

ELMWOOD ELEMENTARY SCHOOL



“RESPECT, RESPONSIBILITY, COMMUNITY”

PARENT/STUDENT HANDBOOK 2023-2024

SCHOOL DISTRICT OF ELMWOOD

213 SOUTH SCOTT STREET

ELMWOOD, WI 54740

Telephone: 715-639-2711– Fax: 715-639-3110

Office Hours: 7:30 a.m.- 4:00 p.m.

GLENN H. WEBB

SUPERINTENDENT/ELEMENTARY PRINCIPAL

THOMAS SAUVE

MIDDLE/HIGH SCHOOL PRINCIPAL

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SCHOOL DIRECTORY

STAFF	TITLE	EXT	ROOM	EMAIL
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Baier, Haley	HS Agriscience & MS Science	6238	209	baierh@elmwood.k12.wi.us
Beyer, Bailey	MS/HS Math	6124	504	beyerb@elmwood.k12.wi.us
Beyer, Dan	Custodian			beverd@elmwood.k12.wi.us
Birtzer, Mike	HS Social Studies	6237	208	birtzerm@elmwood.k12.wi.us
Blanford, Karen	Elementary Special Ed./Director	6127	509	blanfordk@elmwood.k12.wi.us
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Claflin, Elizabeth	Bus Driver	6245		clafline@elmwood.k12.wi.us
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Elsen, John	Buildings and Grounds			elsenj@elmwood.k12.wi.us
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Harris, Lindsey	Grade 3	6210	309	harrisl@elmwood.k12.wi.us
Hartung, Stephanie	Grade 1	6207	317	hartungs@elmwood.k12.wi.us
Hines, Patrick	Custodian	6245		hinesp@elmwood.k12.wi.us
Hovind, Allison	Food Service	6115	Kitchen	hovinda@elmwood.k12.wi.us
Ivey, Meg	Paraprofessional	6129	314	iveym@elmwood.k12.wi.us
Keenlyne, Michael	Custodian			keenlynem@elmwood.k12.wi.us
Kielmeyer, Kris	Speech/Language	6219	314	kielmeyerk@elmwood.k12.wi.us
Kirchner, Carissa	Grade 2	6214	308	kirchnerc@elmwood.k12.wi.us
Kitchner, Kevin	Transportation Supervisor	6245	Bus Garage	kitchnerk@elmwood.k12.wi.us
Klapperich, Brian	Grade 1	6210	311	klapperichb@elmwood.k12.wi.us
Knegendorf, Katie	K-12 Art	6222	101	knegendorfk@elmwood.k12.wi.us
Lerum, Jacob	Grade 4	6213	307	lerumj@elmwood.k12.wi.us
Mark, Billy Jo	Bookkeeper	6228	Office	markb@elmwood.k12.wi.us
Marson, Jim	Bus Driver	6245		marsonj@elmwood.k12.wi.us
Nelson, Kelly	Special Ed. Paraprofessional	6127	509	nelsonk@elmwood.k12.wi.us
Nicoletti, Jenny	Library	6209	316	nicolettij@elmwood.k12.wi.us
Pearson, Savannah	Spanish	6140	102	pearsons@elmwood.k12.wi.us
Pickerign, Liz	Special Ed. Paraprofessional	6129	509	pickerignl@elmwood.k12.wi.us
Rudesill, Jovanna	MS/HS Counselor/Virtual Coordinator/DAC	6269	404	rudesillj@elmwood.k12.wi.us
Sand, Heather	MS/HS Special Ed. Teacher	6129	510	sandh@elmwood.k12.wi.us
Saniter, Brock	MS	6224	302	saniterb@elmwood.k12.wi.us
Saniter, Paige	Paraprofessional	6129	510	saniterp@elmwood.k12.wi.us
Sauve, Jennifer	Intervention/Instructional Coach	6208	312	sauvej@elmwood.k12.wi.us
Sauve, Thomas	MS/HS Principal	6225	Office	sauvet@elmwood.k12.wi.us
Schneider, Ryan	Tech. Ed. Teacher	6239	210	schneiderrr@elmwood.k12.wi.us
Shepard, Sira	MS	6215	505	shepards@elmwood.k12.wi.us
Shoup, Michael	HS English	6109	406	shoupm@elmwood.k12.wi.us
Soules, Dan	HS Math/Physics	6107	204	soulesd@elmwood.k12.wi.us
Traun, Rebecca	Food Service	6115	Kitchen	traunb@elmwood.k12.wi.us
Wagner, Karlie	4K	6206	318	wagnerk@elmwood.k12.wi.us
Walker, Keaton	Band & K-5 General Music	6114	403	walkerke@elmwood.k12.wi.us
Wallace, Taylor	HS/MS Choir & K-5 General Music	6125	505	wallacet@elmwood.k12.wi.us
Webb, Amanda	MS/HS English	6124	504	webba@elmwood.k12.wi.us
Webb, Glenn	Superintendent/Elementary Principal	6240	Office	webbg@elmwood.k12.wi.us
Weix, Rebecca	School Nurse	6229	304	weixr@elmwood.k12.wi.us
Wilbur, Loretta	5 & 6 th Grade	6223	301	wilburl@elmwood.k12.wi.us
Wood, Jon	Technology Supervisor	6247	507	woodj@elmwood.k12.wi.us
Zutter, Carisa	Grade 2	6126	310	zutterc@elmwood.k12.wi.us

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SUPERINTENDENT/PRINCIPAL MESSAGE

Welcome to the School District of Elmwood. We are extremely proud of the programs we offer our students, and look forward to assisting you in fulfilling your educational goals for your child. The School District of Elmwood has a history of outstanding academic and extracurricular accomplishments. We provide a variety of programs to help ensure a safe, successful and enjoyable experience. This handbook has been designed to explain and clarify the procedures, policies, and regulations of our school district. Please read the handbook carefully and keep it for future reference. Please discuss the rules with your child to make sure that your son or daughter understands the need for making responsible choices. Understanding how your school functions can reduce any inconveniences and eliminate problems during the school year.

Our “Commitment to Excellence” is our promise to you and our expectation of every student. We are proud of our school, students, teachers, and staff along with their dedication to excellence. We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year. The positive active role you play in your son’s or daughter’s education is an important one. We are partners working together, providing your child with excellent educational opportunities.

Sincerely,

Glenn H. Webb
Superintendent/Principal

PHILOSOPHY

The School District of Elmwood believes that we must make a concerted effort to help each student develop feelings of self worth and confidence which will enable each to experience a sense of pride and accomplishment in our highly technological and rapidly changing society. Our multifaceted educational program involves development and utilization of skills, attitudes, and values which enables each student to develop potential as an individual and to make useful contributions as a member of society.

We must also address the needs to help students become responsible citizens and productive workers. Students should be guided in their interpretation of the modern world by an appreciation of their democratic heritage so they may be discerning in their choice of competent leadership and become intelligent participants in their communities and vocations. In order to ensure that their participation be satisfying, we must instill in our students an appreciation of positive work habits and the adaptability necessary to succeed in a society where occupations appear, change, and disappear.

We also believe that regardless of race, gender, religious beliefs, economic status, talents, or abilities, we must develop in all students the desire and techniques to learn, know, reason, solve, and evaluate. So that students may become lifelong learners, they must be directed and encouraged to study independently, think logically and creatively, and to communicate ideas meaningfully. We must ensure that each student is equipped to appreciate the arts, culture, and interpersonal relationships. Such awareness, habits, and skills will assist them in accepting a realistic evaluation of themselves, their personal and vocational ambitions, and their environment.

We further believe that the atmosphere in the school should promote a realization within students that while such is expected of them the expectations are realistic and reasonable and should not cause them to be anxious or overly concerned. The atmosphere of the school should be that which promotes mutual trust between staff and students, as well as values of fairness, generosity, and tolerance. Since the school reflects the needs, values, strengths, and aspirations of the community, it follows that the school, home and appropriate agencies should work together to assure that each person involved is regarded as an individual worthy of our sincere interest, respect, and best efforts.

ATTENDANCE

Regular attendance, punctuality and responsibility are essentials of good performance on any job. Absence from school is the greatest single cause of poor achievement in school. Since state law requires attendance, students, parents and school should view attendance at school as the student's primary job.

Frequent absences from regular classroom learning experience disrupt the continuity of the instructional process. The benefit of regular classroom instructions is lost and cannot be entirely regained even by extra after-class instruction. A student absent from school shall present upon his/her return a written excuse from parents or guardian. If notification does not arrive in a timely manner, the absence may not be excused. Parents may not excuse students for reasons not outlined in district, county and state guidelines without the permission of the principal in advance.

If your child is absent from school, we ask that you call the elementary office at (715) 639-2711 between 7:30 - 9:30 a.m. Please give the following information:

- Your name
- Name of your student
- Name of their teacher
- Reason and expected length of the absence

ABSENCE WITHIN THE SCHOOL DAY

All students must check out in the office before leaving the building and check back in upon returning no matter what time of the day it is. This includes between classes and/or during lunch. The parents or guardians must notify the office by telephone or in writing of the reason for the absence and the student must have permission from the office before the student leaves the building.

ABSENCES PRE-ARRANGED

All absences, which can be reasonably foreseen, are expected to be pre-arranged. The student will have the opportunity to be aware of and complete, within a reasonable time, the work they will miss during this absence. Parents should contact their son or daughter's classroom teacher to make arrangements.

ABSENCES EXCUSED

Wisconsin State Statutes, Pierce County, and the School District of Elmwood spell out acceptable reasons for school absences (paraphrased below):

1. Evidence of a debilitating physical or psychological condition. The district may require a written statement from a physician. Excuse must be in writing and may not exceed 30 days.
2. An illness in the immediate family that requires the student to attend to family responsibilities.
3. Medical or other professional appointments. Parents are asked to make appointments during non-school time. Prior notice of appointees is requested.
4. A death in the immediate family or funeral of a close relative.
5. Religious holidays.
6. Family trips that can be taken only during the normal school term. Students are required to notify the classroom teacher prior to the trip in an attempt to complete any homework or take any tests prior to the trip. The student's attendance and academic record will be reviewed before permission is granted. Students who fail to meet the standards will not be given an excused absence for the trip. Students must be accompanied by a parent/guardian for the trip to be acceptable.
7. A court appearance or other legal obligation that requires the student's attendance.

8. A quarantine imposed by a public health official.
9. Attendance at a special event of educational value.
10. Approved school activities during class time.
11. Special circumstances that show good cause **which are approved in advance by the administration.**

By state law 118.15 (3)(b), all excused absences require parent/guardian/legal custodian's **written** explanation of absence stating the time period for which it is effective. The written explanation is to be submitted to the school attendance officer, or designee, in advance of the absence or **within two school days** of re-admittance to classes. Excessive absences for the school year, whether excused or unexcused, totaling all or parts of 5, 10 and 15 days will prompt parent notification per county truancy committee recommendation. All cumulative absence, whether excused or unexcused in a school year beyond the 10th absence, where the absence is not verified as illness by a doctor will be scrutinized by the principal, or designee as part of the student's overall attendance/academic progress review. The review may require parent/guardian participation in development of an individualized monitoring and academic progress plan.

ABSENCES UNEXCUSED

An absence is unexcused when a student misses school for reasons not approved by Wisconsin Statute 118.15 or by Student Attendance Policy, which may occur with or without parental knowledge, or when the school has not received timely parent notification for a student's absence. Examples include: missing the bus, over-sleeping, hair cuts, shopping, family trips not approved in advance, car problems, and unexplained personal reasons. Students remain responsible for information covered in classes during all absences.

A student is "**truant**" when they are absent from school without an acceptable excuse for all or part of any day on which school is held. Repeated cases of truancy will be grounds for court referral. "**Habitual truant**" is a student who is absent without an acceptable excuse for part or all of 5 days or more on which school was held in a semester. (S.948.45, 118.15, 118.16)

ACCIDENTS - SCHOOL RELATED/INSURANCE

Every accident in the school building, on school grounds, riding buses, at practice sessions, or at school sponsored events must be reported immediately to the person in charge and to the school office. The district carries insurance on every student; however, the student or parent/guardian may request a copy of coverage from the district office as not all possibilities or financial expenditures can be covered. The parent/guardian may wish to purchase individual insurance if the student is not already covered under such.

BIKES

Students may ride bikes to school. It is recommended that they ride only when street conditions are favorable. Helmets are also strongly encouraged to be worn when riding bicycles. Bikes are to be placed in the bike racks. As a safety precaution, bikes should be locked. Bikes should not be parked near the entrance doors. Students are not allowed to play near the bike rack during the day.

BUS REGULATIONS

The school bus driver shall be responsible for the maintenance of order among students being transported to and from school. Students must obey the rules as directed by the bus driver at all times. Serious violations of the bus rules may result in assigned seating, suspension from riding the bus, or loss of bus riding privileges. Students should use the usual means of transportation home from school unless a written note is sent with the child. Riding a school bus is a privilege. If you have any questions concerning bus transportation, please contact Kevin Kitchner, Transportation Director, at (715) 639-3822.

CHANGE OF ADDRESS

Be sure to notify the school of any change of address, phone number, name changes or employment. Please give us advance notice if you are moving out of the district. This allows us time to update our records.

CHILD ABUSE/NEGLECT

By Wisconsin State Statute, school personnel are REQUIRED to report ALL suspected cases of physical abuse, sexual abuse, emotional abuse, and child neglect.

CLASSROOM WORK MAKE-UP

Students returning to school after an absence must assume the responsibility for making up all work missed. He/she must report to the teacher(s) to ask for make-up work and then make arrangements to complete it. A student has two days for each day absent to make up their work.

CLASSROOM RULES

Rules will be posted in each classroom. The students and teachers will discuss the rules during the first days of school. A review of the rules will be done periodically throughout the year.

DROP OFF/PICK UP

Parents should drop off and pick up their children before/after school in the designated area along the south side of the school by the Wolf Den Gym entrance.

EMERGENCY SCHOOL CLOSINGS

If weather conditions during the night or early morning require the school to be closed, you should receive a call from our automated call system, and the information will also be broadcast over WAXX radio, WEAU-TV (13), KARE-TV (11), WQOW-TV(18), and KSTP-TV (5). Such notice will be broadcast before 7:00 in the morning. If weather conditions make it necessary to close school after it is in session, the students will be sent home immediately. **Parents should instruct their children where to go for shelter in case they are not home when the child arrives.** If school is dismissed due to weather, no athletic events or other extra-curricular events will be held that day.

FIELD TRIPS

Field trips within our community and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents/guardians will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Parents may be asked to chaperone, but other family members are not permitted to go on the field trip.

FIRE DRILL PROCEDURES

Fire drills are held at regular intervals throughout the school year. Directions posted in each room should be followed carefully. Every person in the building must leave promptly and quietly at the sound of the fire alarm. Every drill should be approached with the attitude that it is an actual fire.

The student should:

1. Walk quickly and quietly, no running;
2. Not wait in line to use a specified exit if another is free;

3. Move away from the exit after leaving the building to make room for students still exiting.

FOOD SERVICE AND CAFETERIA DECORUM

The cafeteria is a vital part of the health and dietary program of the school. To encourage good nutrition, a well-balanced breakfast and lunch are offered. Information concerning meal and milk break purchases will be available at the beginning of the school year. Families will receive a copy of the policy for free and reduced meals and are encouraged to apply if the criteria are met. Lunch and breakfast menus are posted on our website and in the district newsletters. Students may bring their own lunch and purchase milk by the carton. Meal payments should be made ahead of time and students should memorize their four digit lunch code to enter into the computer at the end of the cafeteria line. Students are to eat in the cafeteria or other designated area. The cafeteria staff and fellow students will appreciate your cooperation in the following:

1. Return all trays and utensils to the dish washing area.
2. Deposit all lunch litter in provided wastebaskets.
3. Do not throw food or cartons. Leave the table and floor area in a clean condition for others.

HEAD LICE

If a child in the District is found to have head lice or untreated nits school staff will notify the parent and recommend to pick up the student immediately and administer an FDA-approved lice treatment (e.g. pediculicide/ovicide). If a student with live lice or untreated nits is not able to be picked up immediately, they may remain in the classroom for the remainder of the school day. Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide). After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal. The District practices a policy of "no live lice" as a criterion for return to school. If you discover lice at home, please contact the school nurse to discuss the best way to get rid of lice and determine when your child may return to school.

HEALTH ACCIDENT PROCEDURE

In the event of a serious illness or injury to a student, the teacher will give immediate necessary first aid and contact the school nurse. If the school nurse is not available, a member of the staff first responders will assist. If the student requires immediate medical attention, 911 will be called and the parents will be notified. If the child is ill or injured, but does not require immediate medical attention, the school nurse or first responder will contact a parent or a person designated on the student's enrollment form for the student to be transported to see a clinic. All minor accidents will be taken care of by the teachers in charge of the students. If your child would be injured at school an accident report will be completed by the teacher who provided the supervision.

HEALTH SCREENING

Parents may request vision or hearing checks on an individual basis by contacting the school nurse. Vision screening is performed annually on 4K/Early Childhood, kindergarten, first grade, second grade, third grade, fourth grade, seventh grade, new students, and students with individual education plans (per DPI guidelines). Hearing screening is performed on 4K/Early Childhood, kindergarten, first grade, third grade, new students, and students with individual education plans (per DPI guidelines).

HEALTH SERVICES IN SCHOOL

The district acknowledges that parents and guardians have the primary responsibility for their children's health and the aim of the school health program is to assist parents in this task.

IMMUNIZATIONS

The State of Wisconsin requires students to be immunized for polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, varicella, and hepatitis B. These requirements can be waived for health, religious, or personal conviction reasons.

INTERNET - RESPONSIBLE USE GUIDELINES

The Internet has become a powerful learning tool and its use is a basic skill required to be a successful student. Internet use will be governed by the School District of Elmwood's Student Education Technology Acceptable Use and Safety Policy. All students using the Internet must have a signed parent permission form on file. The School District of Elmwood's Student Education Technology Acceptable Use and Safety Policy is included at the end of this handbook.

The use of the Internet is provided for educational purposes. The rules and regulations are provided so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using the Internet. These rules and regulations apply to all computers on school grounds.

Age-Appropriate Use of the Internet:

Rules and regulations, training, and filtering software will help provide structure and guidance to students. The students will follow a structured approach to gaining the skills that will allow them to become independent, responsible users of the Internet.

Staff Responsibilities:

1. Supervise and guide student access to the Internet.
2. Teach students about responsible use of the Internet.
3. Instruct students in appropriate research practices and Internet searching skills.
4. Teach students how to evaluate the credibility of Internet resources.
5. Teach students about copyright laws and plagiarism.
6. When appropriate, pre-select and preview sites that are appropriate to the age of the students and relevant to the course objectives and direct them to those sites.

Student Responsibilities:

1. Use of the Internet for school-related, educational activities and research only.
2. Follow copyright laws and restrictions. Users should assume that all material is copyrighted unless explicitly noted.
3. Do not plagiarize Internet resources and present them as your own work.
4. Do not use the computer to check personal email.
5. Never reveal personal information such as your name, telephone number, home address, credit card numbers, social security numbers, e-mail address, or anybody else's personal information.
6. Visit only those sites that are about the topic you are researching. Only sites that would normally be appropriate in a school environment should be visited.
7. The use of forums or news groups will only be allowed under the direct supervision of a teacher for educational purposes.
8. Subscribing to any services or ordering of any goods is prohibited.
9. Employing the Internet for commercial purposes is prohibited.
10. Educational staff Internet supervisors will determine what constitutes inappropriate use of the Internet or violation of these rules and regulations and their decision is final.
11. Use computer equipment appropriately.
12. Network users will respect all forms of password protection and use responsible file management.
13. Never download files or copy information onto disk or hard drives without permission.
14. School and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
15. Report security problems or inappropriate use of the network to the classroom teacher immediately.

16. Minors should not arrange face-to-face meetings with someone they have “met” on the Internet without permission of their parent or guardian.
17. “Hacking” and other illegal activities are prohibited. Using the district’s computers network and Internet access to gain or attempt to gain unauthorized access to other computers or computer systems is prohibited. Also, prohibited is any use that violates a municipal ordinance, state, or federal law relating to trade secrets or distribution of obscene or pornographic materials.
18. Using the computer in ways which violate school district policies and the student code of conduct is prohibited.

Rules and Regulations for Student Email Use:

The use of email is provided for educational purposes. Appropriate use includes classroom projects and approved curriculum-related activities. Students will only be able to send or receive email through a teacher or classroom account. Students who have email accounts from sources outside of school may not use school resources to access those accounts. Improper use of email accounts will result in immediate removal from project activities and appropriate disciplinary action will be taken. Use is a privilege, not a right. All students participating in curriculum-related projects integrating email will be instructed in appropriate use and must be supervised by a classroom teacher.

Student Responsibilities:

1. Use of school email accounts are for approved email activities only. The student is responsible for using the school access provided in an ethical, responsible and legal manner for school-related tasks only; i.e. using or importing (transferring in) offensive, obscene, libelous, disruptive, or inflammatory language, pictures, or other material on any computer or network within the School District of Elmwood is prohibited.
2. Students are expected to use proper composition skills and letter writing format and use appropriate language in email exchanges.
3. Email accounts are the property of the School District of Elmwood, and therefore, appropriate staff may review email files.
4. Any harassing or inappropriate message received will be reported to the supervising teacher immediately.
5. Students will respect the privacy of email and will not repost communications without consent of the sending party.
6. Students will use all resources on the Internet in accordance with the policies of the institutions providing the service and the procedures developed by the School District of Elmwood.

MEDICATIONS

When it becomes necessary for a student to take medication at school prescribed by a physician, the student must have a medication authorization form with instructions on file. This form is available in the main office. Parents/guardians must bring in prescriptions and/or non-prescription with the medication form signed by the parent/guardian and physician. Federal and state laws prohibit schools from dispensing any medication, including aspirin or pain relieving products, and cough drops, without written consent of the parents. Written dosage and dispensing instructions of medications must be given to the school by the parent in its original container with the pharmaceutical label containing the student’s name, drug, dosage, time to be given, and physician’s name. Non-prescription medication taken at school does not require a doctor’s signature, only a parent’s signature. Phone instructions will not be accepted. The school does not supply medication.

NONDISCRIMINATION POLICY

The School District of Elmwood does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, gender or handicap.

OFFICE HOURS

The office is open between 7:30 a.m. and 4:00 p.m. each school day Monday through Friday during the school year.

PERSONAL COMMUNICATION DEVICES

School policy prohibits elementary students from using cellular telephones during school hours.

PETS

Due to health reasons, arrangements should be made with the classroom teacher prior to the visit with a pet.

PLAYGROUND AND HALLWAY RULES

Students are supervised during play periods. Supervisors attempt to ensure that students play in a safe manner, interact appropriately, and use equipment properly. Weather permitting, students will have recess outside. If the temperature drops below zero, including wind chill factor, the students will be inside. Make sure your child is dressed appropriately for the weather. The students will stay inside if it is raining. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled breaks. Students will have supervised recess in the classrooms on days when bad weather prevents outside recess.

P.T.O. - PARENT TEACHER ORGANIZATION

The P.T.O. is a vital part of our school program which helps to facilitate educational opportunities for our students. We are always looking for active members.

REPORTING TO PARENTS

There are four reporting periods during the school year. Formal reports are sent home every nine weeks. Formal parent-teacher conferences are scheduled in October and February. Additional conferences may be requested by a parent or teacher at any time during the school year.

SCHOOL COUNSELING

The counseling program at the Elmwood School District recognizes that each student is a unique, significant person with potential, rights, and responsibilities. The program serves social growth and vocational needs, as outlined in the Wisconsin Comprehensive Counseling Model. A major concern of the school counselors is the developmental needs and problems of students. Through individual and group contacts, the counselors serve an important function in helping the students to develop positive and realistic self-concept, to interact effectively with others, and to become aware of their educational and occupational opportunities. The counselors also serve as referral agents for students and parents in the areas of emotional, educational, vocational, and social growth when necessary. The counselor seeks to assist the students in integrating their understanding of self with their ability to make informed decisions, thus helping prepare them to become effective members of society. The services provided by school counseling include the following: 1) classroom guidance activities based upon a developmental guidance curriculum; 2) individual and small group counseling sessions; 3) staffings and consultations. Referrals or requests for service can be made by students, parents, or staff.

SCHOOL HOURS

School hours are from **7:35 a.m. to 3:35 p.m.** We are concerned about the safety of our students and cannot provide adequate supervision prior to 7:35 a.m. and after 3:35 p.m. Students are not to be on school district property during non-school hours unless they are under the direct supervision of a school district employee which has been previously arranged.

SCHOOL NURSE

The professional school nurse is a leader in building a healthy school community by promoting successful student learning. The school nurse collaborates within the school community to plan, implement, and evaluate the school health program in the areas of health services with the utilization of public health resources. The school nurse is available Mondays, Wednesdays, and Fridays. The office staff will assist students when the nurse is not available.

SCHOOL SUPPLIES

A list of grade level school supplies will be on our website and in the back to school letter. All instructional supplies such as textbooks, workbooks, activity books, as well as paper for specific projects or assignments will be furnished by the district.

SCHOOL VISITS

Please make arrangements for visits in advance. For student safety, we ask that all visitors check in at the main office before going to classrooms. It is not always possible for a teacher to accommodate visiting children; therefore, permission must be obtained from the teacher if a student wishes to bring another child as a guest to visit the classroom.

SEVERE WEATHER PROCEDURES

Tornado alert drills are conducted to acquaint the student with indoor survival procedures. Teachers will advise her/his classes concerning the area to which they will proceed.

The student should:

1. Walk quickly and quietly, no running.
2. Remain alert for additional or changed instructions.
3. Proceed to the far end of an assembly area so that entrances will not be blocked.
4. Make every effort to report to those in charge, the illness of another student.
5. Return immediately to classrooms when so instructed.

SPECIAL EDUCATION SERVICES AND REFERRALS

Special Education services are provided by our school district for students between the ages of three and twenty-one who have disabilities that qualify them for modifications and accommodations. State and federal laws regulate the referral process and eligibility criteria for special education programs. Students are usually referred for consideration for special services by their classroom teacher or their parents. Parents must give their consent before any evaluation is done. Assessment results are reported to parents, who must also consent to their child's placement in a special education program if the child has qualified.

STUDENT BEHAVIOR - RESPONSIBILITIES, RULES AND RIGHTS

All members of the school community have the right to be treated with respect and dignity and are expected to treat others in a similar fashion. Everyone is expected to exercise the appropriate self-discipline that will allow the school community to function effectively and productively. Students are expected to be respectful, responsible, and be good community members.

TESTING INFORMATION

The statewide Wisconsin Forward Exam will be administered each spring to students in grades 3rd through 8th grade and 10th grade. We also conduct other tests for benchmarking and progress monitoring throughout the school year. For your child's benefit, we would appreciate any help you could give them in doing well on the assessments. It is essential that they receive adequate sleep and nutrition during this time period. We ask that your child avoid any absences during these days if at all possible, get a good night sleep, and be on time for school. Thank you for any cooperation you may give your child in accomplishing this goal. Parents will be notified each fall of the testing dates.

7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides a valuable opportunity to education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

First, the Board may not be able to technologically limit access to services through its Education Technology to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

The District Administrator or Principal may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

Parents are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The District Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Education Technology is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy by signing a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's Education Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the District Administrator and Principal as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

Revised 7/20/2020