
Gr. 3 - 8	G & PG rated movies

Often videos are shown at recess due to inclement weather. These videos will be shown in accordance with the school board policy also.

THE HEALTH CARE COORDINATOR

Students will be sent to the Health Care Coordinator (HCC) by their teacher if they become ill or are injured. The HCC will then provide first aid for these cases. If the student needs to be sent home for additional care, the HCC will contact the parents/guardians.

Prescription Medication

The HCC will distribute prescription medication to students only with the written consent of parents/guardians **AND** a signed physician's order. The physician's order must contain the date, name of student, name of medication, dose, route or site of application, and time to be given. No prescription medications will be given with verbal consent. Prescription medications must be brought to school in a pharmacy labeled container. Duplicate medication bottles for school use are available from pharmacies upon request by the parent/guardian. Prescription medication must be stored in the health office and dispensed by school personnel. A prescription medication, such as an inhaler or EpiPen, may be carried by a student only with a signed physician's order. Any changes in the distribution of a prescription medication (dosage, time, discontinuation, etc) must come from a signed physician's order.

Non-prescription Medication

Non-prescription medication will only be given with the written consent of parents/guardians. If non-prescription medication is administered to a student, a note will be sent home detailing the time and dosage of the medicine (for Elementary students). Non-prescription medications must be supplied by the parent/guardian in the manufacturer's package and the package must list the ingredients and recommended therapeutic dose in a legible format. A student may be administered a non-prescription drug product in a dosage other than the recommended therapeutic dose at the request of a signed physician's order.

All medications (prescription/ non-prescription) must be sent to school in the original container identifying the student, the medication, and instructions as directed by the physician, and have the appropriate medication form completed by the parent/guardian. Any medication left after the last day of school will be properly disposed of.

WHEN TO KEEP A CHILD HOME

A child who is not feeling well should not be in school. If necessary, the school does have the right to exclude a pupil from attending class to protect other children from illness. Many of the childhood diseases start with a fever and are most contagious when in this stage. Your child will benefit if kept at home in the very beginning of an illness. A child has the opportunity to rest at home where recovery is more rapid. Thus, there is less loss of school time and a decrease in the risk of picking up a more serious illness while resistance is down. Often children return to school too quickly and become ill again. Please have your child remain home from school if they have any of the following symptoms:

*fever (greater than 100 degrees F)
*persistent crying
*influenza
*vomiting
*lethargic
*difficulty breathing
*diarrhea

Your child will be sent home immediately if they experience any of the above symptoms while at school. **Your child will remain home for 24 hours after the fever and/or other symptoms have resolved (without the use of fever reducing medication). If your child is sent home from school anytime during the day by the HCC, he/she is not allowed back in school that same day without a signed note from a physician. If your child is prescribed an antibiotic, he/she will remain home until they have been on the antibiotic for 24 hours.** If an antibiotic will need to be administered during the school day, see the **Prescription Medication** section of the hand book.

ABSCENSED DUE TO ILLNESS

Students leaving school due to illness may not leave until they have been evaluated by the HCC or office secretary (in the absence of the HCC). Parents will be contacted through the office prior to their departure for home. If the student is deemed capable of returning to class and still leaves for home with parent permission, the absence will NOT be considered medically excused and a parent note will be required upon their return to school. Students who have been gone from school due to illness, for any part of the day, may NOT attend that night's extracurricular activities without administrative permission or a signed physician's order.

Any conditions/health concerns that would impact a student's ability to attend school regularly, require a signed physician's order stating diagnosis, symptoms, accommodations (if any), and a specific number of days per quarter/semester that the physician dictates appropriate for the student to miss school (ex. 4 days a semester due to migraine symptoms). All physician orders MUST be updated/submitted every school year for accommodations to be honored.

IMMUNIZATION LAW

The American Academy of Pediatrics and the U. S. Public Health Service requires all students enrolling for this school year to have the following immunizations:

PreK/4K (ages 2-4 yrs)
4 DTaP/DTP/DT 3 Polio 3 Hep B 1 MMR 1 Varicella

Kdgn. through Grade 5
4 DTaP/DTP/DT 4 Polio 3 Hep B 2 MMR 2 Varicella

Grades 6 through 12
1 Tdap 4 DTaP/DTP/DT 4 Polio 3 Hep B 2 MMR 2 Varicella

VISION AND HEARING SCREENING

A vision check is given yearly to all students by our health care coordinator with the help of student and parent volunteers. Parents will be notified if their children show vision problems. Individual audiometric hearing tests are given annually to students in grades K, 1, 2, and 3. If a child appears to have a hearing problem, the parents will be notified.

HEAD LICE INFORMATION

School officials, parents, and community members must understand that head lice do not spread disease, pets do not spread head lice and head lice are not an indication of poor personal hygiene or living in an unclean environment, as anyone can get head lice.

Lice: Tiny grey to brown insects about the size of a sesame seed that live in human hair and feed on human blood to survive. Lice do not fly or jump, but crawl quickly with head to head contact. Without a human host they can only live for about one day.

Nits: Tiny white oval-shaped louse eggs about the size of a knot of thread attached to strands of hair.

Any student suspected of having head lice through demonstration of symptoms or close contact (head to head) with another person who has had an infestation of head lice, shall be checked by the Health Care Coordinator or designee.

Screening and Follow-Up Procedure

If a student shows signs of possible head lice, such as scratching excessively, they will be screened for by the Health Care Coordinator or designee to determine if they have head lice. Students who are found to have live head lice may return to class for the remainder of the school day. A parent/guardian will be contacted immediately upon finding live lice. If the Parents/Guardian is available to pick up the child(ren) before the end of the school day, this may be done.

Parents/Guardians will be given and sent a sheet of suggestions as to the procedures and products that could be used to treat both the live lice and nits. Parents/Guardians may contact their physician for instructions, products to use, etc. Students are expected to receive appropriate treatment and return to school the following day if nit/lice free. If the student returns to school with live lice the following school day, they will be sent home. If students are sent home during the day and if they miss additional days due to this situation, a Health excuse will be used so not to count against their attendance record. Students who have been determined to have head lice will be checked daily for two weeks by the Health Care Coordinator or designee. If an extended break is scheduled during this time period, another check will be made upon return from break. Students with three or more incidences of head lice in a short period of time will be excluded from school until proper treatment is received. A “no-nit” procedure may be implemented.

Any student or family who has multiple lice infestations will be referred to the Public Health Department for further assistance.

Classrooms with determined cases of lice will be cleaned thoroughly at the end of the school day.

Prevention And Treatment Measures

Educate staff and students that lice is mainly spread through direct head to head contact, and though unlikely, can be spread through sharing of personal items such as hats, combs, etc.

Send information home for treating lice and further prevention for families who have had a lice infestation.

Inform parents when there have been multiple cases of lice infestation in a classroom or grade.

The surest way to kill lice and prevent further re-infestation is to treat the infected student with a product that is both a pediculicide (head louse) as well as ovicidal (eggs). However, treatment is <u>only</u> advised for students who <u>have</u> been determined to have head lice in order to prevent resistance to treatment.

Parents may choose to have written verification from a health care provider in lieu of the Health Care Coordinator’s head check.

SUICIDE PREVENTION

The School District of Auburndale recognizes that youth suicide is preventable and that education is a critical element in the prevention effort. Suicide prevention educational material and units of study are incorporated into the K-12 health and developmental guidance curriculums. The district further accepts that youth suicide prevention and intervention is a community-based school focused effort that necessitates coordination between county agencies, schools, parents, and other community members.

431 - COMPULSORY STUDENT ATTENDANCE

Parents/guardians shall make every effort to notify the school prior to a student's absence. **This can be done by completing the Absence Notification form online, emailing the secretary or calling the elementary school office. Otherwise, the school should be notified the day of the absence.** Upon return, the student will bring with them a signed, specific, written excuse explaining their absence. If this excuse is not received on the day of the student's return, the absence will be considered unexcused.

STUDENT ATTENDANCE: In accordance with Wisconsin State Statutes, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter or semester in which they become eighteen (18) years of age unless they have received a legal excuse as defined by District policy, have graduated from High School or fall under one of the exceptions outlined in the State Statutes.

State Statutes stipulate that a student is allowed to miss up to **5 days per semester/10 days per year.** This includes any illness in which a doctor is not seen, family vacation, emergency or death in the family, or other special circumstances. Students may also have 5 pre-excused absences. These must be given to the school beforehand.

Absences beyond the 5 days in a semester/10 days per year that cannot be cleared with an acceptable form of documentation (medical) will be considered unexcused days and may be subject to local ordinances, state laws, and subsequent legal sanctions towards truancy.

Truancy means any absence, regardless of the length of time, from school in which the Principal has not been notified of the absence by the parent. Habitual truant means a student who is absent from school without an acceptable excuse (parent note/medical/pre excused) for part or all of **5** or more days on which school is held during a school semester.

It is the parent's responsibility to ensure that each student is present within the classroom setting. Students must attend at least one-half of the school day in order to participate in after-school events, including athletic contests or practices, held that day. The reason for the absence must be "excused".

- The student must be in school by 11:30 A.M. to be considered present for a half day.
- Students may not attend after school activities if they are not present for the afternoon session of school.

TARDY PROCEDURES: Students who arrive after 7:55 A.M. will be considered tardy regardless of reason:
3 tardies will count as 0.5 (half) day unexcused absence for attendance documentation.

6 tardies in a semester will be counted as 1 (one) day unexcused absence.

UNEXCUSED ABSENCES: Students who are absent from school beyond their 5 parent notes per semester and 5 pre excused absences will result in unexcused absences. These will lead to truancy if accumulated up to 5 or more.

ELECTRONIC DEVICES/CELL PHONES

Electronic devices and cell phones are not allowed prior, during, or after school. Students may use electronic devices in classrooms only with teacher permission. Electronic devices may be used on buses.
SCHOOL DISTRICT STAFF ARE NOT RESPONSIBLE FOR ANY DEVICES THAT ARE STOLEN OR BROKEN.

TELEPHONE USE

Telephone use by students will be limited to emergency use only. Each caller must have the permission of his/her classroom teacher. The students will use the telephone in the office.

FIELD TRIPS

Field trips are an important part of education. The school will notify parents/guardians when such trips are planned and ask for your signed permission for your child to make the trip. There may be a small fee to cover the cost of the field trip. If this is an issue, please contact the guidance counselor.

We discourage siblings under 18 years of age from chaperoning on field trips. Parents wanting to take their child home after the field trip MUST notify the office BEFORE leaving for the field trip.

INTERNET & E-MAIL USE

E-mail and the Internet are powerful educational resources and tools provided by the district for student use. Use of these resources is a privilege and not a right. All students entering the district must sign an Internet Acceptable Use Agreement before access to e-mail and the Internet is allowed.

The use of school computers must be consistent with the educational objectives of the district. Accessing or transmitting inappropriate materials, as well as bullying, harassment, hate mail or other offensive messages are prohibited. Any user committing acts of this kind will face disciplinary action by the school and/or legal action. Consequences may include loss of computer privileges.

GRADE AND CLASS PLACEMENT

Students will be assigned to grades, classes and small groups according to their individual needs. Every effort will be made to ensure that students are appropriately placed. Programs are available for children who have needs beyond what the regular classroom provides. These programs include services to children with special educational needs resulting from a cognitive, behavior, physical, emotional, speech and language, or learning disability handicap. In addition to special education programs and services, Auburndale Elementary provides Title I services for reading/math remediation.

STUDENT CLASSROOM ASSIGNMENTS/PARENT REQUESTS

The School District of Auburndale views the assignment of students to classes as a major and important factor in the success of all the students. The makeup and balance of students in a classroom affects the educational productiveness of the students assigned to that particular classroom. Class assignments shall be fair and in the best interests of the overall effective functioning of the school community.

The building principal will be responsible for the supervision and proper placement of the students in his/her school building. The following placement criteria will be considered in the placement of students to classes.

* Special needs of students
* Social, behavioral, and academic needs of each individual student
* Reasonable gender and intelligence balance
* Separation of specific students to avoid a potential conflict
* Academic compatibility
* Adaptability of student to instructor's teaching style

A parent may request **not** to have their son or daughter in a specific classroom. This request should be in writing and signed. Such requests must be made prior to April 1st of the preceding school year. These requests will be honored when they are practical and possible.
A parent request against a specific teacher will be responded to by the school in the form of a face-to face communication, phone call, e-mail, or written communication. This response from the school shall be delivered prior to the end of the school year. If a denial is a result of the determination that the request cannot be honored because it is not practical or possible, the student classroom assignment will continue as planned unless some other factor or circumstance changes the balance of the situation.

PROMOTION/RETENTION

Students will be promoted to the next grade upon satisfactory completion of skills and subjects of the previous level. In some cases promotion may be made under specified conditions.

If satisfactory completion of skills and subject matter, after all attempts to overcome deficits, is not made, the teacher will notify the child's parent of the possibility of grade retention. At this time the teacher will review the child's retention report with the child's parents by May 1. Final decisions concerning grade retention will be based on current School Board Policy 345.4

GRADING POLICY
Standards Based Grading

- **Grading Scale -**
  - **Proficient** - The student consistently performs at grade level
  - **Developing** - The student demonstrates some understanding of task
  - **Beginning** - The student has difficulty demonstrating / understanding and often needs support
  - **Not enough evidence** - The student does not show growth toward the skill due to lack of effort and/or understanding

REPORT CARDS

Report cards will be issued at the end of each semester. These documents are reports of a student's progress and effort in several academic and non-academic areas. It is important to remember that we use a *returnable* report card *envelope*. The envelope must be returned to the school, except for the final semester.

SCHOOL-WIDE BEHAVIOR POLICY

I. PHILOSOPHY

The Board of Education believes that the primary obligation for developing self-discipline, responsibility, and respect for other people rests with the home and parents. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning; therefore, it strives to work cooperatively with parents in the pupil's development. Teachers want all students to learn, but disruptive students can thwart their efforts. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school.

II. PURPOSE

To ensure an atmosphere, which is conducive to learning, it is necessary to carefully balance a student's individual rights with his or her responsibilities for good citizenship. It is in an effort to preserve this proper balance that the school board has approved this code. The intended effect is to create an educational climate conducive to learning, to responsible and considerate behavior, and one in which the safety of students and all persons is assured.

III. POLICIES AND PROCEDURES

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the student spends the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency. Second, disciplinary problems occur which are beyond the scope of the classroom teacher's areas of responsibility (i.e., between classes, lunch time, before and after school, school bus) or are of a serious enough nature to require referral to the principal. Through administration of the school-wide discipline program, the principal sets the tone for acceptable behavior throughout the school. The principal also must operate from a carefully developed set of rules and consequences that insure fair treatment, consistency, and due process.

SCHOOL-WIDE RULES

1. Students should be respectful of themselves and others.
2. When in school, use quiet voices.
3. Walk in school, run outside.
4. Respect school property.
5. Teacher's permission is needed to bring pets, toys, games, and electronic equipment to school.
6. Children will play safely on the playground.
   For example, No snow balls, face-washing, "king of the hill", or tackle football.
7. Gum, candy, and pop are allowed for special treats only, with teacher permission.
8. NO DOGS ARE ALLOWED ON SCHOOL GROUNDS, with the exception of service animals those who are working for handicap adults & students.
   If a student chooses to bring a dog/pet in for show and tell, it is allowed under the following conditions:
   A. The sharing of the pet takes place OUTSIDE of the school.
   B. The dog/pet MUST remain on a leash at all times and be close to the owner.
   C. The teacher must check allergy reports of all students.
   D. Students may pet the dog IF the owner allows, and the dog is in a calm manor.
   E. Principal must be notified of date/time at 24 hours in advance.

This part of the policy is designed to describe the approach to classroom and school-wide discipline adopted by the Board of Education of the School District of Auburndale.

A. Individual Classroom Discipline

A positive learning atmosphere is the responsibility of both the teacher and students. Teachers will maintain fair, consistent, and effective discipline in their classrooms. Each teacher will establish rules and expectations within his/her classroom. Your child will be bringing home his/her teacher's classroom management plan during the first week of school, or it will be posted online. Teachers will both reward positive behavior and discourage inappropriate behavior. Listed below are some of the options commonly used:

To Encourage Appropriate Behavior:

- praise and recognition
- extra privileges
- reward tokens like stars, happy face sticker
- positive notes/phone calls to parents/guardians
- positive visits to principal

To Discourage Inappropriate Behavior:

- time out
- loss of recess / privileges
- parent contact
- in school counseling
- conference with parents
- referral to the principal
- temporary withdrawal from classroom

B. School Wide Discipline Matters (Playground, hallways, lunchroom, ...)

The following are broad guidelines, which will be followed in most situations; however, the principal may alter the consequence depending on the situations.

1. Fighting: (pending severity)

First occurrence: Loss of recess, apology, email/phone call to parent/guardian.

Second occurrence: Kindergarten and Primary Students (K-3)
Loss of recess, apology, phone call and letter to parent/guardian.
Intermediate Students (Grades 4-5)
Loss of recess, apology, phone call and letter to parent/guardian, parent/guardian conference

Third occurrence: Kindergarten and Primary Students (K-3)
Loss of recess, apology, phone call and letter to parent/guardian, parent/guardian conference with counseling staff.
Intermediate Students (Grades 4-5)
Suspension from school, apology, phone call and letter to parent/guardian, parent/guardian conference with counseling staff.

2. Disrespect to Teachers/Staff/Property/Stealing

First occurrence: Loss of recess, apology, email/phone call to parent/guardian.

Second occurrence: Loss of recess, apology, phone call & letter to parent/guardian.

Third occurrence: Loss of recess, apology, phone call & letter to parent/guardian, parent/guardian conference with counseling staff.

3. Using foul language

First occurrence: Loss of recess, apology, email/phone call to parent/guardian.

Second occurrence: Loss of recess, apology, phone call & letter to parent/guardian.

Third occurrence: Loss of recess, apology, phone call & letter to parent/guardian, parent/guardian conference with counseling staff.

4. Use of tobacco, drugs, or alcohol at school
Student detained in office until parent conference. Wood County authorities will be notified. Counseling is recommended to parents.
Please note that imitation tobacco substitutes, such as herbal chew, will be confiscated because the spitting associated with their use is both a health and safety hazard.

5.Weapons are not allowed in school.
A student found in possession of a weapon, and/or implements the use of a weapon may be immediately suspended from school. Weapons shall be defined as firearms, knives, BB guns, toy imitations, replicas, and/or any apparatus used or designed to inflict bodily harm. This also includes live ammunition. A student who verbalizes the potential use of a weapon will result in suspension grades 3-5. Grades 4K-2 will result in a parent phone call / letter/ warning. If recurrence in grades 4K-2, it will result in suspension.

6.Harassment/bullying
Any harassment or bullying will not be tolerated and will be dealt with immediately.Name-calling and excessive teasing are considered harassment or bullying.

First occurrence	Loss of recess, apology, phone call to guardian.
Second occurrence	Loss of recess, apology, phone call & letter to guardian.
Third occurrence	Loss of recess, apology, phone call & letter to guardian, guardian conference with counseling staff.

SUSPENSION

In cases where there is a severe, continuous disruption in school or when a student represents a potential threat to the safety of other students, the principal may suspend that student for up to three days.
Parents will be immediately notified and may appeal this suspension to the school superintendent. A personal conference with the parents or legal guardian and the principal may be necessary for the student to return to school. Any specific threats made toward another student may result in **immediate suspension**.

MANDATORY REPORTING OF THREATS

Under new state law, when an individual indicates the threat of violence (health and safety) towards the school or an individual, the mandatory reporter MUST contact local law enforcement regarding the incident. Local law enforcement may come and talk to that individual regarding the incident. Consequences will occur after law enforcement is contacted.

RULES WHILE RIDING ON THE BUS

1. Listen and obey the drivers' instructions at all times.
2. Stay in your seat at all times.
3. Keep your head, hands, feet and objects inside the bus and to yourself.
4. No loud talking, profanity, eating or drinking

Dept. of Transportation / Trans 300.17 Passengers

School bus passengers shall comply with any lawful order given by the driver in carrying out the driver's responsibility of transporting passengers safely.

History: Cr. Register, February, 1983, No. 326, eff. 3-1-83

SCHOOL BUS DISCIPLINE

Just like in school, a safe, positive atmosphere is important on the bus. To achieve this, students must behave appropriately, respectfully, and responsibly at all times.
Should unacceptable conduct occur, students may be referred to the principal. Parents will be notified and discipline procedures implemented. Discipline procedures include, but are not limited to:

First occurrence:	Verbal warning & a phone call to parent or guardian.
Second occurrence:	Detention or restitution if applicable, phone call and letter to parent or guardian.
Third occurrence:	Temporary loss of bus ridership privileges, phone call and letter to parent or guardian.
Fourth occurrence:	Extended loss of bus ridership privileges, phone call and letter to parent or guardian.

*School administration reserves the right to modify any of the aforementioned consequences after consideration of the violation.
In those cases, where state or local statutes are broken, the Sheriff's Department may be contacted. Repeat offenders will be subject to increasingly severe consequences that may culminate in the loss of bus ridership privileges for the remainder of the school year.

SCHOOL BUS RIDERSHIP RULES

Parent support of these rules is necessary to ensure safe transportation of all pupils in the school district. Please read all of the listed rules completely as they are updated yearly.

1. A school bus is considered an extension of the school building/site. Therefore, anyone riding on a school bus is under school jurisdiction the entire time they are on the bus. Pushing or crowding before entering the bus can result in injury. Be considerate.

2. Parents/guardians are asked to call the bus garage before 6:30 a.m. if their child is not riding for the day. The telephone number for the bus garage is 715-652-2412 or 715-305-6664.
3. Students are to be ready and waiting at their designated bus stop 1-3 minutes before the bus arrives. The buses use Auburndale District Office time as a standard.

4. Students in grades 4K through 3rd will be picked up where their driveway meets the state, county or township road. Students in grades 4-12 will be required to walk a maximum of .25 (one quarter) mile, if necessary, to accommodate the efficient routing of buses. (Policy 751)

5. 4K and Kindergarten students will not be allowed off the bus unless the parent/guardian or a responsible person is viewed as present by the driver. See Policy 751 (Bus Routing and Scheduling).

6. Students will ride only on their assigned buses and be left off at their assigned stop. Students will not be allowed to ride any other bus except for extenuating circumstances as determined by the Principal or his/her designee. Stay-overs, ball games, etc. will not be considered extenuating circumstances.

7. Students will sit in their assigned seats. Students are expected to conduct themselves in a manner that will not distract a driver from driving the bus. The bus driver is responsible for maintaining order on his/her bus. The district's "No Bullying Policy" will be enforced on all buses.

8. Food and beverages <u>are not allowed</u> on daily bus routes. They may be allowed on extra-curricular trips if deemed necessary by the trip coordinator and only if the bus is kept clean.

9. Be quiet at all railroad crossings. Cooperate with your bus driver and keep noise levels at a minimum at all times.

10. Bus drivers will report discipline problems in writing to Hahn Transportation.

Cross Reference: Policy 751.1 (Bus Routing & Scheduling) and Policy 443.92 (Bullying)

SCHOOL CANCELLATION

If, for reasons of severe weather or other emergency, it becomes necessary to cancel school, the following stations will be notified at the earliest possible time:

TELEVISION STATIONS

<u>WSAW-TV 7</u>
<u>WAOW-TV 9</u>

RADIO STATIONS

<u>WDLB FM 98.7 / WOSQ 92.3/ WFHR AM 1320</u>
<u>WSAU 99.9 / WIFC 95.5 / WDEZ 101.9 /WRIG 93.9</u>
<u>WAXX 104.5/ WAYY AM 790</u>
<u>WGLX 103.3</u>

If it is necessary to cancel school during the course of the day, the above stations will be notified immediately. **<u>Have a plan for your child on days when school is canceled early.</u>**

In addition, parents/guardians will be directly notified via phone/ text / email with the district's Infinite Campus Instant Parent Contact program.

SCHOOL DISTRICT OF AUBURNDALE

Student Harassment 443.94

The School District of Auburndale seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

"Student harassment" means behavior toward students based, in whole or in part, on sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

It is the responsibility of students, staff and others to help enforce this policy so that these prohibited activities do not occur in our school environment. The principals are responsible for disciplining the offenders. The Board believes that when it comes to student discipline, each individual situation needs to be addressed according to the severity of the incident, along with the intellectual and emotional stage of each student as well as all of the relevant facts and circumstances.

Any student who believes that he/she has been the subject of harassment, or any parents/guardians who believe their child has been subjected to harassment, shall report the matter in accordance with established procedures. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

In order to ensure dissemination of this policy, this policy will be included in all future student handbooks. Discussion of harassment shall be included at an age appropriate level through the District's developmental guidance program. Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.

Legal Reference: Section 118.13, Wisconsin Statutes
PI 9, Wisconsin Administrative Code
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990

STUDENT HARASSMENT COMPLAINT PROCEDURES

It is important for these procedures to respect and advance the rights of all parties, including personal privacy interest and the protection of the reputation of all concerned and involved parties. In order to ensure fair procedures to protect these interests, all parties are encouraged to keep these matters confidential. All investigating individuals are charged with the responsibility to hold these matters in the strictest confidence, to the extent authorized by law, in order to guard against the unnecessary or inadvertent disclosure of information relating to any pending charges or investigations.

Students who believe they are the victims of harassment, or parents/guardians who believe their child is a victim of harassment, should immediately report their concerns to the principal, a guidance counselor, or a teacher. If an adult other than the principal receives the complaint, the adult shall forward the complaint to the principal/designee for review and action as necessary. If the principal is the subject of the complaint, the complaint should be forwarded to another designated administrator. The principal or other administrator will compose a written record of any verbal complaints.

Formal complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving officer or designee. While time periods are established below for the completion of various actions, the principal shall provide prompt written notice to concerned parties of the expected time period for completion of the required action when exceptional circumstances do not allow completion within the expected time period.

Complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving officer or designee.

PROCEDURES:

1. Complaints may be made either verbally or in writing to the Principal/designee. The complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location and circumstance of each alleged incident.

2. The Principal/designee shall make an initial determination of the complaint which shall include investigating the complaint, notifying the person has been accused of harassment, permitting a response to the allegations; arranging a meeting, and responding to the complaint. Since the District takes these complaints seriously, they will be subject to immediate review and investigation. The District Administrator will be called immediately when a complaint has been filed. Every effort will be made to complete this initial review within fifteen (15) calendar days. The principal/designee shall give a written report to the complaint after the completion of the initial review.

3. If any party is not satisfied with the report of the Principal/designee, a written appeal may be submitted to the District Administrator/designee indicating the nature of the disagreement. The appeal must be filed within twenty (20) calendar days after receipt of the principals/designee's decision. The District Administrator/designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal. The District Administrator/designee shall provide written response outlining findings and disposition of the appeal within ten (10) calendar days of the date the appeal is filed or ten (10) calendar days after the meeting, whichever is later.

4. If either party is not satisfied with the decision on the appeal, a party may file a request for formal review at the Board of Education. The appeal must be filed within ten (10) calendar days of the receipt of the prior decision. The Board shall conduct a hearing within thirty (30) calendar days of the request for formal review of the prior decision.

5. If either party is not satisfied with the decision of the Board, the party may pursue further review by filing a request with the State Superintendent of Public Instruction within thirty (30) calendar days of the Board's decision in accordance with state law and regulations.

STUDENT HARASSMENT REPORT FORM POLICY

General Statement of Policy Prohibiting Student Harassment:

The School District of Auburndale values and respects the human diversity of members of the school community. In order to maintain a school environment which encourages optimum human growth and development for students, students and others acting on the District's behalf, it is the policy of the Board to maintain and ensure a learning and working environment free of any form of student harassment or intimidation.

Complainant: _____

Home Address: _____

Home Phone: _____

Date of alleged incident(s): _____

Describe the incident(s) as clearly as possible: _____

_____

_____

This complaint is filed based on my honest belief that_____ has personally harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Date: _____

Complainant Signature _____

Received by: _____

Date: _____

BULLYING POLICY 443.92

The intent of this anti-bullying policy is to ensure that pupils learn in a supportive, caring, and safe environment without fear of being bullied at school or school related activities. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased, contracted or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Bullying is defined as deliberately hurtful behavior, where it is difficult for those being bullied to defend themselves. Bullying may be done by anyone. The three main types of bullying are:

* Physical (Physical bullying involves harmful actions against a person's body. Some examples are hitting, pinching, kicking, tripping, spitting, touching inappropriately. It also involves interfering with another person's property and stealing.)
* Verbal (Verbal bullying is speaking to a person or about a person in a way that is unkind and hurtful to that person e.g. teasing, name calling, insulting, threatening, spreading rumors, and making racist remarks.)
* Non-verbal (Non-verbal bullying refers to the types of behaviors that upset, exclude or embarrass another person e.g. leaving a person out of a game or activity on purpose, making rude gestures such as poking out tongue, writing hate notes about a person that will be upsetting to that person, using technology in a harmful manner, cyber bullying, etc.)

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form which disrupts or prevents a safe and positive educational environment may be considered cyber bullying. Cyber bullying is unacceptable and a violation of the district's technology acceptable use policy and procedures.

Students who are being bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences, or clinging to adults. There may be evidence of changes in work patterns, lack of concentration, or truancy from school. Students must be encouraged to report bullying in schools. There shall be no retaliation against the complainant. Any person who engages in retaliatory conduct against a complainant shall be disciplined.

Teaching and support staff must be alert to and aware of the signs of bullying and act promptly and firmly against it in accordance with this policy. If bullying is suspected or reported, staff will deal with the incident immediately.

REPORTING

Victims of bullying, observers of bullying, and parents or guardians of students who have been bullied are encouraged to report incidents of bullying to the building principal, a school guidance counselor or other school employee via online form. Online Bullying Form
Retaliation against individuals for filing reports under this policy or assisting in the investigation of such reports is prohibited.

IMPLEMENTATION

SCHOOLS - The following steps will be taken as appropriate when dealing with incidents:

* A clear account of the incident will be recorded and given to the principal.
* The principal will interview all concerned and will record the incident.
* Parents will be kept informed.
* Punitive measures will be used as appropriate and in consultation with all parties concerned.

STUDENTS – Students who have been bullied will be supported by:

* Being offered an immediate opportunity to discuss the experience with a guidance counselor/school social worker or other staff of their choice.
* Offering ongoing support with the goal of restoring self-esteem and confidence.

Students who have bullied will be helped by:

* Being offered an immediate opportunity to discuss the experience with a guidance counselor/school social worker or other staff of their choice.
* Discovering why the student became involved.
* Identifying the bullying behavior and the need to change.
* Developing a plan to make amends for the incident.
* Informing parents or guardians to help change the attitude/behavior of the student.

The following disciplinary steps may be taken as appropriate:

* Official warnings to cease the offending behavior.
* Detention.
* Exclusion from certain areas of school premises.
* Short-term in-school suspension.
* Out-of-school suspension.
* Expulsion.

STAFF – All adults involved with the school, including bus drivers, administrators, custodians, teachers, coaches, office personnel, paraprofessionals, and food service staff need to help in the prevention of bullying. Any adult witnessing any form of bullying must fill out an incident report and give it to the building principal.

If a District employee has been found to have bullied or retaliated against a student in violation of this policy, he/she shall be subject to disciplinary action up to, and including discharge.

DISCLOSURE AND PUBLIC REPORTING – The policy will be annually distributed to all students enrolled in the school district, their parents and/or guardians and employees. It will be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

353.1 - SCHOOL VOLUNTEERS

The school board recognizes that volunteers can make useful contributions in the schools of the district. The Board endorses and supports the concept of a volunteer program, subject to the rules and limitations imposed. School district volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when performing their assigned responsibilities.

Each volunteer will be asked to sign the volunteer agreement and this record will remain on file for the duration that the volunteer serves the district. **The district shall conduct background checks on all volunteers.** Criminal conviction(s), forfeitures or pending charge(s) will make the volunteer ineligible for district volunteer service. **Volunteers are subject to annual and/or ongoing background checks.**

Volunteering is a privilege not a right. The Building Principal will determine whether an interested community member will serve as a volunteer. Volunteer assignments may be discontinued at the Principal, Superintendent or Board's discretion. The Building Principal will assign general responsibilities and tasks to be performed by volunteers in the respective schools. Specific job-related responsibilities will be defined and explained by the classroom teacher, adviser or head coach.

Volunteers shall be under the direction of the Principal and/or his/her designee and should perform only those tasks as assigned. When volunteers work directly with children, their activities will be under the supervision of the classroom teacher and/or designated employee. Volunteers who use computers will comply with Policy 522.7 (Staff Use of Internet/Electronic Media) and sign a staff member user agreement.

Volunteers will be restricted from access to information in student and Employee files. The access to records by a volunteer shall be limited to legitimate educational interests particular to the duty performed and under the supervision of a District employee acting as the volunteer's supervisor; this includes health issues, academic performance and behavior, school problems, and student or staff records in any form. Anyone who violates this rule, shall be immediately dismissed and no longer allowed to serve as a volunteer.

Volunteers will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer. The volunteer shall refrain from discussing school practices, individual students or staff, or stating personal opinions regarding students, adults and situations observed while volunteering unless there is a legitimate need or safety concern. Volunteers will discuss their concerns with the administration.

Volunteers working on a regular basis may assist certified and noncertified staff under the supervision of the Principal by offering supportive and supplemental service under professional supervision and direction such as:

1. Tutoring students under the supervision of the classroom teacher
2. Relieving teachers of non-teaching, clerical tasks
3. Enabling the teachers to increase individual attention in the classroom
4. Providing enrichment experiences for students to supplement the regular educational program
5. Providing services to libraries, lunch rooms, playgrounds, athletic events,music programs, school plays, field trips, 4K programs and similar activities assisting coaches/advisers with activities.

Volunteers approved by the District will be covered under the District's liability insurance policy while performing the duties as assigned for the position. Volunteers shall not provide transportation to students in their personal vehicles. For any school-sponsored activities without the approval of the Principal. The District does not provide liability insurance for volunteers who transport students in their own vehicles.

Individuals who volunteer to perform services for the school district are not "employees" for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).

At periodic intervals, the Principal and teachers will meet to evaluate the effectiveness of the Volunteer Program.

PARENT RIGHTS IN RELATION TO DISTRICT PROGRAMS/ACTIVITIES AND STUDENT PRIVACY

Parents may request a change in, or exemption to their child's participation in certain District educational programs or activities in accordance with state and federal laws. These laws also grant parents and guardians the right to inspect certain materials that are part of the District's curriculum or other activities.

Parents or guardians may request that their child not participate in any activities involving the collection, disclosure, or use of personal information for purposes of marketing or selling information.

Parents may request that their child not participate in any survey administered or distributed to students that reveals information concerning any religious, political, sexual beliefs or attitudes; mental or psychological problems; critical appraisals of people who have close family relationships; any privileged relationships (lawyers, physicians, ministers); or income, unless required by law for eligibility purposes.

Parents may opt out of any non-emergency, physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance (vision, hearing, scoliosis), (c) not necessary to protect the immediate health and safety of the student, or of other students; except that this paragraph shall not be interpreted to apply to any examination or screening that is required or expressly authorized by state law.

Parents shall make any of the above requests regarding inspection of materials or student participation in certain activities in writing to the applicable building principal or his/her designee. Other parent requests dealing with student participation in other curricular, instructional, or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable state or federal requirements or guidelines. The principal or his/her designee shall respond to such requests in a timely manner.

Staff Directory
Phone Number: 715-652-2812

Andrew Scharenbroch	Principal	Ext. 1522	ascharenbroch@aubschools.com
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Liz Holmes	4K, Early Childhood	Ext. 1307	lholmes@aubschools.com
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Michelle Lang	Grade 1	Ext. 1207	mlang@aubschools.com
Summer Walter	Grade 1	Ext. 1205	swalter@aubschools.com
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Cooper Weinfurter	Grade 5	Ext. 1405	coweinfurter@aubschools.com
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Heath Novitzke	Phy Ed	Ext. 1536	hnovitzke@aubschools.com
Amanda Newby	Art	Ext. 1507	jguyer@aubschools.com
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Jena Walsh	Special Education	Ext 1302	jwalsh@aubschools.com
	Special Education	Ext. 1506	@aubschools.com
Brittany Brost	Reading Teacher	Ext. 1508	bbrost@aubschools.com
Sydney Kubisiak	Reading Teacher	Ext. 1504	skubisiak@aubschools.com
Katie Baltus	Intervention Aide	Ext. 1551	kbaltus@aubschools.com
Devin Damerell	Sp.Ed. Director/ Psychologist	Ext. 1516	ddamerell@aubschools.com

Samantha Phillips	Mental Health Coordinator	Ext. 1516	sphillips@aubschools.com
Rachel Schmuhl	Health Care Coord.	Ext. 1521	rschmuhl@aubschools.com
Emily Wildenberg	Library Aide/ Office Assistant	Ext. 1519	ewildenberg@aubschools.com
Caitlin Pankratz	Aide (4K)	Ext. 1502	cpankratz@aubschools.com
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Giovania Roesler	ELL	No Ext.	groesler@aubschools.com
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Tim Lehman	Custodian (evening)	Ext. 1532	dsnortheim@aubschools.com
Sandy Federwitz	Custodian (evening)	Ext. 1532	sfederwitz@aubschools.com
Nicole Lutz	Head Cook	Ext. 1529	nlutz@aubschools.com
Deb Stoflet	Cook	Ext. 1529	dstoflet@aubschools.com
Samantha Marsh-Johnson	Cook	Ext. 1529	smarsh-johnson@aubschools.com
Lynette Baird	Helping Hands Coordinator	Ext. 1510	lbaird@aubschools.com
Little Sprouts Learning Garden (Office)		Ext. 1503	
Little Sprouts Learning Garden - Children's Room		Ext. 1505	

AUBURNDALE ELEMENTARY SCHOOL
10564 School Ave, PO Box 139
Auburndale WI 54412

Phone: 715-652-2812
Fax: 715-652-2836

District Website:
https://www.aubschools.com

Infinite Campus Parent Site:
https://wicloud1.infinitecampus.org/campus/portal/auburndale.jsp

Infinite Campus Student Site:
https://wicloud1.infinitecampus.org/campus/auburndale.jsp

EMERGENCY PROCEDURES

Medical Emergency or Illness:

In case of a serious illness or medical emergency, every effort will be made to contact the parents immediately for instructions. Forms indicating which doctor to be notified and procedures to be followed in case parents cannot be reached should be filed in the office.

Students will not be sent or taken home unless parents or a guardian are at home.

Fire Drills:

All students will proceed, under the direction of their teacher, to the closest exit. Once outside and away from the building, students will line up single file. Roll call will then be taken by the assigned teacher.

Lock-down Procedures:

Auburndale Elementary has a carefully planned lock-down procedure that is practiced at least 2 times during the school year in case of such emergencies as an intruder. The procedure is carefully explained to students so as not to scare them.

Severe Weather/Tornado Drills:

An announcement will be made over the intercom stating that, "We are under a severe weather/tornado warning." All students will proceed quickly, under the direction of their teacher, to the area designated for their homeroom. The homeroom teacher will take roll call at the assigned area. Students will remain in the designated area until an all clear is announced.

The safety of our students is our greatest concern.

NON-DISCRIMINATION AFFIRMATIVE ACTION

The School District of Auburndale is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation or physical, learning, emotional or mental disability. This policy will prevail in all matters concerning staff, students, the public, educational programs, and services, and individuals with whom the Board does business.

The school district shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

a) Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex, or age;
b) Respect for cultural differences;
c) Respect for economic, political, and social rights of others; and
d) Respect for the right of others to seek and maintain their own identities.

The school district shall continue to re-examine thoroughly all parts of the curriculum to make sure that it emphasizes positive human relationships. The instructional materials used in the schools must accurately portray the history, contributions, and culture of the various ethnic groups in our society.

In keeping with the requirements of federal and state law, the School District of Auburndale shall strive to remove any vestige of discrimination in employment, assignment, compensation, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

Any complaint shall be reported in writing to the District Administrator if the complaint cannot be resolved through informal discussions with building level staff. All written complaints will have a response within fifteen (15) school days. A Board hearing may be requested in writing if the administrative response is unsatisfactory. See Complaint Procedures for policy.

Auburndale Elementary School

Mission/Vision/Values

Mission:

We at Auburndale Elementary School believe that all students have the ability to achieve at high levels. We will ensure that all students will learn to their highest capacity. The faculty and staff at Auburndale Elementary School make all accommodations necessary to ensure that all children are equipped with the skills to make positive contributions to society.

Vision:

Curriculum, instruction and assessment are rigorous, academically challenging, and conscientious of the different learning needs of all students.

All students will be given the necessary time and resources needed to learn important academic content.

Academic teams collaborate to meet the educational needs of all students through innovative and research based teaching techniques.

Values:

Collaboration is used to create conditions that provide equity and promote student success.

A supportive school atmosphere is provided so everyone feels emotionally, physically, and intellectually safe.

The individual and collective efforts and achievements of Auburndale Elementary School students and staff are recognized and celebrated

Life-long learning will be modeled through our ongoing professional development.

Auburndale School District

Vision/Mission/Goals

Vision:

To establish a caring partnership of home, school, and community to insure personal and academic excellence so every child can reach his or her full potential.

Mission:

To produce life-long learners with the capacity to succeed in the global community and enable students to contribute as productive citizens in a changing society.

Goals:

To maximize each students learning by:

- Partnering with parents, community and businesses;
- Implementing high quality, focused curriculum addressing essential learning;
- Ensuring best practices in instruction & assessment;
- Using data to drive instructional decision-making;
- Recognizing and meeting the unique needs of individuals;
- Inspiring lifelong learning for all students and staff; and
- Promoting character traits of honesty, respect, responsibility, kindness, and fairness.