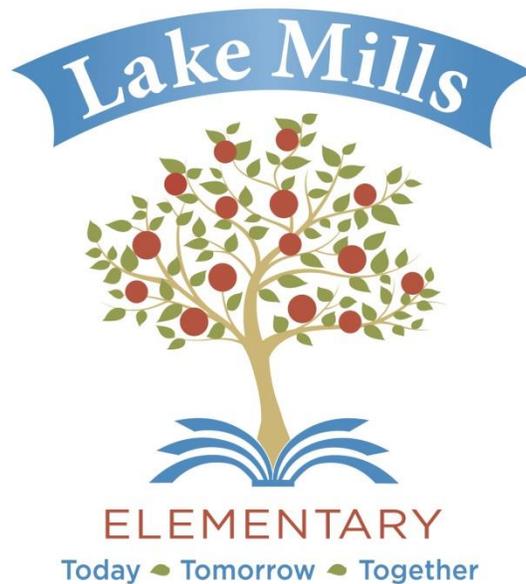


# Lake Mills Elementary Student Handbook



## District Mission Statement:

Preparing ALL of today's students for tomorrow's opportunities.

### Inside this handbook....

- I. About Our School
- II. School Attendance
- III. Character & Community
- IV. Student Safety
- V. School Communication
- VI. Student Health
- VII. Student Legal Documents
- VIII. Student Technology Use

Non-Discrimination Statement: The Lake Mills Area School District 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. If there are any concerns in this area, all correspondence should be directed to the District Administrator.

# I. About Our School

## Elementary School Hours:

8:05-3:10

Supervision is provided on the playground each morning beginning at 7:45.

Breakfast is served from 7:45-8:00.

If there are any changes in a child's usual transportation routine during the year, including a child taking a different bus, a note from the parent is required.

## 4K Hours:

Morning 8:00-11:05

Afternoon 12:05-3:00



## Elementary Contact Information:

Main Office: 648-2338

Principal: Mrs. Amanda Thompson  
648-2338 ext. 402

School Counselor: Mrs. Theresa Schroeder  
648-2338 ext. 441

School Psychologist: Mr. Adam Manos  
648-2338 ext. 419

Reading Specialist: Mrs. Jenni Nichols  
648-2338 ext. 448



## Elementary Dress Code:

Clothing and personal appearance should be age appropriate, and should not present a hazard to students' health and safety. Children should be able to handle all clothing fasteners themselves.

Parents should make sure their child is dressed appropriately for the weather each day. Students must wear jackets at recess when the temperature is below 60 degrees. For outdoor play during the winter, students are expected to have footwear that will keep them warm and dry. When the temperature and/or wind chill is below 0 degrees students stay in-doors.

Lost and found articles are located in the corridor between 1<sup>st</sup> and 2<sup>nd</sup> grade neighborhoods. Items not claimed after a specified period of time will be gathered and donated to charity. Please check for your child's items regularly.

## Teaching and Learning:

We believe in taking each child from where they are and bringing them as far as they can grow. We use a variety of formal and informal assessments to help determine the best instructional strategies to match each individual child. We monitor progress regularly to gauge if further researched based interventions or enrichments need to be implemented.

LMES believes strongly in collaboration. Our staff members collaborate on our curriculum and work together to best meet the needs of all children. Your child may work with various teachers on our LMES team throughout the school year. Communication regarding your child's progress may come from any of the professionals working with your child. Please know that we all care deeply about your child's success and will do what it takes to help them on their path to excellence!

## II. School Attendance

Regular school attendance is a critical factor in student achievement. When children have frequent absences it reduces their opportunities to learn required material.

- Families are discouraged from taking vacations while school is in session. We understand that there may be extraordinary circumstances that arise allowing your family to take a once in a lifetime vacation causing your child to miss school. In such circumstances state law allows parents to excuse their children for up to 10 days in any given school year. The law requires that parents provide a written excuse to the school office before the absence occurs, which indicates the dates and reasons for the absence. While the state law allows these absences, we believe that 10 days of absences are not in the best educational interest of student learning.
- Please schedule medical appointments, whenever possible, when school is not in session. If missing school for medical reasons, provide a doctor or dentist note upon return to school.
- Attendance letters will be sent home for any child who misses 8 or more days of school for parent/guardian excused reasons. A school administrator will contact parents/guardians of students who have missed 10 or more days of school.

*As school attendance officer, I will oversee student attendance and absences. Please understand that if I question your child's absences, it is because I take my responsibilities very seriously and, like you, am concerned that your child has every advantage when it comes to their learning.  
~Mrs. Thompson Elementary Principal*

### **Absence Policy**

The State of Wisconsin requires that records of attendance be kept for each student. The elementary school office and classroom teachers keep records of attendance. The Parent/Guardian of a student is responsible for reporting an absence and the reason for the absence to the school office by 8:30 AM. If we are not notified of a student absence we will contact the parents of each absentee. If we are unable to reach a parent/guardian, a phone call to our local/county police department will be made to verify the child's whereabouts.

Absence from school for any reason other than medical, bereavement, religious holidays, mandatory legal proceedings, or emergency is strongly discouraged by the board, administration and faculty. Wisconsin state law defines the conditions of the policy relative to absence.

- **Parent/Guardian Excused Absence:** The law allows parents to excuse students from school attendance for causes defined under "Excused Absence" for up to **ten** days per school year. **For necessary absences known in advance, parents should make arrangements in writing first with the principal, then with the classroom teachers. Parents should contact the school a minimum of one week prior to the planned absence. For planned absences, where a student will be out of school for a long period of time, a written letter to the Superintendent is strongly suggested.**
- **Excused Absence:** The law considers absence due to medically verified illness/medical, bereavement, religious holidays, mandatory legal proceedings, or emergency to be excused. The school may require a doctor's statement for an absence of three days or more, or proof of situation at its discretion.
- **Unexcused Absence:** An unexcused is any absence beyond the "Parental/Guardian Excused Absence" or for cause other than defined under "Excused Absence".

- **Truancies:** Students are truant from school, class, or other assigned and scheduled situation when they are absent without legal reason. They are also considered truant when they have 5 unexcused absences.
- **Tardy:** Students are tardy when they come to school late or are late reporting to class. The teacher shall refer cases of chronic tardiness by an elementary school pupil to the principal for investigation. Students are considered tardy when they arrive between 8:05-8:15. Students who arrive after 8:15 a.m. will be marked absent for a quarter of a day.

In case of illness occurring at school, the principal or the principal's authorized representative will excuse the pupil after a parent or guardian has been notified.

### **Compulsory Attendance Law**

Any person having control of a child who is enrolled in five-year-old kindergarten up to age 18 shall cause the child to attend school regularly during the full period and hours that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Modifications of this policy as cited in Wisconsin 118.15 require the prior approval of the Board of Education.

## **III. Character and Community**

Lake Mills Elementary School promotes a safe and supportive environment for all of our students. We do this on a daily basis by having every classroom start the day with a morning meeting to build a sense of community through a greeting, a sharing, an activity, and a positive message. We also do this through our weekly guidance lessons using the Second Step Curriculum and by implementing Positive Behavioral Interventions and Supports (PBIS) practices of regularly teaching and practicing our behavior expectations. We emphasize our five core values: cooperation, assertion, responsibility, empathy, and self-control (CARES) to promote excellence in learning and in living and to promote a sense of personal and civic responsibility. Additionally, we survey our students twice each year to gauge the school climate to ensure all of our students are feeling safe and happy to come to school.

Effective discipline requires a team effort involving school personnel, students, and parents. The Lake Mills Elementary School staff depends on support and cooperation from parents as parental support is essential to effective student discipline. We strive for strong communication in order to promote success for all of our students. At times, students need some additional support to promote positive behavior. This support can include targeted social/emotional groups through our pupil services team or Check-In, Check-out (CICO) which is a system to support and encourage students to meet school-wide expectations. If your child is recommended for any additional behavior supports, a pupil service team member will contact you.

### **Bully Prevention/Cyber Bullying**

According to State Statute 118.42(2), Bullying is defined as:

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.

Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing. NO form of bullying is tolerated at Lake Mills Elementary School.

Students that feel they are subject to bullying behavior, as defined in Policy 443.71, may take the following actions outlined below.

1. Bullying (including cyber bullying) should be reported to teacher/pupil service staff members (school psychologists and/or counselors) and/or school principals. The staff member(s) will respond to the claims in a manner consistent with their building protocol as identified in the student handbook. Consequences for the offender will be at the discretion of the building principal. Additional supports for the aggrieved student will be identified by the pupil service staff member and/or building principal.
2. Students not satisfied with the resolution outcomes obtained in Step 1 may file a Student Harassment (411.1) claim with the Lake Mills Area School District. Document 411.1, Student Harassment, may be obtained at each school or from the District Office. This form should be submitted to the District Administrator. The District Administrator will investigate the claim and adjudicate the issue at his/her discretion.

### **Harassment**

The Board of Education shall appoint a standing committee to review each case of harassment that is deemed serious enough by the District Administrator involved for consideration. Individual(s) who has/have harassed another student, teacher, employee, and/or a contracted non-teaching employee of the Lake Mills School District, may be brought before the Board of Education for a hearing to determine whether or not the harasser shall be expelled or suspended from attendance for a period of time commensurate with the severity of the offense.

***Legal Ref: Title VII, Civil Rights, Act of 1964, Title IX, Education Amendments of 1972 Wisconsin Statutes 111.36, 111.13, 118.20, 120.13 (1)***

### **Procedures for Dealing with Harassing or Bullying Behavior**

**NO** form of harassment is tolerated at Lake Mills Elementary School. Students who have been seriously or repeatedly harassed by another student should tell an adult immediately. Severe situations will be referred to administration. Parents/guardians of students may follow the procedures outlined in the complaint process above if they feel their child has been the victim of sexual harassment (sex discrimination). Students who harass others may be referred to the police. Students who feel they are being harassed by another student should do the following:

- Respond assertively (tell the harasser to stop, or walk away).
- Document the situation (write down the date, time and location where and when the situation happened. Write down any other people who saw or heard it. Write down your assertive response.) Keep this documentation.
- If the harassment is severe, or if it does not stop after you have dealt with it assertively, go to the teacher in charge, or your homeroom teacher and report the situation. - Your teacher may involve others (guidance counselor, principal).
- If you are afraid to speak to your teacher alone, take a friend along to help you.
- Teachers will keep parents informed of more serious situations of harassment.
- Severe situations, or situations dealing with a staff member, will be referred to administration.

## IV. Student Safety

### **Bicycle Safety**

Students younger than first grade are not allowed to ride a bike to school unless accompanied by an adult. Bikes, scooters, and skateboards may not be ridden on the playground or the sidewalks surrounding Lake Mills Elementary School.

### **Emergency Drills**

Lake Mills Elementary School is committed to the safety of our students. We believe that preparedness is a vital component of our District Safety Plan. Tornado, fire, and lock down drills are practiced periodically during the school year.

### **School Visitors**

All visitors to Lake Mills Elementary School (parents, high school TA's, community members, sales people, etc.) MUST REPORT TO THE OFFICE, sign in and receive a "visitor" badge to wear while they are in the building. Before leaving the building visitors must sign out and return the badge to the office. All volunteers must obtain a background check before working with students and/or chaperone field trips. Background check forms are available in the office and may take several weeks to process.

### **Search**

Cubbies and desks may be inspected by school authorities at any time. Students may be asked to disclose the contents of their backpacks, bags, and/or pockets, as well.

### **Weapons**

It is the policy of the Lake Mills Area School District to prohibit the possession, concealment, or display of any weapon or use of any weapon or item which may reasonably be presumed to cause potential harm to another person or persons. This prohibition includes any item purported to be or looking like a weapon and applies to all school property and buildings and to all school and school-related activities.

Any infraction of this weapon prohibition will result in immediate suspension from school, with possible expulsion. In any case in which the weapon is a firearm, the student possessing, concealing, displaying or using the firearm will be expelled for a period of not less than one full year and will be referred to the local juvenile or criminal justice system.

In any case in which the weapon is a "look-a-like" or purported to be a firearm, and in any case involving a knife or explosive or an object appearing or purported to be a knife or explosive, the student possessing, concealing, displaying or using the weapon or alleged weapon may be subject to expulsion and/or referral to the local juvenile or criminal justice system.

LMASD Policy #838

## V. School Communication

### **Emergency Contacts**

The emergency form which you complete during registration will aid office personnel to deal with a medical emergency or illness of your child. Remember to keep the school advised of any changes in the following information that might affect our contacting you in cases of emergency: names of people to contact and phone numbers, employment phone numbers for parents; and doctors to be contacted.

### **Release of Information**

Permission for the Release of Information forms are available in the office. They are consistent with HIPAA regulations. HIPAA forms are only valid for one year.

### **Reporting Pupil Progress**

Reporting pupil progress can be broadly defined to encompass all of the methods and techniques utilized to communicate pupil performance to parents. The following list would represent the most widely used avenues:

1. Report Cards
2. Parent-Teacher Conferences
3. Notes, phone calls, and/or emails

### **Severe Weather Policy**

A decision on the opening and/or closing of school will be made by the District Administrator and the Transportation Supervisor, and/or other appropriate personnel. Weather reports, county highway officials, and others will be surveyed in an attempt to gather as much pertinent information as possible. There may be occasions when we will operate for those who can get to school even though buses cannot get to all parts of the district.

If school is to be closed, radio and television stations listed below will be notified prior to 7:00 AM and will be asked to announce this information periodically up to 8:00 AM WTTN-1580 AM Watertown, WJJO-94.1 FM Watertown/Madison, WFAW-940 AM Fort Atkinson, WSJY-107 FM Fort Atkinson, WTSO-1070 AM Madison, Z104-104 FM Madison, WTMJ-620 AM Milwaukee, TMJ 4-Milwaukee, WMTV-Channel 15, WISC-Channel 3, WKOW-Channel 27, WISN-Channel 12.

### **Peachjar**

Peachjar is an eflyer management system used to distribute approved flyers directly to families and post to the school website automatically. LMASD utilizes this system to inform families as needed about school information and events.

## Student Health

### **Immunizations**

All children must have an immunization card on file in the elementary school office. All immunizations must be up-to-date according to the rules and regulations of the State of Wisconsin. If a parent chooses, they can sign a waiver on the back of the form stating their child will not receive immunizations as required by law.

## **Insurance**

The school carries no insurance for accidents or injury to students while at school. If you do not have insurance or wish to have additional coverage, you may wish to purchase student insurance. Information on student insurance is available upon request.

## **Medication**

School personnel are not allowed to dispense prescription or non-prescription medication at school unless an "Authorization for Administration of Prescription and Non-Prescription Medication" form is completed and signed by the parent/guardian. For prescription medications a physician's signature *is required before administering meds at school*. The physician must list possible adverse reactions to the medication. If a non-prescription medication is to be given at school, please fill out the top portion of the form and deliver it to school with the medication, in its original packaging, to be given. If more forms are needed during the school year, please stop in to the office and request them.

## VI. Student Legal Documents

### **Child Custody/Court Orders**

In cases where parents are separated or divorced and one parent has sole legal custody, the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order. Requests for additional copies of report cards, newsletters, etc., should be made in writing to the building principal including name and current mailing address. Current and updated court documents must be provided to the school.

### **Directory Information/Student Records**

This is a public notice that the Lake Mills Area School District will disclose "directory data" to any person who requests such data. State Statute 118.125(b) "Directory data means those pupil records which include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended."

**If you are a parent, legal guardian, or guardian ad litem of any pupil attending a public school in the Lake Mills Area School District and do not wish all or any part of the "directory data" released without the prior consent of the parent, legal guardian, or guardian ad litem, please inform the building principal of your child's school IN WRITING.**

This notice is required by Statute 118.125. The notice will enable the school district to publicize student academic and athletic activities as well as such simple things as allowing parents of elementary students to be able to contact other parents for social events (i.e. birthday and holiday parties).

Please keep directory information updated in Family Access: [www.lakemills.k12.wi.us/parents](http://www.lakemills.k12.wi.us/parents).

## **School Records**

Under the Family Education Rights and Privacy Act, parents and students have rights in regard to school records including: the right to inspect, right to prevent disclosures, right to request amendment, right to obtain policy regarding school records, right to have directory data defined and determine its use, right to complain to the Family Rights and Privacy Act Office in Washington, DC. Please see the principal regarding questions about school records. All request to obtain student records must be made in writing.

## **Student Image Release**

Students have many opportunities to be recognized in both print and on cable television. Their names and images may appear on the local cable channel, in local newspapers, on the school website, in the Hands on News, on Facebook, and in the yearbook. During student enrollment, parents are asked to give permission for their child's image and/or name to appear in the media venues listed above.

## VII. Student Technology Use

### **Technology Acceptable Use Policy (AUP)**

The Lake Mills School District has a Technology Acceptable Use Policy (AUP). Each student is expected to have one signed and on file.

### **Student Use of Two-Way Electronic Communication Devices *POLICY 443.5***

Students are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device, camera, or other personal electronic device with communications functions or the capability to capture/record voice or image information, (collectively with this policy, "Device" or "Devices"), provided that the Device remains stored, **powered off and unused**:

1. Throughout the educational day that has been established for the applicable school.
2. In a school bathroom, locker room or other similar private dressing area at any time.
3. At such other times as have been identified in advance by a school-issued policy, rule or directive.

Such a Device shall be considered stored if it is outside of view and reasonably secured in a backpack. Any headphone, ear piece or similar equipment associated with a Device shall also be stored and not worn. Students who bring any Device to school do so at their own risk. The Lake Mills Area School District shall not be responsible for the safety or securing of personal electronic equipment that students choose to bring to school. Any student who possesses or uses a Device and/or associated equipment that is not stored, that is not powered off, or in a manner that violates this Board Policy or any other policy or school rule shall be subject to consequences, including, but not necessarily limited to, disciplinary action, required surrender of the Device, and/or potentially having his/her right to possess a Device at school further restricted by the school principal or his/her designee. The district may examine the Device and search its contents if there is a reason to believe that school policies, rules or regulations have been violated. In any case where a Device is confiscated by a school, the Device shall be returned to the student or to a parent/guardian at an appropriate time. Use of a Device is subject to the provisions of the Lake Mills Area School District Acceptable Use Policy. Exceptions to this policy are outlined in the complete Board Policy.