School District of Onalaska Elementary Family and Student Handbook 2026-2027

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SCHOOL DISTRICT OF ONALASKA

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the Board and the School District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed on the cover of this handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

This handbook summarizes many of the official policies and administrative guidelines of the Board and the School District. If any of the policies or administrative guidelines referenced herein are revised after August 15th, 2026, the language in the most current policy or administrative guideline prevails. The current policies are available on the District's website.

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

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

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

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

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

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Nondiscrimination and Access to Equal Educational Opportunity

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

The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on membership in a Protected Classification defined in Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or other protected characteristics as well as place of residence within School District boundaries, or social or economic background.

ACADEMICS

All courses are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of student programs, activities, and employment ("Protected Classes").

ACADEMIC HONESTY

The unauthorized use of Artificial Intelligence tools to generate or complete academic work shall constitute a violation of the District's policy on academic honesty". All student use of AI technology must comply with the requirements and standards set for in Policy 7540.08 Artificial Intelligence (AI)

ACCESS TO THE BUILDING

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

- We encourage families to be involved in our school. Please schedule any visits with your child's teacher ahead of any planned visit.
- Unplanned/unscheduled visits to classrooms may not be approved by the school principal.
- Please pick up and/or drop off your child in the office for any special appointment during the school day.

In accordance with 120.13(35), Wis. Stats., the District Administrator has the authority to establish conditions for entering or remaining in a School District building, prohibit the entry of any person to a school of this School District, or to require a visitor to leave when there is reason to believe the presence of such person would be or is detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, administrators are authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

ACCOMMODATION OF SINCERELY HELD RELIGIOUS BELIEFS

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

ALLERGIES

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

ANIMALS IN SCHOOL

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

Students, parents, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and *Board Policy 8390 - Animals on District Property*.

Other animals permitted in schools and elsewhere on School District property shall be limited to those necessary to support specific curriculum-related projects and activities as approved by the principal.

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The School District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose.

Therapy dogs which meet the certification and documentation requirements in *Board Policy 8390 – Animals on District Property* may be allowed limited access to the schools to perform their educational purpose as determined by the principal.

ARTIFICIAL INTELLIGENCE

Students may use Artificial Intelligence (AI) tools for academic purposes when specifically and clearly permitted by their teacher(s). If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher(s).

Instruction

Students shall receive age-appropriate instruction about responsible AI use, digital citizenship, privacy, and the risks/limitations of AI prior to using AI.

Academic Standard and Authorized Use

Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teacher(s) when they have questions and/or need assistance. Students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of AI must be properly disclosed and cited in accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment.

Academic Misconduct and Consequences

Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook or Policy 5500 – Student Code of Classroom Conduct and Policy 5505 – Academic Honesty.

Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Behavioral Prohibitions: Students are prohibited from using AI to bully, harass, threaten, impersonate, or create or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with the Policy 5500 - Student Code of Classroom Conduct and other applicable Board policies.

ATTENDANCE

Please contact the school office to report your child's absence at the email address or school office phone number below which pertains to your child:
Eagle Bluff: eboffice@onalaskaschools.com or 608-783-2453
Irving Pertzsch: ipoffice@onalaskaschools.com or 608-783-5644
Northern Hills: nhoffice@onalaskaschools.com or 608-783-4542
When emailing or calling, please include the nature of the absence, and if it is an illness, please report the symptoms.

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

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

CATEGORY #1 - EXCUSED ABSENCES

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

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

Below is a list of the most common attendance codes when a parent/guardian excuses their child from class:

ILL=a parent/guardian feels their child is too ill to attend or stay in school

APT=student went to an appointment, but does not submit a written documentation

PER=for personal reasons a student is not in attendance (e.g. running late, out of town, visiting someone in the hospital)

VAC=vacation

FNL=a parent/guardian excuses their child for a funeral

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

Medically Excused:

This is when a student has visited a medical provider or is excused from the school health office. Once written documentation of the visit is provided, the parent-excused day code is changed to one of the following and <u>does not apply</u> toward the 10 excused days:

MED=student has a medical appointment and submits written documentation of appointment, student is ill and a physician indicates the day or range of days that they should stay home

HEA=student went to our school health office and the nurse/health aide has determined that the student needs to lie down in the health office or go home (you will receive a call from the health office if your child is too ill to stay at school)

<u>CATEGORY #2 - UNEXCUSED ABSENCES</u>

Truant

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

UNV=unverified (unverified absences will change to either a parent or medical excused code or truant (TRU) if the absence cannot be cleared)

TRU=truant; absences that cannot be excused in any way or no parent-excused days remain

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

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

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

- Students who receive at least 95% (360 minutes) of district supervised educational services for the day have accrued a full day (1.0) of actual attendance for that day.
- Students who receive at least 33% (140 minutes) and less than 95% (360 minutes) of district supervised educational services for the day have accrued a half day (0.5) of actual attendance for that day.
- Students who receive less than 33% (140 minutes) of district supervised educational services for the day have accrued no attendance for that day.
- If a student's tardy or early dismissal is 20 minutes or greater, a student will be considered absent for a half-day (0.5).

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

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

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

BILINGUAL STUDENTS/MULTILINGUAL LEARNERS

The School District recognizes that there may be students enrolled whose primary language is not English. The School District provides appropriate identification and transition services for bilingual students and Multilingual Learners (MLs). The purpose of these services is to develop English language skills that will enable the students to function successfully and complete the School District's required curriculum. *(Board Policy 2260.02 – Services for Bilingual Students/Multilingual Learners)*

To inquire about programs and services for bilingual students and/or Multilingual Learners, a parent should contact:

Lalisha Olson
Executive Director of Instructional Services
School District of Onalaska
608-781-9700
237 2nd Avenue South
Onalaska, WI 54650

BULLYING, HARASSMENT, AND HAZING

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

Notice and Statement of Nondiscrimination on the Basis of Sex

The Board of the School District of Onalaska does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.
To report information about conduct that may constitute sex discrimination or to make a complaint of sex discrimination under Title IX, please contact the District's Title IX Coordinator.

The District's Title IX Coordinator is:
Jennifer Gimmer
Executive Director of Student Services
237 2nd Ave South Onalaska, WI 54650
titleix@onalaskaschools.com
608-783-4610

The Board's nondiscrimination policy and grievance procedures can be found on the School District of Onalaska's website (www.onalaskaschools.com) under Annual Notices and Board Policy 2266.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both. Contact information for OCR is available here: Contact OCR

BUSING

Busing is provided to eligible families based on their home address. Questions concerning eligibility should be directed to the Director of Transportation or Administrative Assistant. Bus agreements must be completed annually in order to ride the bus. Additional information can be found on the District website at https://www.onalaskaschools.com/departments/transportation/general-information.

Cameras on Buses

The Board has authorized the installation of cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and their actions were recorded on the bus camera, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with State and Federal law. *(Board Policy 8600 - Transportation)*

BUS RIDER RULES

Each pupil who is provided transportation services by the school district is expected to obey the rules established by the school board for the safety and welfare of all pupils. Behavior on the school bus should be comparable to the type of behavior required in

the classroom, including adhering to the Electronic Devices guidelines. Unacceptable behavior shall result in disciplinary action by school authorities. Such action may include a conference with the family and, if necessary, suspension of the bus rider privilege. In an attempt to ensure student safety, buses are equipped with audio/video recording systems.

General Behavior

- Be considerate of others on the bus and use good language at all times.
- Follow the instructions of the bus driver or chaperone.
- Board and leave the bus at the designated bus stop and ride on the bus to which you are assigned. Any request for an exception to this rule must be made by the parent to the Director of Transportation, who in turn may grant the request and notify the driver. School approval must be according to board policy and is contingent upon such conditions as available seating, safety factors, time schedules, etc.

While Waiting to Board the Bus

- Be at the designated loading spot on time so the bus may operate on schedule. Students who must walk along a roadway to the bus stop should walk on the left shoulder of the road facing oncoming traffic, and they should walk in single file.
- Wait for the bus at the location designated by school authorities. Stay off the roadway and be alert to traffic dangers.
- Wait for the bus to come to a complete stop before moving towards the service door.
- Always walk in an orderly fashion.
- Board the bus in single file using the handrail for safety.
- Notify the school office at times when you do not plan to ride the bus.

While Riding on the Bus

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

After Leaving the Bus

- Move away from the side of the bus immediately.

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

Co-Curricular Activities, Field Trips, etc.

- All bus rules apply to each student who rides a school bus at any time or for any reason during the school day.
- A student who rides a school bus to an activity or event must return on that bus unless authorized to do otherwise according to school rules.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for the loss of personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

The Board authorizes the imposition of fines for the loss, damage, or destruction of School District-owned, borrowed or leased equipment, computing devices, school records, apparatus, musical instruments, library materials, textbooks, and for damage to School District buildings or facilities. Therefore, if a student damages or loses school property, the family may be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct, and may be referred to law enforcement. (Board Policy 5513 – Care of District Property)

CHANGE OF STUDENT INFORMATION

If student information changes (e.g. the place of residence, contact information, emergency contacts) during the course of the year, please notify the school office as soon as possible regarding the new information and effective date of such change.

CLASSROOM PLACEMENT PROCEDURES

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

Classroom Placement Process

- Principals will create a draft list of homeroom classroom placements using the information from the teacher and district assessments.
- To assist the principal in this process, teachers will provide the building principals with the following information for each student: academic ability, behavior, social development, special programming and any information and any information that would assist in homeroom placement for the school year.

- Principals will then share the draft classroom rosters with the teachers and other pertinent staff members to garner input on their distribution of students. This will be done prior to the end of the school year in enough time to make needed changes and to distribute the revised rosters to the teachers of the next grade.
- As new students enroll over the summer, the principal will be responsible to assign those students into homerooms while continuing to balance and revise the classes based on the criteria noted above.
- Classroom placements will be provided before the start of school.
- The principal makes the final decision regarding classroom placement.

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

DAILY SCHEDULE

Please refer to the daily schedule from your school building. For your child's safety, your child should not arrive at school ~~Please refrain from sending or dropping~~ before the adults begin their supervision. ~~begins~~. Students should only enter the school through the office if they arrive after the final bell.

Early Dismissal Time and No School Days

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

Visit the website for the School District Calendar:
https://www.onalaskaschools.com/district/calendar

After School Plan

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

Temporary changes to your child's schedule should be communicated to the office the morning of the change by 11:00 a.m. Notification after that time makes it difficult to ensure that the information will be received by your child and the teacher.

DIRECT CONTACT COMMUNICABLE DISEASES

In the case of direct contact communicable diseases, the school has an obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. (Board Policy 8453 – Direct Contact Communicable Diseases)

DRUG PREVENTION

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

Drugs include, but are not limited to:

A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;
B. all derivatives of hemp;
    a. This includes Delta-8-THC, Delta-9-THC, Delta-10-THC, Delta-11-THC, THC-0, and all other forms that cause psychosis; in all forms of delivery (i.e., inhalation, ingestion, injection, etc.);
C. all chemicals which release toxic vapors;
D. all alcoholic beverages;
E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
F. "look-alikes";
G. anabolic steroids;
H. Misuse of over-the-counter drugs or medications
I. any other illegal substance so designated and prohibited by law.

The use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event is prohibited.

Violations are subject to the Student Code of Conduct for disciplinary action.

DUE PROCESS RIGHTS

(Board Policy 5610) To better ensure appropriate due-process is provided to a student, the Board establishes the following guidelines: Students subject to suspension: The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the Superintendent. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged. Students subject to expulsion: Prior to expelling a student, the Board must hold a hearing. A student and their parent(s) must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and their parent(s) to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or their parent(s) may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

ELECTRONIC DEVICES (CELL PHONES, WATCHES, GAMES, MUSIC PLAYERS, ETC.)

The District provides electronic devices for instructional purposes in the school building. Electronic devices are only allowed for instructional purposes during the school day. Use of electronic devices is not permitted on the bus or on the playground. The school

is not responsible for lost, stolen, or damaged items. Items of this nature are best enjoyed at home where family members can monitor their safe and appropriate use. Students are discouraged from bringing these devices to school; however, if brought to school (with the intent to use them after the school day), these items must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school the school day. Students utilizing these devices during the school day, on the playground or on the bus, except under the direction of a teacher for instructional purposes, will have them taken away and held in the office to be picked up at the end of the day. Repeated violation of this policy may result in progressive disciplinary action.The use of a camera phone or recording device to take any pictures in locker rooms and restrooms is prohibited.

Families are advised that the best way to communicate with their child during the school day is by calling the school office. Students may use school phones to contact parents during the school day. Students may not use cell phones and watches to communicate during the school day.

EMERGENCY DRILLS

The school has a comprehensive School Safety Plan (Board Policy 8420 – School Safety)

The school complies with all safety laws and will conduct drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who are responsible for a safe, prompt, and orderly response. Emergency drills are conducted monthly and could consist of any of the following:



Hold is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building.



Lockdown is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter and state the **Hazard** and **Safety Strategy** for group and self protection.

FAMILY-TEACHER-STUDENT CONFERENCES

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

FIELD TRIPS

Field trips are planned to extend your child's educational experiences. Permission to participate is granted by families through the student information system annual update. When a trip is planned, families will receive a notification stating where they will be going, the time they will leave and return, and any costs related to the trip, at least one week in advance whenever possible.

ILLNESS/INJURY AT SCHOOL

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

The School District believes that school personnel have certain responsibilities in case of accidents, illness, concussions, or sudden cardiac arrest that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

INCLEMENT WEATHER

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

Guidelines for inclement weather:

- Cold weather: if the "feels like" temperature is BELOW zero degrees, students stay indoors (weather.gov)
- Hot weather: if the heat index is ABOVE 100 degrees, students stay indoors (cdc.gov)
- Lightning: if lightning has struck within 10 miles of the location, students stay indoors for at least 30 minutes (lightningmaps.org)
- Air quality: if the air quality index is 150 or ABOVE, students stay indoors (airnow.gov)
- Rain/Snow: if students will get soaked through in the amount of time they are

scheduled to be outdoors, students will stay indoors

On days when the weather might indicate the necessity to close school, please watch or listen to local radio and TV stations. Announcements of closing or starting school later will be made via these stations. Additionally, the school district and/or individual school will send information via electronic communication.

Parents and students are responsible for knowing about emergency closings and delays. (Board Policy 8220 – School Day/School Closure)
Every family should have a plan of action for children in case the normal routine is unexpectedly disrupted. Children should always know who to call and where to go if they find themselves alone. If you have not yet had this discussion, this is a great time to do it.

LIBRARY MEDIA CENTER (LMC)

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

LOST AND FOUND

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

MEALS & SNACK BREAK

Breakfast

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

Lunch

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

Snack Break

Each grade has a snack break that varies in timing according to the child's lunch and recess schedule. The snack break is a part of every child's schedule. Children can bring a snack and healthy beverage that does not need refrigeration or water bottle for that time, as noted on the school supply list. Some classrooms may use a communal or bulk snack system - more information will be provided by your child's teacher.

APPLICATIONS FOR FREE AND/OR REDUCED PRICE MEALS

All families are encouraged to complete an application for Free or Reduced meals, found on the district website. Application is important to allow those that qualify to receive meals at a free or reduced rate. Additionally, completing the application allows the district to maximize state and federal funding.
https://www.onalaskaschools.com/departments/school-nutrition/free-and-reduced-lunch

MENUS
Menus for breakfast and lunch can be found on our District Nutrition Website:
https://www.onalaskaschools.com/departments/school-nutrition/menus

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

Paying into Individual Student Accounts

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

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

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

The following nondiscrimination statement applies to all programs administered by the District that are funded in whole or in part by the U. S. Department of Agriculture (USDA):

In accordance with Federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication to obtain program information (e/g/ Braille, large print, audiotape, American Sign Language, etc), should contact the responsible State or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

MEDICATION POLICY

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

NONDISCRIMINATION

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

For full board policy and investigation outline, please visit our website under school Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

PARENT TEACHER ORGANIZATION (PTO)

Contact your school office if you would like more information regarding PTO.

PARTY INVITATIONS

To avoid hurt feelings please do not send invitations to school to be distributed by students. Also, please be aware that the school does not share family contact information.

PHYSICAL EDUCATION PARTICIPATION

When a student is temporarily unable to participate in P.E. or any other class due to illness or injury, they may be excused upon receipt of a written note from a parent/guardian for a period not to exceed three days. The teaching staff will arrange for alternative activities for the student. A written statement from the medical care provider confirming the student's condition and need for restriction or exclusion from class is required to excuse a student for more than three days. The medical care provider's request should indicate the duration of the restriction. All students are asked to have a separate pair of athletic shoes for physical education. These shoes will be left at school, and must be labeled with your child's name.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Toxic Hazard Policy and asbestos management plan will be made available for inspection at the School District office upon request. (Board Policy 8431 - Preparedness for Toxic Hazards and Policy 8431.01 – Asbestos Management)

PROCESS FOR ADDRESSING CONCERNS

According to Policy 9130 (Public Requests, Suggestions, or Complaints), any individual(s), having a legitimate interest in the staff, programs and operations of this

District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff or student's rights. It is the intent of this policy to provide a process for considering and addressing public requests, suggestions, or complaints in an efficient, reasonable, and equitable manner.

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

PROGRAM OR CURRICULUM MODIFICATIONS

The District recognizes that the regular school program may not be appropriate for all students and that some may need program or curriculum modifications to successfully meet the academic goals and/or graduation requirements. Requests for program or curriculum modifications should be made to the Director of Instructional Services. For more information please see Policy 2451 - Program or Curriculum Modifications.

PROGRESS REPORT

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

PROMOTION AND RETENTION

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

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

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

A. Current level of achievement
B. Potential for success at the next grade level
C. Emotional, physical, social maturity

The building administrator, after consultation with the problem solving team, shall determine whether a student has satisfied the criteria in this policy. Final decisions on student promotion, placement or retention rest with the building principal.

In accordance with Policy 5411 - Third Grade Promotion and Retention: At-Risk Students, a student shall be promoted from 3rd to 4th grade taking into consideration all relevant factors including but not limited to:

A. Whether the team of individuals, including the parent(s) of the student believe promotion is in the best interest of the student
B. All relevant and available data demonstrating student progress toward meeting personal reading plan goals
C. Why the student has not completed their personal reading plan
D. Whether or which alternatives to retention can help support the student to achieve reading proficiency
E. Any other relevant factors or conditions that are considered elsewhere in district policy or administrative guidelines
F. The potential long term adverse risks of retention

Based on the comprehensive evaluation of factors above, the District will make the determination of promotion or retention.

SAFE ROUTES TO SCHOOL (SRTS) PROGRAM

The purpose of the program is to encourage and enable more children to walk and bicycle to and from school safely. We urge our families to consider these options for getting to school:

- Walking or biking
- Join a “Walking School Bus” from your neighborhood--walking to school as a group
- Park away from the school and walk the remainder of the trip
- Carpooling

SEARCHES OF SCHOOL PROPERTY

The school provides for storage of student possessions through the assignment of lockers, desks and by other means. Students should not have an expectation of privacy in lockers, desks or other school property. If a staff member suspects a school rule is being violated, school authorities may search school property in accordance with district policy 5771 to provide for the safety and well being of students, staff and visitors.

SKATEBOARDS, SCOOTERS, AND WHEELED SHOES

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

SNOW

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

SPECIAL TREATS

Special treats may be shared within a classroom. Please keep health in mind when sending a treat to school.

STUDENT BEHAVIORAL EXPECTATIONS AND GUIDELINES

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

In order to encourage students to be respectful, responsible, productive and safe, staff members explicitly teach the behavioral expectations at the beginning of the year, and throughout the year. Behavioral interventions mirror our academic intervention system in that they increase in intensity in response to the magnitude and frequency of the behavior itself.

School District of Onalaska, Discipline Philosophy Statement:
The School District of Onalaska adheres to a K-12 student discipline philosophy that establishes and maintains learning environments designed to facilitate student growth and to teach decision-making. The District recognizes that differences exist among students (age, grade level, etc.) and, consequently, disciplinary standards and the enforcement of those standards may vary from building to building. At each level, the discipline code should be based upon the common K-12 philosophy, which is reflected in the following beliefs:

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

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

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

- participation in skills group or individual instruction
- collaborative problem solving meeting and planning with student, appropriate

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

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

Students with Disabilities

A student with a disability under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and 115.758, Wis. Stats., may be removed from class and placed in an alternative educational setting only to the extent authorized under the laws.

STUDENT DRESS AND APPEARANCE

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;

B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;

C. cause excessive wear or damage to school property;

D. prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

A. the principal shall serve as the initial arbiter of student dress and grooming in their building;

B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

A. Obscenity

B. Language or depictions intended to incite violence or foment hatred of others

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

STUDENT RECORDS

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

Student Records and Directory Information

The Board designates as student "directory information":

A. a student's name;
B. date and place of birth;
C. photograph;

D. participation in officially-recognized activities and sports;
E. height and/or weight, if a member of an athletic team;
F. degrees and awards received;
G. name of the school most recently previously attended.

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

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

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parent(s) consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please consult the Board Policy 8330 - Student Records.

STUDENT RELEASE POLICY

Students shall be released only to a parent/guardian with whom they reside, to their legal guardian, or to another lawful custodian during the school day. The parent(s), guardian, or legal custodian (the term "legal custodian" shall mean all such persons) shall be those persons identified as such on the student's enrollment and registration form. A student shall not be released to any person other than the legal custodian except when the principal (or their representative) has reasonable assurance that the legal custodian authorizes the release. Questioned authorization for the release of a student will be confirmed with the legal custodian.

When students leave school early, they will be sent to the office to be picked up. The authorized adult may be asked to present identification when they sign the child out. In this way, we can best monitor who is picking up the child and note the time they leave.

STUDENT'S RIGHTS OF EXPRESSION

Our school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent, or vulgar;

2. advertises any product or service not permitted to minors by law;

3. intends to be insulting or harassing;

4. intends to incite fighting or presents a likelihood of disrupting school or a school event; or

5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

Distribution or display by any student of prohibited nonschool-sponsored material or in violation of the school's approval process will be halted, and the student(s) involved will be subject to disciplinary action.

STUDENT/STAFF BOUNDARIES

The School District is committed to maintaining safe, professional, and appropriate physical and behavioral boundaries between students and school employees, volunteers, or other adult members of the school community that occur during or outside of school hours. In accordance with state law, all electronic communications between students and district staff or approved volunteers must occur exclusively through transparent, district-monitored educational tools (such as official district email or platforms that archive communication logs and remain accessible to parents and administrators). Any student who experiences or witnesses unapproved communication by a school employee or volunteer must report it immediately to a building administrator.

- Prohibited Behavior: Professional boundary violations include any inappropriate physical contact, grooming behaviors, or interactions that breach the professional staff-student relationship.
- Reporting: Any student who experiences or witnesses an inappropriate boundary invasion, or unapproved communication by a school employee or volunteer, must report it immediately to a building administrator.
- Mandatory Parental Notification: If there is reasonable cause to suspect that a student has been the victim or target of staff sexual misconduct, physical abuse, or an inappropriate boundary violation by a school employee or volunteer, the District will provide immediate and prompt formal notification to the student's parent or legal guardian

STUDENT WELLNESS

The District has an established student wellness initiative which focuses on the positive connection between a student's health and well-being and their ability to learn. For more information please see Policy 8510 - Wellness.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the School District's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the school encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact:

Jennifer Gimmer
Executive Director of Student Services
School District of Onalaska
608-781-9700
237 2nd Avenue South
Onalaska, WI 54650
gimmer.jennifer@onalaskaschools.com

(Board Policy 2460 – Programs for Students with Disabilities)

The School District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

Section 504/ADA Complaint

Any person who believes that the School or any staff person has discriminated against them in violation of the Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Lalisha Olson
Executive Director of Instructional Services
School District of Onalaska
608-781-9700
237 2nd Avenue South
Onalaska, WI 54650
olson.lalisha@onalaskaschools.com

Jennifer Gimmer

Executive Director of Student Services
School District of Onalaska
608-781-9700
237 2nd Avenue South
Onalaska, WI 54650
gimmer.jennifer@onalaskaschools.com

SURROUND CARE

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

SUSPENSION AND EXPULSION

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights. Please refer to Board Policy 5610 - Suspension and Expulsion.

TECHNOLOGY ACCEPTABLE USE POLICY

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

TESTING/ASSESSMENT

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

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

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

- STAR Math
- STAR Reading
- aimswebPLUS
- FastBridge CBM and Comprehension
- District Speech Screener: Given one time in Kindergarten and one time after a student's 8th birthday

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

TOBACCO/NICOTINE USE

The Board is committed to providing students, staff, and visitors with a tobacco and

smoke-free environment. The negative health effects of tobacco and nicotine use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than twenty-one (21) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products.

It shall be a violation of School District policy for any student of the School District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, at any time on school property or at off-campus, school-sponsored events. (Board Policy 5512 – Use of Tobacco and Nicotine by Students)

The use of other products containing nicotine, such as nicotine patches and nicotine gum is also prohibited except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Board Policy 5330 - Administration of Medication/Emergency Care.

TOYS, TRADING CARDS, GUM, AND CANDY

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

VACATIONS

Family vacations are considered a part of a parent/guardian's ability to excuse their child for up to 10 days in a school year. Vacations that cause a student to exceed their 10 parent excused days may be school excused, at the discretion of the school administrator, if there is an obvious educational benefit for the student. Please contact the building principal in writing, with the dates your child will be absent due to the vacation.

VIDEO AND AUDIO SURVEILLANCE

The Board has authorized the use of video and audio surveillance and electronic monitoring equipment at various school sites throughout the school, including school buses. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. (Board Policy 7440.01 – Video Surveillance and Electronic Monitoring)

VOLUNTEERS

The District supports community involvement as an integral part of the educational goals of the school district. Therefore, the development of volunteer relationships is recommended and encouraged. The safety and well being of the students, staff and volunteers of the district is paramount. Therefore, the district shall conduct criminal background checks on all volunteers who will be working directly with and/or have access to students. Background checks will be conducted prior to the first time the individual volunteers work with the students and the district reserves the right to conduct additional background checks periodically thereafter.

Volunteer Opportunities

We sincerely appreciate volunteers in our schools and during these opportunities, you may:

- assist our students and staff with many projects and activities either at school or at home
- help to make labor intensive events possible
- share special interests and talents with children
- enhance school safety
- learn about our school
- convey an important message to children: “School is important.”

Volunteer Rights and Responsibilities

As a school volunteer, you will have meaningful, worthwhile assignments and will receive help or training as needed. You will be treated as a co-worker - with respect and appreciation.

We ask that you please:

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

WEAPONS

No person is permitted to possess, transmit or use a weapon or look-alike weapon in school buildings, on school grounds, in District vehicles, in vehicles provided by a contractor or at school sponsored activities, except as otherwise specifically provided by policy or by law. Any student who violates this policy will be referred to the student’s parents and may also have a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion. In addition, the possession, transmission or use of a weapon on school premises may be punishable under State law as a misdemeanor or a felony, depending upon the seriousness of the offense. Under certain circumstances, minors also can be punished under State criminal laws and/or the Children's Code.