

CAMBRIDGE ELEMENTARY SCHOOL

802 W. Water Street
Cambridge, WI 53523

608.423.9727

www.cambridge.k12.wi.us



FAMILY HANDBOOK
2023-2024

WELCOME

Welcome to Cambridge Elementary School! We want Cambridge Elementary to be a place for both students and families to be successful. We are proud to be the starting point for the strong tradition of excellence that has been established throughout the Cambridge School District. We are eager to create and maintain an environment that is welcoming, safe and encourages continual academic, social and personal growth.

We would like to invite you to be an active participant in your child's education. We know how important families are to every student's success and are eager for you to be involved in their school. Please keep in touch with your child's teacher(s), especially when questions arise. Please assist the Parent Teacher Organization (PTO) in its efforts to support school programs and serve the school community. Most importantly, we urge you to take every opportunity to work with your child in everyday learning situations, to *encourage reading*, and to *discuss with your child what s/he is learning* at school. There is no substitute for a combined home-school effort in providing children educational excellence.

This handbook will help families understand our high expectations and provide basic information on how our school operates. Please keep it as a ready reference. Although we attempt to cover an extensive amount of information, we realize information on specific situations may not be included. Please feel free to contact us if you are unable to find answers to a question in this book.

Chris Holt

Chris Holt, CES Principal

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<https://www.facebook.com/SchoolDistrictOfCambridge/>

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ABOUT YOUR FAMILY HANDBOOK

To the Cambridge Elementary Families:

The Cambridge School District's mission is set on providing the best possible learning environment for each and every student who is entrusted to our care. We believe that a positive learning atmosphere depends on everyone doing his/her job.

Why do we have expectations? Expectations are made to help ensure a safe and orderly environment. By having expectations in written format, you, your parents, and the school staff members have a better idea about what the expectations mean, what each of our responsibilities are, and how we are expected to act. These expectations are in addition to the laws that are set by our community and the legislature. Please take some time to review our expectations so you clearly understand the expectations for students and families at our school.

Thank you!

SCHOOL DISTRICT OF CAMBRIDGE - DISTRICT PHILOSOPHY STATEMENT

The philosophy of the School District of Cambridge is based on the belief in the right of every student to develop his or her talents, ability and character to the fullest possible extent. It recognizes that each student is unique and that the district has a responsibility to the individual as well as to the group. This philosophy dictates that the district provide the best education possible for each student. Every student, regardless of sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status or physical, learning, mental or emotional disability, has the right to equal educational opportunities. All students should be given the opportunity to prepare for their future in a continually changing society.

SCHOOL DISTRICT OF CAMBRIDGE MISSION STATEMENT

The School District of Cambridge prepares citizens who:

Learn from the past

Achieve in the present and

Envision the future.

CAMBRIDGE ELEMENTARY MISSION STATEMENT

The Cambridge Elementary School Mission is to foster a lifelong love for learning. We strive to create a safe, supportive environment that accepts and celebrates individuality, encourages problem solving and strives for academic excellence within a respectful community.

CAMBRIDGE ELEMENTARY SCHOOL EXPECTATIONS

It is our desire and goal to maintain a quality school. To that end, we have established three simple and clear expectations for behavior at school, on the bus, and in the community:

Be Safe

Be Respectful

Be Responsible

Cambridge Elementary School has a NONDISCRIMINATION POLICY that states:

The Cambridge School District does not discriminate on the basis of sex in the education program or activity that it operates, and the District is required by Title IX and 34 C.F.R. ch.106 not to discriminate in this manner. The requirement not to discriminate in the District's education program or activity extends to admission (as applicable) and to employment. Furthermore, no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in recreational, or other program or activity because of the person's race, national origin, ancestry, creed, pregnancy, marital or parent/guardian status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wisconsin Statutes.

This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI or the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. The district encourages informal resolutions of complaints under this policy. A formal complaint resolution process is available, however, to address allegations of violations of the policy in the School District of Cambridge. Inquiries about the application of Title IX and 34 C.F.R. ch. 106 (i.e. the federal Title IX regulations) to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary at the U.S. Department of Education or both:

Krista R. Jones, Director Student Services/Title IX Compliance Officer/Coordinator
School District of Cambridge
403 Blue Jay Way
Cambridge, WI 53523
608-423-4345 x2103

Cambridge Board of Education

President
Vice President
Clerk
Treasurer
Member
Member
Member

Tracy Smithback-Travis
Courtney Reed Jenkins
Grace Leonard
Jim Womble
Jay Fisher
Ann Nottestad
Tara Vasby

Cambridge Administration

District Administrator
Director of Pupil Services
Director of Curriculum & Instruction
Cambridge High School Principal
Cambridge High School Dean of Students
Nikolay Middle School Principal
Nikolay Middle School Dean of Students
Cambridge Elementary School Principal
Summer School Director

Marggie Banker
Krista Jones
Chris Holt
Andy Pickett
Peter Moe
Krista Jones
Peter Moe
Chris Holt
Peter Moe

Cambridge Elementary School Staff with Email Addresses and Phone Extensions can be found on our website: www.cambridge.k12.wi.us.

REGISTRATION

Registration Night August 9: Material fees for students in grades Early Childhood-Grade 5 are \$30.00 (which includes admission to all events in the district). Material fees should be paid during Open Registration on Wednesday, August 9, 2023 or on the first day of school. When paying by check, make checks payable to: Cambridge Schools. (Note: The District encourages families to register via Skyward Family Access and pay any fees via Family Access.) Registration Night takes place at Cambridge High School.

4K Orientation: This “Open House” is exclusive to 4K families. 4K teachers will be contacting families in efforts to set up a family “Meet & Greet” on this day. Families will meet teachers/staff, tour the classroom, and take a bus ride in preparation for the start of the school year.

Open House – CES “Ready Set Go!” – Grades 5K – 5th: Ready, Set, Go! Help us get ready for the 2023-2024 school year by dropping in between the designated times. The Open House will give students the opportunity to find their classroom, drop off their supplies before school starts and meet staff members. We hope this helps ease student anxiety about a brand new room and teacher. Come join us and help us celebrate a brand new school year!

School Hours

Early Childhood and AM 4K

7:57 a.m. to 11:05 a.m.

PM 4K

11:57 p.m. to 3:05 p.m.

K-Grade 5

7:57 a.m. to 3:05 p.m.

Notes: Doors are unlocked and supervision at CES begins at 7:40 a.m. (please plan accordingly).

4K-Grade 2 will wait in the Little Theater.

Grade 3-5 will wait in the cafeteria.

Tardy--Students should be in their classrooms before the 8:00 a.m. bell.

Late Start Wednesdays (Grades 5K-5th)

Each Wednesday, our school will begin classes one hour late. School will start at 8:57 a.m.

Students are allowed to come at their normal time or come one hour later. For those students arriving at their normal time, breakfast will be available to students from 7:40 a.m. to 7:57 a.m.

4 year old kindergarten will run Monday through Thursday and, therefore, 4K students will not participate in the late starts.

School Pictures

Student photos will be taken on August 9, 2023 at Registration Night. All students should have their picture taken even if they are not purchasing a package. Students who elect not to order a photo package are not charged a fee. Students who are unable to have their picture taken at registration will have their picture taken on retake day later in Fall.

Directory Information

The School District of Cambridge designates the following personally identifiable information contained in a student’s education records as “directory information,” and may disclose that information without prior written consent: the student’s name, address, telephone listing, date of birth, participation in officially recognized activities and sports, dates of attendance, photograph and awards.

Enrollment Emergency Information Form

Parents/Guardians will update their child(ren) Student Registration/Emergency via the registration process. Be sure to add Emergency contacts (other than parents/guardians) and Physician Information if it is not listed. Alert Information can be updated or added under the “Alert Information” section. Please update or add your email address throughout the year as necessary.

Non-Custodial Parents

Non-custodial parents of any student may be provided all report cards, notices of school activities, disciplinary reports, conference appointments and summaries, or other student records which are provided to custodial parents, unless otherwise expressly curtailed or restricted by a provision of a court order provided to the principal. The school office will arrange through the teacher to have the requested information sent to the custodial parent. It is up to the non-custodial parent to make sure that this request is made at the beginning of each school year.

ACADEMIC PROGRAM

Grades and Grading

Each classroom teacher will distribute guidelines for subject content on a timeline that will be meaningful for parents. Teachers will provide classroom conduct expectations, homework and other assignments, and grading policies.

Standards-Based Grading

3=Proficient (You Got It) The student has fully demonstrated content proficiency and skill application of the outcomes for the particular target at this point in the school year.

2=Approaching (Almost Got It) The student has demonstrated partial proficiency of the expected content|skill in the assessment. Partial development indicates progress with gaps in understanding or perhaps certain misconceptions.

1=Needs Support (Not Quite Yet) The student has demonstrated little or no evidence of content proficiency of outcomes. The student has large gaps in understanding and|or application and is able to show success only with significant adult assistance.

X=Not Graded this Trimester

Traditional Grading	Target Standards-Based Grading
<ul style="list-style-type: none"> ● A,B,C,D,F represent the percentage of points accumulated. ● Non-academic factors affect grades such as participation, attendance, late work, etc. ● Everything is graded and averaged together. 	<ul style="list-style-type: none"> ● 3,2,1 represent student performance in relation to specific standards targets. ● Based on common core national, state, and district standards. ● A report of what students know and are able to do. ● Reflect academic performance only.

- Early assignments can skew the final grade.
- Reports a single grade for each class.

- Behavioral information (called Student Success Attributes) reported separately.

Our goal for all learners is to earn the grade mark of 3, to show that they are meeting our challenging grade level standards and expectations.

Family Communication

Student progress is reported to parents at the end of each trimester. Additionally, "Special Reports" are issued on an "as needed" basis to parents of students in grades 1-5 who are not performing near their ability level. Parent-teacher conferences are regularly scheduled during the school year. As soon as teachers determine that particular children are having difficulty at school, the parents will be contacted and a conference scheduled if necessary. Parents may also initiate the request for a conference with their student's teacher(s).

Parents are advised to FIRST contact the teacher(s) regarding any problem that arises in the classroom. If the teacher(s) and parents are unable to satisfactorily resolve the problem, the principal will then become the next level of problem resolution.

If your child is referred for special services (Talented and Gifted Program, Intervention Programs, Remedial Programs, At Risk Programs, Counseling Programs, etc.), you will be contacted to discuss the referral. If your child wishes to meet with any of the school specialists on a regular basis, parents will be advised.

Physical Education

All students are required to take physical education for 30 minutes, three times per week. Students in school may be excused from physical education class for one day by a written excuse from a parent. Excuses for more than one day will be granted with a doctor's excuse. This rule also applies to participation in recesses. Elementary physical education students need tennis shoes for class.

Physical Education-Swimming Lessons

We are fortunate to have a swimming pool at the elementary school. Swimming is incorporated into the physical education curriculum for students in Grades 4 & 5. Please help us provide a positive environment for our lessons. Each child should wear swim suits that are appropriate for the school setting.

Music

All K-5 students take vocal music two times per week for 30 minutes per session. Band lessons begin at the 6th grade level. Programs are put on each year for parents to attend.

Art

Students in Grades 1-5 meet for art class once per week for approximately one hour. Students in grades 5K have art class once per week for approximately forty-five minutes. At various times, student artwork may be displayed during school functions. An annual art show is scheduled in the spring.

Special Education and Related Services

Parents/Guardians with special education questions or concerns should call the Director of Pupil Services.

Cambridge Elementary School has several special education programs available to students who qualify. Students are placed in special education programs through a screening process and with the permission of the parent/guardian. If a parent/guardian believes that a handicapping condition exists and impacts the learning process of their student they may contact the guidance counselor to make a referral.

Special Services

The following special services are available to provide assistance to parents/guardians and students. Please call 608.423.9727 followed by the extension listed below.

- Occupational Therapist – x1146
- Physical Therapist – x1131
- Hearing Impaired – x2108
- Speech and Language Therapist – x1140 or x1110

We are all here to help students receive the most effective education possible. We will do our best to provide students with the necessary strategies or direct help for them to be successful.

Student Services Team

Cambridge School District Student Services Team (SST) consists of psychologists, counselors, social worker, nurse, and resource officer, supervised by the director of student services.

The primary focus of our SST is to address the academic, career, personal/social and mental health needs and development of all students. This team works collaboratively with families, teachers, administrators and community partners to provide comprehensive, coordinated, integrated and customized supports.

SST members are available to students in all grades (PreK-12) and at all buildings, in an integrated comprehensive service delivery approach. Services SST regularly provide include: assessment, screening and evaluation; individual and small group counseling; classroom instruction;

collaboration and partnerships with community-based systems; and services for staff. SST provides these services both in response to demonstrated need as well as proactively. Services may be initiated by families, staff or students.

Website: <https://sites.google.com/a/cambridge.k12.wi.us/student-services/>

The following services are available to provide assistance to parents/guardians and students. Please call 608.423.9727 followed by the extension listed below.

Student Services Team members for 2022-2023:

Krista Jones, Director (NMS)

Kay Olsen, District Psychologist, ext. 1108

Denise Parker, School Counselor (CHS)

Amy Holt, School Counselor (NMS)

Kelly Cunningham, School Counselor, ext. 1133

Kristin Aasen-Gowan, School Social Worker, ext. 1137

Katie Paul, School Nurse, ext. 4104

Deputy Tony Reynolds, School Resource Officer, ext. 4110

Field Trips

Cambridge Elementary believes that students learn through a wide variety of experiences—both in class and out of class. Our teachers use field trips as an extension of their classrooms. Parents will be contacted in advance of all field trips through advanced notification. We wish to afford all students the opportunity to attend field trips regardless of the ability to pay. The Cambridge School District recognizes that families may need financial assistance regarding costs involved with field trips. Please contact our District Social Worker at 608-423-8008 or request ext. 1137 for assistance. If you have any questions please contact your child’s teacher.

ACTIVITIES

CO-CURRICULAR CODE OF CONDUCT

Students who choose to participate in co-curricular and/or club activities will be expected to maintain good academic and behavior standards. Each student will be asked to agree to the guidelines for participating in the activity. Students who demonstrate inappropriate behavior, poor academic achievement, or create unsafe conditions will be subject to the K-12 Code of Conduct for Co- Curricular Activities.

Student Council

Student Council is represented by students elected in their Grades 2-5 classrooms.

Peer Mediators

The peer mediation program is a problem solving approach where students with a conflict have

the opportunity to sit down, in a non-threatening environment and discuss their conflict. After the issues are discussed and each student feels their side has been heard, possible solutions are brain-stormed by the students and the mediators. Once a solution has been agreed upon, it is written down, signed by both parties and the mediators. Peer mediators are not police officers or judges, but rather facilitators to help students solve their own problems. Peer mediators gain personal insight and skills that often enhance their own self-esteem and academic performance.

Art Club

Art Club is open to dedicated students in fourth or fifth grade who have a desire to explore their creativity outside of the Art Room! The CES Art Club works on collaborative school and community projects such as mosaics, murals, or outdoor art. Members are also leaders for the CES Art Department as they help with fun stations at the School Wide Art Show. This club is a great place for young artists that want to create individual or group projects!

Blue Jay Choir

Our Blue Jay Choir is a group for singing! This group is open to fourth and fifth grade students and is the perfect club for anyone who loves to sing...or would like to get better at singing. We sing songs, learn about singing techniques, prepare for performances, and have a ton of fun!

Ecology Club & Green Team

The Ecology Club and Green Team is for fourth and fifth graders who enjoy learning and working outdoors in our School Forest, wetland, prairie and recycling efforts.. This club meets weekly and/or during our Late Start Wednesday time. Our activities include planning and implementing restoration projects, exploring, observing, researching, drawing, and writing. The students learn about environmental career opportunities from professionals who visit our club.

Environmental Club

The Environmental Club is for third graders who enjoy being and learning outdoors in our on-site School Forest, wetland, and prairie. This is an after-school club that meets weekly throughout the school year. Activities include observing our natural world through the changing seasons—exploring, drawing, and improving our natural habitats.

Conduct at High School or Middle School Events

In order to reinforce proper spectator behavior, parents are asked to supervise their children at high school/middle school functions (music, athletics, etc.). Children will be asked to remain seated unless standing or walking with their parents. Any child who does not follow directions will be asked to leave the event.

ATTENDANCE

Please make every effort to assure that your child is attending every day that school is in session. There is really no adequate substitute to effectively cover the material presented during the time of absence, or to replicate classroom learning opportunities. The best chance for academic growth occurs when your child is present in class.

Students are to be in school for every period of every day that school is in session. It is the responsibility of families to support the need for students to be in school on a regular basis, and to monitor the attendance pattern of their students. Please contact the school office by 8:30 a.m. and advise the school of the reason for the child's absence. The school has a 24 hour attendance line for this purpose 423-9727.

Board of Education Policy: 5200

Excused Absences

- **Family/Parent Excused:** Students are allowed 10 parent-excused absences per school year. Students are required to complete all missed school work. Administrative approval is required for any absence in excess of these 10 days. It is the district's hope that families make all attempts to schedule vacations that coincide with the school vacations.
- **School Excused:** These absences include: medical appointments, illness, school field trips/extracurricular activities, funerals, or any other absence that the school attendance officer approves as excused. It is the district's hope that families make an attempt to schedule vacations that coincide with the school vacations.

Unexcused Absences: There are several types of unexcused absences which may include (but not limited to):

- When no family/parent contact is made to the school to indicate the reason for absence.
- Leaving school without permission from either parent or administration
- When parent-excused absences exceed 10 school days.

For those students who accumulate three (3) unexcused absences, a letter is sent to parent(s) indicating a concern. After the fifth (5) unexcused absence, a second parent letter is sent requesting parental contact with the Dean of Students. On the seventh (7) unexcused absence, the student and parent will be expected to attend a meeting with the Attendance Review Board (see below) where an attendance plan will be developed. Failure to follow this plan may result in a truancy ticket.

Students involved in co-curricular activities are reminded that they will not be allowed to participate if absent from school for any reason during any part of the day of the activity practice/performance/contest (exception: verifiable medical or other appointments that receive prior administrative approval). Excessive tardiness or illness on the day after a contest or performance will be cause for disciplinary action per the activity code. Removal from class for disciplinary reasons is also cause to not allow participation that evening. Students medically

restricted from participation in physical education classes will not be allowed to participate in athletics until cleared by a licensed medical professional.

Students who are absent for any reason are responsible for mastering the instructional objectives of each class. The mastering of instructional objectives is a joint effort between classroom teachers, other school support staff, and families. While we hold students accountable to expected standards of learning, we demonstrate flexibility in meeting individual student needs.

Extended Absences

Students and families who foresee an extended absence are asked to notify the office by phone, written note, or email at least three days (if possible) prior to the absence. Teachers will utilize Google Classroom and email to communicate with students and post daily assignments.

Attendance Review Board

Regular and punctual attendance is one of the first essentials to school success. The Cambridge School District believes that excessive excused absences and truancy negatively affect a student's education and increase the chance of failure. It is urged that no student be absent unless it is absolutely necessary; work missed can never be made up in a completely satisfactory manner. Regular school attendance is an important part of establishing a school record.

The Attendance Review Board is a team of professionals who meet monthly to help generate ideas and create a plan to improve attendance. The purpose of the Attendance Review Board is to provide additional and tiered structure, strategies, and supports to help address attendance concerns.

Attendance Review Board Members may include:

Building Administrator
Student Resource Officer
School Social Worker
School Counselor
School Psychologist
School Nurse
Joining Forces for Families community outreach worker assigned to our district
Additional staff as needed

Truancy/Habitual Truancy

Truancy is defined by state statute (118.16(1)(c)). Formal truancy proceedings will begin for a student who meets the definition of habitual truant per these policies.

STUDENT BEHAVIOR & EXPECTATIONS

At CES we promote and celebrate positive behaviors!

OUR MISSION...

Captivate young minds with integrity

Enhance learning atmospheres and attitudes

Support all positive behaviors

OUR PURPOSE...

To implement a proactive approach for preventing and responding to school-wide discipline problems.

WHAT IS PBIS?

Cambridge Elementary is a PBIS school. PBIS is an acronym that stands for Positive Behavioral Interventions and Supports. This means we work together to encourage positive behaviors and create a safe environment for all students. PBIS also works to prevent and address problem behaviors.

PBIS is implemented in three tiers. Tier 1 focuses on setting and teaching behavioral expectations in all areas of the school including at recess, on the bus, in the hallway, cafeteria, bathroom, and classroom. Tier 2 and Tier 3 allow educators to focus more closely on the needs of groups or individual students. In these tiers, data is collected on student behavior. This data is then used by administrators and our PBIS teams to reteach appropriate and correct problem behaviors.

“ABOVE THE LINE” BEHAVIOR PLAN

Cambridge Elementary School has implemented the Above the Line Behavior plan developed by Corwin Kronenberg, a nationally recognized expert on behavior management, which complements our PBIS program.

The goal of the Above the Line plan is to promote a safe and caring environment where all students are taught the difference between appropriate and inappropriate behavior. In the program, behavior is divided into three groups. The groups are Above the Line, Below the Line, and Bottom Line.

Students are expected to demonstrate Above the Line behaviors. If a student makes a bad behavior choice and falls Below the Line, the student will be expected to assume responsibility for the behavior.

Students who choose a Below the Line behavior will be given a choice by the adult in charge. They will be asked if they want to “Fix It” or if they want a consequence for going Below the Line. If the child selects the “Fix It” option, the child will be expected to assume responsibility for developing a plan for fixing the problem he/she has caused with his/her Below the Line behavior.

When a child requests a consequence for a Below the Line behavior, the consequence will be worked out with the child and the adult in charge.

We do not have a standard consequence for every Below the Line behavior. A consequence will be generated for every situation following these guiding principles. The consequence must be Related to the behavior, delivered Respectfully, and it must be Reasonable.

There are some behaviors that are considered totally inappropriate at school. These behaviors are considered Bottom Line behaviors. A Bottom Line behavior is a violation of state law, district policy, or any totally unacceptable behavior. When a student demonstrates a Bottom Line behavior, it will require involvement by the principal, parent(s)/guardian(s) and maybe legal authority.

Once again, our goal is to create a safe and caring learning environment for all of our students. We appreciate your support and cooperation.

If you have any questions about our discipline program, please contact your child’s teacher or the school principal.

Please know there is a Report Bullying/Harassment Form available on our website:

<https://www.cambridge.k12.wi.us/page/report-bullying-harassment>

Board of Education Policies: 5500, 5517, 5517.01

Appearance of Students: Clothing that displays alcoholic beverages, drugs, drug paraphernalia, tobacco products, sexually suggestive material, or contains inappropriate language will not be allowed at school. Anything that displays messages or symbols relating to drugs, sex, alcohol, profanity, genitals, violence (weapons) or are demeaning to any one person or group of persons, or that pose a disruption (including the displaying/wearing of the Confederate flags/symbols) will not be allowed at school. Clothing or accessories with words, pictures, or caricatures based on stereotypes of specific gender, race, ethnicity, nationality, religion, sexual orientation, or disability will not be allowed at school. Families are asked to monitor children's dress during the cold winter months to ensure that adequate clothing, including caps, mittens or gloves, and boots are worn. Student clothing is to be neat, clean, non-distractive and seasonably appropriate.

Board of Education Policy: 5511

Damage to School Property

Students will be required to pay for damage to school property that results from rule violations, negligence, and malicious mischief. In addition, students will be subject to disciplinary measures and may be required to restore the property to its original condition or pay restitution.

Prohibited Items at School

Students are not to bring personal possessions to school unless their classroom teacher has requested and/or approved the item in advance. This policy includes and is not limited to: toys, video games, boom boxes, portable radios, televisions, tape recorders, skateboards, rollerblades, roller skates, scooters, or any, living things besides plants and any item that would be generally considered unsafe to have in a school environment. Parents having questions in regard to any particular item should contact their child's teacher.

Electronic Communication Devices

Students may use portable electronic communication devices for instructional purposes if they have specific permission from the supervising teacher or principal. Students who bring any of the electronic devices to school must leave them turned off and store them in their locker. The school is not responsible for the security of such items and may examine and search their contents if there is reason to believe that school policies or rules have been violated.

Students must have permission from a supervisor or bus driver to use cell phones while riding on school buses.

At NO time may any such devices be on, or in use by anyone while in locker rooms, rest rooms, lavatories, wash rooms, nursing areas, or other areas where student privacy must be respected. Such use will be cause for suspension and/or possible expulsion, with referral to law enforcement.

At no time shall any person, student or adult, be present in any school district locker room to interview or seek information from any individual located within that locker room per WI Statute Act 118.

Court Orders

Parents/guardians, please supply the school with a copy of any type of court order which may affect a student (i.e., who may pick up the child, who may have access to student records). The order will be maintained in the child's file. If any changes take place during the year, which alter the court order, the school must be notified. School officials are not responsible for enforcing court orders and can only notify authorities.

Fundraisers/Sales

All fundraisers must follow the guidelines set forth in the Cambridge School District Fundraising Policy #374.

Student Transportation Policy

A large number of the students of the School District of Cambridge are transported to school by bus. The district contracts with Riteway, Inc. to provide the bus transportation. It is the goal of the district to provide transportation that is safe, efficient, and economical.

Bus drivers are very important people in the success of our schools. Each day the driver is the one that welcomes the young people as they begin their school day. They deserve and need to be treated with respect. We ask that you share in providing a safe transportation program of our students.

Please note that route pickup times are approximate. If your family has moved or changed daycare providers, please notify First Student. If you have any questions, call 608.423.2225 (Riteway).

Transportation Eligibility:

- Live 1.5 miles or more from the district school they attend, or
- Live in an area of the district that presents unusual hazards for students walking to and from school or to a bus pick-up point, or
- Live east of the Koshkonong Creek in the Village of Cambridge for elementary students, or
- Be a student with exceptional educational needs and be transported to a program location based upon the provision of the Individual Education Plan (IEP).

Notification of Routes:

Parents will be notified of routes prior to the start of the school year. The parental notification is the cooperative responsibility of the bus contractor and the school district.

Bus Rider Rules and Discipline Procedures:

Safety is our greatest concern in the transportation of students. The behavior of the students is the responsibility of the students and parents, and we seek your cooperation in providing safe transportation. The rules we expect students to follow are:

- Students will follow the directives of the bus driver in a respectful manner.
- Students will promptly sit in their assigned seats and remain seated there until their destination is reached.
- School bus property and the possessions of others must not be tampered with.
- Loud behavior and improper language will not be permitted. Drivers must be able to listen for traffic situations and radio communications.
- Aggressive physical behavior will not be tolerated.
- Illegal substances and/or dangerous items may not be carried on the bus.
- Inflammable material may not be on the bus.
- Throwing of any object in or out of the bus is not permitted.
- Any behavior, which is potentially hazardous to the occupants of the bus, will not be tolerated.
- No food, candy, gum or drinks may be consumed while on the bus.

If rules are violated, verbal warnings will be issued by the bus driver. If the student does not respond positively to the directive from the bus driver, a bus conduct report will be completed by the bus driver and delivered to the principal. Depending upon the frequency and/or severity of the offense, consequences will vary from a discussion of the problem with the building principal, to detention, suspension or expulsion from the bus, to suspension or expulsion from school.

Other Means of Student Transportation:

The district may consider transportation means other than the bus system to include private contracts, contracts with other districts, via district owned vehicles, employee transportation, and student transportation.

Extra or Co-Curricular Transportation:

Extra or co-curricular transportation will be provided by the bus contractor in most cases and the same conduct rules will apply. Other provisions of extra or co-curricular transportation:

- Students must return on the same vehicle of transport unless written authorization from the student's parent/guardian is approved by the activity supervisor.
- School employees and volunteers will be authorized to transport students in vehicles and/or in school owned vehicles only after the Student Transportation In Other Than a School Bus Form has been completed and approved by the district administrator.

Parent/Guardian concerns:

Parents/Guardians are urged to contact the building principal regarding any school bus transportation problems.

Bus drivers are very important in the success of our schools. Each day the driver is the one who welcomes the young people as they begin their school day. They deserve and need to be treated with respect. We ask that you share in providing a safe transportation program for our students. Thanks for your cooperation. If you have any questions, contact the building principal or Riteway Bus Company (608.423.2225).

Summer School Transportation

Summer school transportation will be provided on a limited basis by providing central pick-up and drop-off points within the district. This transportation program offers parents the option of transportation, but the district expects the parents to evaluate the safety of each situation. If safety is a concern, parents are encouraged to provide transportation themselves or to be present at pick-up and drop-off times to help ensure the safety of the children. The District may or may not elect to provide summer school transportation.

COMMUNICATION

Announcements

Announcements are made daily over the public address system. Students should sit and be attentive to the announcements being read so they are aware of messages and notices of

upcoming events.

Weather/Other Related Closings

In the event that school is closed due to inclement weather, the District Administrator will notify families of the Cambridge School District through the school messenger system. Our district phone system and website will also indicate school closings or delays.

If school is in session and it is determined that an early release is necessary, notification will be on the school messenger system and the same radio and TV stations. Buses will leave as soon as arrangements can be made. Children walking to school will be dismissed at the designated closing time. All parents/guardians are encouraged to develop a plan for early dismissal with their children, so that they will know what to do if school is closed early for inclement weather or emergencies.

Family Newsletters

The family newsletter *Bruiser's Backpack Bulletin* is a monthly newsletter that will be published September through June, highlighting information regarding student programs, activities, accomplishments, etc. Expect the newsletter near the end of each month. *Bruiser's Backpack Bulletin* is sent out by electronic email. Please make sure that the school has the family's current email address.

Classroom Weekly Newsletters

Teachers will send home weekly newsletters (either in print form and/or electronic form) on Fridays and/or maintain their websites. Your classroom teacher will also notify you if there is a classroom Facebook site.

PTO

The mission of the Cambridge Parent-Teacher Organization, Inc. is to enhance educational, arts and enrichment excellence for all children in the Cambridge Elementary School District. The PTO provides support for school programs, equipment, advocates for optimal opportunities and experiences within the school community. Please consider volunteering as little or as much time as you are able to benefit your child/children in one of the many ways PTO offers for you to get involved. Contact the elementary school office for information on how to sign up. All members of the PTO are invited to attend monthly executive committee meetings. Please see the PTO Website on the School District Website or PTO Facebook page for specific meeting times.

CCAP

The Cambridge Community Activities Program encourages and promotes life-long wellness by providing a variety of high-quality recreational activities, learning opportunities, aquatics programs, and services to the broad Cambridge area community. The Cambridge CAP offers youth and adult sports, youth and adult enrichment classes, family programs, swimming lessons and aquatic memberships, the Cambridge Area Youth Center, and much more to the Cambridge Community. For more information regarding any CAP activities, please contact the CAP office at 608.423.8108.

Student Records

Student records include all records relating to an individual student other than notes or records maintained for the personal use of teachers or other certified personnel, which are not available to persons involved in psychological treatment of a student. Student records are divided into two main categories:

A. Progress Records (Permanent Record Cards or Transcripts)

These records include a statement of courses taken by the student, the student's grades, the student's co-curricular activities and the student's attendance records, etc. A permanent progress cumulative record card is maintained for every student. They are considered confidential and shall be treated as such according to federal and state law and the established school board policy. These are permanent records and are kept on file after high school graduation.

B. Cumulative Record Folders

These records include all student records other than progress records (e.g. standardized tests, psychological tests, physical health records, teacher evaluation other than grades, etc.) The cumulative record folders of students are kept in the office. School policy dictates that a cumulative record shall be maintained for each pupil from the student's entrance into school through the twelfth grade. Such records, pertaining to the individual pupil may be used only for the benefit, promotion and welfare of the pupil. All material in the cumulative record is treated as confidential per board policy.

Student Withdrawal From School

Parents should contact the school office as soon as they are aware their child will be moving out of the district. A *Release of Information Form* will need to be signed by a parent/guardian to have student records transferred to the new school.

Review of Student Records

Progress and behavioral records are maintained for each student. A parent/guardian may review the records of their student with the building principal or designee provided that a minimum of twenty-four (24) hours' notice is given. When behavioral records are requested, a qualified school staff member will be available to interpret them.

Family/Community Volunteering

Volunteers are an important part of our school program. We are eager to involve community volunteers (parent/guardians, grandparents, etc.) in our educational family. Volunteers provide a needed service in a variety of ways: chaperoning field trips, supervising children during assemblies, helping with parties, tutoring, reading, cutting and pasting, attending PTO meetings, and being guest speakers on careers and special interests. If you are interested in being a volunteer, please contact your child's classroom teacher or the school office.

As a result of the time parents spend with students, they periodically see or hear information

about students which needs to remain confidential. Please consider the following guidelines when volunteering in classrooms, on the playground, or during field trips:

- All academic information is confidential.
- Periodically students may share information about their family or neighbors. While at times these stories may be innocent and/or amusing, it is best to keep them confidential.
- If a student exhibits behavior problems or a reluctance to follow through with directions, please contact the classroom teacher or principal. We ask that parents do not share their impressions of student behavior in the community.
- If a student shares information that suggests he/she may be physically, sexually, or psychologically abused, the information should be shared immediately with the classroom teacher, guidance counselor or principal. While this information should remain confidential, it is important that volunteers inform the student of their responsibility to report the information to school authorities.
- Per district policy, individuals who volunteer on a regular basis or participate in field trips are subject to a "criminal background check".

FACILITIES

Fundraisers/Sales

Students are not allowed to sell any items at school, which includes special sales for outside organizations.

Lockers/Cubby

Students are assigned a locker/cubby to store their belongings and are responsible for its maintenance. Locker inspections will be conducted to ensure good organization, cleanliness, safety, and for compliance with school rules and local/state laws. Lockers are the property of the Cambridge Elementary School. The school retains the right to search lockers at any time, without notice, without a search warrant and without student consent.

Lost & Found

Each year many very good items of clothing are unclaimed. Please label you child's clothing so items may be returned if lost. The lost and found area is cleaned out at the end of each quarter. Unclaimed items are given to local charities.

Bikes

Parents are urged to allow children to ride bicycles to school only when they are sure the children have the maturity, ability and good judgment to ride safely. Riding bicycles to school is potentially dangerous for primary grade children. All riders are encouraged to wear helmets. Bicycles are to be placed in the bicycle rack at the elementary school. It is recommended that bicycles be locked.

Please keep in mind the following safety suggestions:

- Avoid double riding.
- When crossing an intersection, stop, look four ways.
- People walking have the right-of-way.
- Keep the bicycle in good mechanical condition.

Walking To and From School

It is important that students follow important safety rules when walking to and from school. Always use sidewalks. When there are no sidewalks, walk on the left side of the road and be alert to oncoming traffic. Bikes should be ridden on the right side of the road flowing with the traffic. Students who need to cross West Water Street on the way to and from school should cross with the crossing guard at the intersection of Pleasant Street and West Water Street. Students who need to cross Highway 12 (Main Street) should cross at Pleasant Street and Main Street. There will be an adult crossing guard at each of these locations in the morning and in the afternoon. Children who walk are encouraged to go directly home. The crossing guards will be stationed at these intersections for a limited time to accommodate the normal flow of children after school has been dismissed.

Children Leaving School Grounds

The school is responsible for the safety of students after they have arrived at school. Students, upon their arrival at school, may not leave school grounds without office permission. Violators will be subject to disciplinary measures. If children need to leave school grounds during the course of the school day, they will need to:

- Bring a parent signed and dated note to the office (by 8:00 a.m.) that states an excusable reason for dismissal, destination, and the expected time of departure and return.
- Let the office know when leaving and check into the office when returning.

When picking up students during the school day for an appointment, parents/guardians should meet their children in the office and sign them out.

Pledge of Allegiance/National Anthem

A provision in 2001 Wisconsin Act 16 requires that every public school in Wisconsin shall offer the Pledge of Allegiance or the National Anthem in grades one to twelve each school day. Per Act 16, no pupil may be compelled to recite the pledge or sing the anthem, if they so choose. The Pledge of Allegiance or National Anthem is recited daily in each classroom.

Party Invitations

Per district policy, statute 118.124, and FERPA law, all schools request that invitations to private events (i.e. birthday parties, play dates, etc.) not be distributed at school. Please take care of this via phone, email, or mail. Thanks for your understanding and cooperation by not putting our staff in an uncomfortable situation.

Telephone Messages/Usage

We need your help! Please make and review arrangements for after-school activities with your child prior to the beginning of the school day. Please notify teachers via a note of any change in your child's normal pick up time or after school routine. Students are permitted to use the telephone in the school *ONLY* for school related needs. In cases of urgency, a school staff member will call a parent/guardian.

Office personnel attempt to deliver all telephone messages to students and teachers. *Emergency or last-minute messages to students should be called into the office at least one hour before school is dismissed. We cannot guarantee messages will be delivered if under an hour before dismissal.*

Telephone Number/Address Change

If families have a change in home, work, or emergency telephone numbers and/or an address change, we ask parents/guardians to contact the school office. Our records need to be current in case of an emergency.

Visitors, Adult

In an effort to maintain a safe school environment for all students and guests, security cameras have been installed in all buildings. In addition, secure entrances have been created.

For the safety of our students and staff, our doors are locked during the school day. The main entrance for Cambridge Elementary School is located at the south end of the building on Water Street. All visitors are required to register in the office and secure a visitor's pass. The school will contact the police to investigate people who do not register in the office.

Visitors, Student

In general, student visits of a social nature are not allowed. Student visits of an educational nature, or in extreme circumstances must be approved by the office in writing at least three (3) days prior to the visit. Letters from the parent/guardian of both students will be required and a visitor pass will be issued. The host student will be responsible for ensuring the proper conduct of their guest. All school rules will apply for student visitors. The host student should introduce the visitor to each classroom teacher at the start of the class period. Guests are restricted to a one-day visit.

SAFETY & EMERGENCY DRILLS

Cambridge Elementary School conducts a variety of emergency drills throughout the year in order to protect the safety and wellbeing of the students and staff.

Fire Drills: Fire drills will be held at regular intervals throughout the school year in compliance with state law. Teachers will inform students of the procedures to be followed during a fire drill or an actual fire. Each room contains printed instructions, please follow them carefully. Every person in the building must leave promptly, orderly, and quietly at the sound of the fire alarm. For everyone's safety, please remain calm and orderly at all times.

Severe Weather: The school will conduct practice drills to educate students and staff regarding the most desirable actions to take in the event of severe weather. The signal to take protective action will always be initiated by voice commands from the school office. Teachers will inform students of the procedures to be followed in severe weather situations. For everyone's safety, please remain calm and orderly at all times.

Lockdown/Barricade Drill/Evacuate: When an armed or unwelcome intruder enters the building, the immediate concern is the safety of students and staff. Staff have been trained on Run/Hide/Fight protocols and will assess each situation individually. The school conducts multiple drills each year to prepare our students and staff. The following procedures will be followed in dealing with an armed or unwelcome intruder:

Run/Hide/Fight Sequence

Run--to a safe area outside of school if possible

Hide--Close and lock the door, turn off the lights, remain silent and hide away from the door/window

Barricade--move classroom items to obstruct the door entrance

Fight--If necessary defend yourself and others

Please follow the directives of staff members.

Medical Emergency and Situation Hold: Medical emergency is called at times of medical emergency. This code activates the Building Emergency response team. Students and teachers remain where they are until the “all clear” is given. Situation Hold is called whenever students and staff need to remain out of the hallway until a non-emergency situation can be taken care of. Again, students and teachers stay where you are until the “all clear” is given. Students will follow the directions of their classroom teachers, and remain in class until further notice.

HEALTH AND SAFETY

Health Office

We have the services of a nurse in our building on certain days and times. She will help us with a variety of health related issues. The personnel in the office can administer ONLY minor first aid. The Health Services Team includes the School Nurse, Health Room Assistant, Building Secretary, Building Principal(s), and the Medical emergency response team. Injured or ill students should report to the main office for assistance. Assistance will be provided by one or more members of the health services team depending on the student's need. Communications will be made to parents as necessary as we seek to provide a healthy environment for all students and staff.

Immunization - Wisconsin Requirements

The following are the minimum required immunizations for each age/grade level according to the Wisconsin Student Immunization Law.

Grade/Age	Number of Doses				
Pre-K (Age 2 through 4 years)	4 DTP/DTaP/DT	3 Polio	1 MMR	3 Hep B	1 Var
Grade K-5	4 DTP/DTaP/DT/Td	4 Polio	2MMR	3 Hep B	2 Va

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received

one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

2. DTP/DTaP/DT/Td vaccine for students entering Pre-K and grades 1-12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Polio vaccine for students entering grades K-12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
4. Laboratory evidence of immunity to Hepatitis B is also acceptable.
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable). Laboratory evidence of immunity to all three diseases (measles, mumps and rubella) is also acceptable.
6. Var means Varicella (chickenpox) vaccine. A history of Chickenpox or laboratory evidence of immunity to varicella disease is also acceptable)

Cambridge school district uses the Wisconsin Immunization Registry (WIR) and follows an agreement with the Department of Health Services for its use. If your child is not up to date on the required immunizations by the 30th day of the school year, they may be excluded from school until they have their vaccinations up to date or you may sign a waiver (for personal, religious or medical reasons) located on your child's immunization form. Immunization forms are located in the school office and on the school website. Please contact the School Nurse, for more information.

Illness or Serious Injury at School

If a student becomes ill or seriously injured at school during the day, a telephone call will be made to the parents to notify them. No one is allowed to leave the school without permission from the office. Parents MUST update their emergency information for each of their children in Skyward. Please notify the school office of changes as they occur.

Medications at School

Medication should be administered at home whenever possible. If it is necessary for a student to take medication at school please follow the district policy as follows:

Non-prescription Medication

- Turn into the school's main office the Administering Medication to Students form completed and signed by parents authorizing school staff to administer medication.
- Medication must be in the original container (no envelopes or baggies will be accepted).
- Dose of medication cannot exceed the manufacturer's recommended dosage, otherwise a physician's signature will also be needed.
- All students grades K-8 are required to keep non-prescription medication in the school's main office. School staff will administer as prescribed. Students in grades 9-12 may self-administer non-prescription medication if indicated by parents that the student is reliable to do so. Students may not share their non-prescription medication with other students. Doing so will result in disciplinary action.

Prescription Medication

- ❑ Turn into the school's main office the Administering Medication to Students form completed and signed by both parent/guardian and physician/dentist authorizing school staff to give medication.
- ❑ Medication must be in a labeled bottle containing the name and number of the pharmacy, student's name, name of physician/dentist, name of drug and dosage to be given.
- ❑ Reliable 9-12 grade students may assume responsibility for taking their own prescription medication with the written approval of the student's parent/guardian and physician. Written notification of such responsibility must be made to the school. Please note that no student, at any grade level, will be allowed to self-administer any prescribed controlled substance while at school. Parents are responsible for delivery of medication to the school office staff. Example would be Ritalin, Tylenol #3 etc. These medications will need to be kept in the school's main office and dispensed by school staff as prescribed. Students may not share their prescription medication with other students. Doing so will result in disciplinary action.
- ❑ If there is a change/discontinuation in a prescription medication, parents must have written direction from the physician.

Emergency Medications

- ❑ Students are allowed to carry the following emergency medication with them at school: Epi-pens and Asthma Inhalers. Completed medication administration forms will need to be completed and turned into the school's main office for these medications.

For the safety of our students, school staff will not be able to administer medication at school until the above steps are completed

Parents are responsible for restocking and safe delivery of medication to school. Parents will need to make arrangements for the removal of medication from school within one week of the end of the school year or it will be disposed of by school personnel.

Medication Standing Orders

Dr. Stephanie Nottestad, as medical advisor for the Cambridge School District, has created three medication standing orders for use at school. These orders are for Diphenhydramine (an antihistamine), and Epinephrine pen (an injection used in case of potentially life threatening allergic reactions). The purpose of these orders is to create an environment at school that is both safe and well equipped for emergency situations.

If a student has an allergic reaction at school he/she may be administered either Diphenhydramine or an injection of epinephrine. Every attempt will be made to contact parent(s)/guardian prior to administration of either of these medications. If a dose of epinephrine is administered to a student because of a potentially life threatening allergic reaction, the rescue squad will also be called.

If you have questions about medication at school, please contact the district school nurse, Katie Paul, RN by contacting your school's main office.

School Health Services

Parents are to complete the *Student Annual Health Update* form at the beginning of each school year on-line. Indicate on the Student Annual Health Update form any medical/health conditions that your child has that you want the school staff to be aware of. Parents/guardians are encouraged to call the school nurse with any student health changes that may occur during the school year.

Health counseling is *available* by the school nurse and may be requested by parents, students or staff.

Regular school attendance is encouraged for optimal school success. However, if your child has a rash, fever, a significant cold with a hacking cough, vomiting or diarrhea, you are asked to keep them home from school and call your healthcare provider. *Students who have had a fever should be fever-free without use of medication for 24 hours prior to returning to school.* In the event that your child is diagnosed with a communicable disease, please notify the school immediately.

When a student is *not able to participate in physical education* class or recess for medical reasons, please provide the school with a *medical excuse* from the provider stating what the physical restriction will be and for what duration of time.

All injuries on school grounds must be reported immediately to the teacher in charge. In the event of a serious injury or illness, the building Medical Emergency Response Team is summoned. For minor first aid, the student should report to the office for assistance.

If your child becomes ill or seriously injured at school, school personnel will try to notify parents/guardians by phone. In the event that parents/guardians cannot be reached by phone, the emergency contact listed by parents will be called. It is the parents/guardians responsibility to make arrangements to pick up the students. Students are not to leave school during the day without permission confirmed by the office staff.

It is parents'/guardians' responsibility to *keep emergency contact information current* with school office staff. This will allow school staff to contact you promptly when your child is ill or injured. This is for your child's benefit.

If you have questions regarding medication administration at school, immunization requirements or school health services, please contact the District Nurse, at the main office at your child's school.

Suspected Head Lice

The following signs may be reason to suspect a student of having head lice.

- The student complains of itching on the scalp or is observed repeatedly scratching behind

the ears, at the nape of the neck, or anywhere else in the scalp area.

- The student has a pink rash around or in the scalp area.
- The student has nits (eggs) on the hair shaft.
- The student has live lice present in his/her hair.

Students with head lice may be removed from the classrooms and/or school until they have received proper treatment in accordance with district policies.

- Only information needed for the purpose of assuring notification of the appropriate parties involved and for prevention of further outbreaks should be noted.
- All information shall be kept in confidence in accordance with state and federal laws and regulations.
- Treatment verification forms are to be considered and treated as health records.

Inspection for Head Lice

The District School Nurse, if available or any district personnel trained in head lice inspection, as appointed by the School Principal, can conduct inspection for head lice.

- Students should be inspected in a private, well-lit area.
- A clean applicator stick may be used to separate the hair. Gloves may also be used if desired. Carefully inspect all areas of the scalp looking for nits and/or live lice.
- Nits (eggs) are small whitish-tan ovals (teardrop shaped) cemented to the hair shaft that are normally laid close to the scalp behind the ears, crown and back of the neck. Nits can survive off the body 7-10 days under ideal conditions. They can be differentiated from dandruff or other materials on the hair since the nits cannot be easily removed or won't flake off.
- Adult lice are not generally larger than a sesame seed. Adult lice avoid light and are more difficult to see. Proper lighting and separation of the hair is necessary for inspection of adult lice. Adult lice do not fly or jump, but are good crawlers at the rate of 2-12 inches per minute.
- Personnel inspecting the student must be sensitive to the situation and not convey the message that the student is "dirty" and shouldn't be touched. The student has no control over the problem. Personnel conducting inspection must remain calm and reassuring.

Student Re-Admission after Head Lice

- Students can be re-admitted to school after shampooing with head lice shampoo and removal of nits has been initiated.
- The parent/guardian will be given a copy of the treatment recommendation and will be instructed about the Treatment Verification Form. The student will not be re-admitted to school without this form signed by a parent/guardian. The school does not require absence of nits for students who have had one or two occurrences with head lice.
- Students with chronic re-infestation of head lice will be referred to the District School Nurse.
- Students will be inspected upon return to school and periodically by the District School Nurse or designed District personnel, to determine if re-infestation has occurred. If re-infestation is suspected, follow the above guidelines for exclusion from school.

- ❑ The District School Nurse is available to counsel/assist parent/guardian in treatment of head lice and measures to prevent re-infestation of their child.

Reporting Head Lice

- ❑ Head lice infestations are not a reportable condition in Wisconsin or at the national level. It is not necessary for the school or parent/guardian to notify the local health department of cases.
- ❑ Parents are requested to report to the school cases of head lice infestation discovered in the home, in order to help control outbreaks.

Limiting Outbreaks of Head Lice

- ❑ The school reserves the right to inspect other known household contacts attending school in an effort to prevent outbreaks in other classrooms.
- ❑ Parents/guardians of school children shall receive printed head lice information when a confirmed case of head lice is present in the classroom. The individual school may elect to distribute additional information at any time.

Birthday Treats

During the course of the school year, students will often celebrate their birthday by bringing a treat. Treats are not expected. If your child wishes to bring a treat, please contact the classroom teacher to have the accurate number of children in the classroom. *Healthy treats are encouraged. Please be aware of any allergies within your child's classroom.* Consult your child's teacher if you have questions.

Healthy Snacks

Your classroom teacher will establish a routine for healthy snacks. Please help us teach your children how to make wise decisions for eating and regular exercise. Our goal is to help students make a commitment for life-long wellness.

Insurance

The School District of Cambridge no longer provides each student with accident insurance. Students may still privately purchase the accident insurance policy if they choose. Forms for the private purchase of accident insurance are available at each school office. The student will be responsible for payment of fees and the filing of all forms and claims.

Pets

For safety, sanitation/health reasons, pets of all sizes are not allowed in Cambridge Elementary School. Service animals, as defined under Section 504 of the Americans with Disabilities Act, will be allowed consistent with the requirements/regulations set forth in that specific law. In some classrooms, the use of small animals relates directly to the established curriculum. In such cases, students and families will be notified. Students involved with that curriculum will be instructed on proper animal care and safety. Parents should notify the classroom teacher if their child may be adversely affected due to allergies or other concerns. The teacher will make necessary decisions to protect the rights and health issues of the child.

Severe Weather Warning

- ❑ The school will conduct practice drills to educate students and staff regarding the most desirable actions to take in the event of severe weather warnings.
- ❑ Procedures are posted in every room. The signal to take protective action will be initiated by voice commands from the school office. It is important to remain in the designated areas until the "all clear" signal is given.

Late Starts and School Closing for Inclement Weather and Emergencies

If we have a 'one hour delay,' WE WILL HAVE Early Childhood and 4K a.m. classes. If we have a 'two hour delay,' WE WILL NOT have Early Childhood and 4K a.m. classes.

If school is closed for any reason an announcement will be made on the radio and television stations and School Messenger.

Weather Emergency: Early Dismissal Information

If students are dismissed early from school due to inclement weather or other reasons, does your child know what to do? Please discuss early dismissal procedures with your child throughout the school year, especially on mornings of possible snow/ice storms. Parents will be contacted via School Messenger for any early dismissals.

If an early release from school is required, our goal is to ensure students know what procedures to follow once dismissed and that all students arrive home safely and have adequate supervision upon arrival home.

Cold Weather Reminders

Children must be dressed adequately to be outdoors before school, during recess periods and after eating lunch. The use of snow pants and boots is encouraged so children may take advantage of the snow.

Students intending to play in the snow are encouraged to wear boots, snow pants, coat, hat, and gloves. If they are not properly dressed, they may be asked to stay on the blacktop surfaces.

Students are expected to wear a coat when the temperatures start approaching 50°F. Weather charts and guidelines are posted in the hallways and range between grade levels.

Any family in need of winter clothing is encouraged to contact the CES office for assistance.

SCHOOL LUNCH PROGRAM

The school hot lunch program, breakfast program and milk break now runs on a credit/debit basis. Each student in the elementary school will have an individual account and a student ID number that will act as a debit card against the account. The students may use a Bioimage (finger scan) to properly track food counts. Parents can log into the school's hot lunch web site and monitor what their child is eating, the cost of the purchases, and the balance remaining on the account.

The cost of hot lunch for students in grades K-5 is \$3.00.

The cost of breakfast for students in grades K-5 is \$2.00.

Milk and second entrée costs are listed on the following page. The milk break and second entrée money will be paid into the credit/debit program. When the Trimester 1 ends, parents must make sure there is money in the account for their child/children to receive milk for the following Trimester. Notices will be communicated via School Messenger.

Deposits can be made to the lunch, breakfast and milk accounts by cash, check or money order or online at the Cambridge School District website. Please make checks payable to Cambridge Schools.

Send all deposits to:
Cambridge Elementary School
802 West Water Street
Cambridge, WI 53523

There is a locked deposit box by the front door of the Elementary school to put your deposits. The box is checked each school day by 10 a.m.

School District of Cambridge Website

The School District of Cambridge web-site address is www.cambridge.k12.wi.us. At this site you will find the District Calendar, Administrative and Building information, staff email addresses, staff web-pages, link to CAP, several community links and [a link to the Food Service/Family Access Program](#). We trust that this site will benefit students, families and the community with pertinent information.

Board of Education Policy: 8500

HOT LUNCH PROGRAM

Cost of Lunches:

Grades	Individual lunches	Yearly
K-5	\$3.00	\$519.00
6-8	\$3.15	\$544.95
9-12	\$3.25	\$565.50
Adults	\$4.65	
Seniors Citizens	\$3.25	
Child (visiting)	\$3.25	

Ala Carte:

Second entrée:	\$2.00
Milk only:	\$.40

Cost of Breakfasts:

Grades	Individual breakfasts
K-5	\$2.00
6-12	\$2.15
Adults	\$2.75

Milk Break:

EC & 4K	1 milk break per day, Trimester 1 \$19.20, Trimester 2 is \$18.40 and \$18.80 for Trimester 3. \$56.40 for the year.
5K-Grade 5	1 milk break per day, Trimester 1 is \$23.60, Trimester 2 is \$22.80 and Trimester 3 is \$23.60. \$70.00 for the year.

If a student needs additional milk before school, they can obtain it through the breakfast line at \$.40 a carton. If students take a cold lunch, they can purchase milk for \$.40 a carton. They must have funds in their hot lunch account.

If a family qualifies for free/reduced lunch, each child is entitled to one milk break per day at no charge.

RETENTION POLICY

Promotion/Retention/Acceleration Policy

Promotion and retention will be determined on the basis of the individual student's academic, social, and emotional growth. Promotion and retention may occur when, in the judgment of the professional staff, it is in the best educational interests of the student.

Normal promotion is largely determined by the teacher(s) involved with the student. Retention or acceleration considerations require input beyond that of the teacher(s) working directly with the student. Other school personnel involved could include the principal, counselor, school psychologist, social worker, special education teachers and other specialists. In some cases, input is sought and received from specialists in private practice. If either the parent or the school personnel have concerns about the decision and/or the process followed in making the decision, they can take their concern to the district administrator.

Retention occurs when a student repeats a grade because he/she is not emotionally/socially/academically prepared to meet the challenges of the next grade level. Retention should be considered only when it is believed that emotional/academic growth are significantly delayed in relationship to the expectations of the next grade level and that all members of the students professional educational team support a retention plan.

Students new to the School District of Cambridge will be placed based on the grade level attained or classes taken at the previous school. Chronological age and academic records will also be considered. The district reserves the right, after enrolling a student, to make further assessments and consider a placement that may be more appropriate. The principal of each school is charged with the responsibility and process of making these placements.

Elementary School-Retention Policy

Whenever retention is considered, the classroom teacher shall communicate to parents all concerns related to the student's academic, social, and emotional progress. This will occur during the month of February. Other steps in the process:

- The classroom teacher will confer with the principal and other staff members no later than March 1.
- A meeting will be convened to include the parents, teachers, principal, and other appropriate parties no later than the end of the third quarter. A plan will be developed to address the concerns related to the possible retention to be reviewed at year's end.
- If a decision is made to retain a student over the objections of the parent/guardian, the parent/guardian may make an appeal to the school's recommendation to the district administrator, whose decision will be final.

Policy for Assignment for Student Classes

The staff at Cambridge Elementary School feels that placing students into the next grade level is of critical importance. Every attempt will be made to place students in a classroom that will best meet individual needs.

The previous year's teacher and grade level team will have direct involvement in class placement. Input from special teachers (art, music, gym, social worker, guidance, speech and language therapy, physical therapy, occupational therapy, and psychologist) will also be considered. Student involvement in programs such as (TAG, EEN, Project Succeed, and Title I) will also be reviewed.

If you have a specific request, please put it in writing (email or letter) and provide it to your child's homeroom teacher by April 1. We try to honor all requests but cannot guarantee requests.

INSTRUCTIONAL MATERIALS CENTER (IMC)

It is the goal of the IMC staff to provide all students, staff, and community members with free access to the highest quality materials available that represents a wide range of information and ideas. Each class has a scheduled library time for skill instruction, story reading, and materials selection. In addition, students are free to visit the IMC individually at any time with the teacher's permission. Teachers also schedule small or large group sessions in the IMC during free periods. Parents and community members are welcome to check out materials from the student and professional collection during normal IMC hours. Children are responsible for the cost of any lost or damaged IMC materials.

Please do not attempt to mend torn and damaged library books. The IMC staff needs to assess the damage and use special book repair tape and book repair glue. We appreciate your well-intentioned help.

Technology Related Parent Notification

Throughout the school year, there will be several opportunities where students will be videotaped or photographed for both school-related and extracurricular activities. These photos/videos may be used in the media including, but not limited to, the local newspaper, yearbook, school created web pages, and the local cable channel.

- No confidential information will be published or linked to a web page
- Documents may not contain objectionable material or link to objectionable material
- Copyright/trademark issues will not be violated
- Parent groups, partnerships, and municipal or educational cooperatives may be included on the district web site.

Note: Please refer to this document and/or follow us via our other communication outlets:

- *District-wide messaging system*
- *Cambridge School District website*
- *Cambridge Elementary School website*
- *Cambridge Elementary School's Facebook Page*
- *Cambridge News*