

Pardeeville Elementary School  
Student and Family  
Handbook  
2025-2026

“T.E.A.M. - Together Everyone Achieves More”



Mr. Andrew Kohn  
Principal

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Elementary School Office  
Mr. Kohn - Ext. 111; Mrs. Hoffman- Ext. 110

## **Theme - T.E.A.M.- Together Everyone Achieves More**

### **Pardeeville Elementary School**

Phone: 608-429-2151

Fax: 608-429-4807

Pardeeville Area School District Website:

[www.pardeeville.k12.wi.us](http://www.pardeeville.k12.wi.us)

Smith Bus Service - 608-429-2732

[smithbus3@gmail.com](mailto:smithbus3@gmail.com)

### **School Hours**

Grade K4 AM Session: 8:10 am - 10:50 am

PM Session: 12:05 pm - 3:00 pm

Gr. K- 4th: 8:10 am - 3:10 pm

Please note the elementary school building is not open until 8:00 am.

Elementary School Organizations for 4th Grade: Art Club; Math 24 Club; Student Council; Music Club

### **Mission Statement**

The Pardeeville Area School District, a caring, community-based learning organization, will provide all students an education that is a lifelong asset through active participation with family, business and community in a positive and challenging environment.

### **Board of Education Information**

The Board of Education holds its regular meetings at 7:00 p.m. the first and third Mondays of each Month, with the open forum available on the third Monday. Meetings will be in the High School Library, located at 120 South Oak Street, Pardeeville, Wisconsin. When circumstances require a change in the regular meeting time, date, and/or location, notice thereof shall be placed in the official meeting notice.

### **Pardeeville School Board Members**

Mrs. Becky Levzow.....President

Mr. Justin Nickel.....Vice President

Mrs. Karla Walker.....Treasurer

Mr. Chad Bellis .....Clerk

Mr. Bret Achterberg

Ms. Autumn Pease

Mr. Dennis Kinworthy

### **School Calendar Dates**

September 2.....4K & new students only; 8-10am

September 3.....1st day All Students

October 10.....No School- Teacher Inservice

October 31.....No School

November 21.....End of Trimester 1

November 24-28.....No School-Thanksgiving

December 18.....Winter Concert

December 22-January 2.....No School- Holiday Break

January 30.....No School

March 4.....End of Trimester 2

March 5-6.....No School- Teacher Inservice

March 30-April 3.....No School- Spring Break

April 30.....Spring Concert

May 25.....No School- Memorial Day

June 5.....End of Trimester 3- Last Day

### **School Newsletters - Stay Informed**

The Bulldog Bark will be emailed monthly on the last Friday of the month and updates will be made as necessary throughout the month. This newsletter has news and details of upcoming school events. The District Newsletter is published six times a year and mailed to district residents. If you do not have a Pardeeville or Wyocena address, contact the district office (429-2153) to have it mailed to you.

### **Change of Address and Telephone Numbers**

- The school maintains a directory of student addresses, telephone numbers and emergency information.
- If any of this information changes during the school year, please update your information using Infinite Campus, or contact the office for assistance.

### **School Closing**

- In the event that school is canceled, will start late, or is canceled during the school day, the District will notify families via text message, email and the following media: Channel 3 TV; Channel 15 TV; Channel 27 TV, Madison. All information is relayed to the TV stations as soon as possible.
- In the event that school is dismissed early, please have a plan in place for your child's after school destination.
- In the event of a late start, please do not drop off your children until 10 minutes before school is scheduled to begin.

### **Getting to School**

- Rollerblades, roller shoes, skateboards & motorized scooters are not allowed at school.
- Those students who ride bicycles need to park their bikes at the bike racks immediately after arriving at school. This means no riding on the sidewalks or on the playground before the bell rings. We strongly recommend locking bicycles to the racks and leaving bike pegs at home.
- Please note that the parking lot is not a safe or appropriate place to drop students off due to traffic. Signage has been posted to the effect.
- Animals should not accompany students/parents to school. They may bite, frighten, or jump on other students/staff.

### **Leaving Early/Arriving Late**

- If your child needs to leave school for any reason during the school day, a parent or guardian must come to the office to sign the child out.
- Parents/guardians should send a signed note to your child's teacher stating the date and time your child will be out of class.
- Upon returning to school, your child will check in at the office.

- If your child is late for school for any reason, he/she must check in at the office to obtain a pass, before returning to class. Students are considered absent in the morning if they arrive after 10:00 am and absent in the afternoon if they leave school before 2:00 pm.

### **School Attendance**

Regular attendance and promptness are important to your child's progress and good performance at school. State law (see Section 118.15 of Wisconsin State Statutes below.) requires that parents see to it that their children attend school regularly. If students are absent more than 10 days they could become truant according to the law.

### **GRADING SCALE – Grades K—4**

4—Advanced 3—Proficient 2—Basic  
1—Minimum

### **Report cards**

The elementary report cards are standards-based. Standards-based reporting means that students are measured against a set of district-wide academic standards for each subject area. Each grade level has a mid-year and end-of-the-year set of standards. Every student in that grade level, across the district, is receiving similar instruction and being assessed on the same expectations. Report cards will be sent out to families at the end of the first, second and third trimesters. Student progress on a report card is represented by a proficiency level. Teachers will also share student progress during parent- teacher conferences.

### **Homework**

We recognize that all learning cannot be accomplished within the limited amount of time allotted for classroom instruction. Therefore, homework may be assigned to any student in the Pardeeville Elementary Schools.

- The amount, length and type of homework will vary according to individual needs of the students and the class or course involved.
- Wednesdays are recognized as family nights in our community. Students will only have minimal assignments on this day.
- An assignment notebook may be provided for students in grades 2-4 and we ask your cooperation in checking your child's assignment notebook on a regular basis.

Academic Reporting Guide	
4 - Advanced	Demonstrates in-depth understanding that exceeds the required level. Is working one grade level above.
3 - Proficient	Reaches targeted level of performance by demonstrating the required skills or processes without making significant errors.
2 - Basic	Demonstrates inconsistent use of knowledge while making some significant errors.
1 - Minimal	Demonstrates limited use of knowledge while making many significant errors.

\*- Not Observed, Not Assessed at this time.

### **Academic Honesty**

As our students grow their independence they will complete their academic work without cheating, stealing, plagiarizing, etc.

### **Absences**

If your child will be absent from school for any reason, notify the office at your child's school before 8:30 am or the night before: Pardeeville Elementary - 608-429-2151; Ext. 0. Toll-free for families not in the (608) area code: 1-877-429-2151 or email [esattendance@pasdwi.org](mailto:esattendance@pasdwi.org). Please leave a message, if necessary. Please note that this policy is for the safety of your child. We want to make certain all students are safe and accounted for.

Excused absences require a pre-arranged absence form if a student will be absent for **three** (3) or more days. Excused absences that include doctor/dentist appointments, funerals, or counselor appointments

do not require a pre-planned absence form, but a note to the teacher in advance is appreciated. Other excused absences may include illness, hospitalization, injury and late bus. Students absent for illness three consecutive days, must provide a doctor's excuse upon return. An effort should be made to schedule routine appointments after school or on days when school is not in session. A note from the medical office is required to be given to the school the next day. Vet appointments for pets, haircuts, tanning, etc. are not considered acceptable excuses to miss school.

Truancy (unexcused absence) has been defined as being absent without permission or valid excuse. Unexcused absences examples include missed bus, overslept, and no excuse or note. A pattern of unexcused absences may result in truancy charges. "Habitual truant" means a pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days per semester.

### **Tardy**

PES Students are expected to be in their classrooms by 8:10 am. When a student is tardy, they miss important instructional information and tend to cause disruption when entering a classroom late.

### **School Rules - PAWS**

- Practice respect
- Act responsible
- **W** be a **W**onderful learner
- Safety always

### **Body Basics**

- Mouth closed and quiet
- Feet on the floor
- Hands to self and quiet
- Sitting up
- Eyes on the speaker/adult

### **Line Basics**

- Mouth closed
- Hands to yourself and quiet
- Eyes forwards
- Feet still and quiet
- Walk (no running, skipping, etc.)
- Hands at side
- Personal space
- face/body forward
- Single file

## **Playground Rules**

- Obey playground supervisors
- Show respect toward yourself and others
- Use equipment properly.
- Use courteous and respectful language.
- Stop activity/playing when the bell rings.
- During the winter months:
  - Wear appropriate clothing and boots.
  - Snow throwing and face washings are NOT allowed.
  - Students must have boots and snow pants to play on the snow. Students who are not appropriately dressed may be directed to remain on the blacktopped areas of the playground.
  - We will only stay indoors for recess if the temperature with wind chill is below 0° F.
  - If it is an outside recess day, all students participating in recess must go outdoors unless he/she has a written note from a physician.
  - If it is below 50° F, students need to wear a coat outside.
- Any form of tackle, horseback riding, pushing, tripping, wrestling or other unsafe/rough play will NOT be allowed.
- Keep playground balls off the roof, street and neighbor's lawn.
- Use playground equipment safely.
- In the interest of safety and fun, playground supervisors will monitor student behavior.
- Stay in the area where the supervisors can see you.
- Students MAY be kept inside to complete work and/or receive individual help from staff.

## **Consequences of Playground Misbehavior**

1. Verbal warning/reminder
2. Students will stand near the building for an assigned period of time.
3. Students will miss one whole recess.
4. File an Incident Report for serious infractions. The principal will use discretion with the consequences depending on the severity.

## **Cafeteria Rules**

- Quiet talking is appreciated.
- Students return trays.

- Clean up your area.
- Use good manners.
- Walk please.
- Caps and hats are not to be worn in the cafeteria.
- Lights off mean all students are quiet and will remain quiet until lights are turned on again.
- Green, yellow, red cups may be used (Green: Talk quietly; Yellow: Whisper; Red: No talking.)

## **Consequences of Cafeteria Behavior**

1. Verbal warning/reminder
2. Move seat away from table.
3. Sit at a table alone for one week.
4. Sit at table alone for two weeks; call parents with supervisor.
5. File an Incident Report for serious infractions. The principal will use discretion with the consequences depending on the severity.

## **Positive Behavior Intervention System- (PBIS)**

The staff at Pardeeville Elementary School believe that the optimal student achievement (academic and behavior) can be attained utilizing a proactive systems approach for creating and maintaining a safe and effective learning environment. School expectations which are reinforced daily:

**BE RESPECTFUL  
BE RESPONSIBLE  
BE A WONDERFUL LEARNER  
BE SAFE**

When the school expectations are followed, students have an opportunity to be recognized for their efforts by receiving Bulldog Paws. When school expectations are not followed, specific consequences result based on the behavior.

The positive expectations that we promote at school are as follows; remember these can also apply to situations outside the school building. The following are a *few* examples:

### **Practice respect**

Means: we are honest, treat others the way we want to be treated, are good listeners, follow directions, and use polite language.

### **Act responsible**

Means: we take care of ourselves and classroom materials, help keep our school clean, and are always prepared for class.

## **Wonderful Learner**

Means: we give our best effort, are team players, do our jobs, participate in class, and challenge ourselves.

## **Safety First**

Means: We practice line and body basics, and if someone is hurt or being hurt we let an adult know.

## **Dress Code**

Dress and grooming are a matter of personal and parental judgment. However, dress and grooming should not be detrimental to the health and safety of others or be disruptive in the classroom. Examples of inappropriate clothing that may NOT be worn include:

- Clothing items destructive to school property.
- Hats, scarves or other headgear worn inside the building.
- See-through clothing, revealing shirts, or tops that expose the midriff.
- Extremely short skirts and shorts are prohibited.
- Clothing with inappropriate print or advertisement of alcohol, tobacco or other drugs.
- T-shirts or other clothing items that advocate violence.
- Pajama type clothing
- Coats, jackets, or other outerwear worn inside the building (possible exception during colder weather).
- Roller shoes (wheelies).
- Physical education classes require non-marking athletic shoes.
- Costumes

\*\*There may be designated dress up days throughout the year.

## **Bulldogs Don't Bully**

Harassment/bullying is defined as behavior intended to intimidate or humiliate another.

Harassment/bullying behaviors include but are not limited to: shoving, punching, tripping, kicking, taking or damaging one's property, making threats, teasing, name calling, excluding from activities, tormenting, taunting, or cruel/abusive treatment.

Harassment includes verbal comments or other expressions that insult, degrade, or stereotype any person or group because of race, color, national origin, gender, sexual orientation, religion, creed, pregnancy, parental/marital status, disability, or age.

Students who believe they have been subjected to harassment or bullying or parents/guardians who believe their child has been subjected to harassment or bullying should report the incident to the building principal or guidance counselor as soon as possible. Establishing a school climate free of harassment/bullying begins with reporting incidents.

Consequences for harassment/bullying will vary, depending on the harassment/bullying behavior.

## **Office Referrals**

Students referred to the principal's office may receive a Minor Behavior Tracking form or a Major Office Referral explaining the nature of the offense and any action taken. In an effort to maintain a safe school environment and positively influence student behavior, we will use a progressive discipline system. Consequences assigned will be based on how many times the student has been in trouble and based on the severity of the incident.

Consequences can range from a warning up to detentions, and including suspension and/or expulsion by the school board.

## **Discipline Code**

### **CLASSROOM BEHAVIOR**

Classroom teachers are responsible for managing behaviors in their classrooms and have the final say about rule enforcement. Examples of behaviors that teachers may need to remove students from class are:

\* Insubordination—failure to comply with an order given by an adult.

\* Disrespect—rude and discourteous shown to an adult

\* Inappropriate physical contact, hitting, pushing, etc.

\* Profanity

\* Repeated disruption of class activities

The consequence for being removed from class and sent to the office may result in detentions, or suspensions.

### **SEVERE INFRACTIONS**

Severe infractions include but are not limited to: fighting, vandalism, use and/or possession of tobacco, phone abuse, extortion, and skipping school. **POLICE MAY BE NOTIFIED WITH SEVERE INFRACTIONS. SOME OCCURRENCES MAY INVOLVE RESTITUTION AND/OR REPLACEMENT COSTS, AND MAY BE REFERRED TO THE BOARD OF EDUCATION FOR EXPULSION.**

THE FOLLOWING WILL IMMEDIATELY INITIATE EXPULSION PROCEEDINGS: drug trafficking, drug paraphernalia, drug or alcohol possession, explosives, weapons, bomb threats, false fire alarms, inappropriate use of chemicals and chemicals in school such as pepper spray.

EACH SITUATION WILL BE JUDGED SEPARATELY. THE PRINCIPAL DETERMINES APPROPRIATE CONSEQUENCE.

### **Bus Information**

- Riding the bus is a privilege.
- Improper behavior on the bus or at the bus stop may result in your child being denied bus service. Every effort is made to communicate with students and parents when bus behavior is inappropriate.
- One warning is given. If the inappropriate behavior continues, the student may be suspended from transportation for the first offense. The length of subsequent suspensions will increase if the misbehavior persists. In extreme cases, students may have their bus privileges revoked.
- Children are to return home on their assigned bus route. If your child will be using a different bus route on a certain day, **he/she must bring a signed note from a parent or guardian.** Give the note to the classroom teacher on the morning of the route change. **If we do not have a note, the child will ride on his/her regular route.**
- If your child is not riding his/her regular bus for any reason, the classroom teacher must be notified in writing as to how your child will be getting home on that day. Questions or concerns about busing should be directed to Smith's Bus Co. at 608-429-2732.
- Elementary students must board the school bus on Oak Street. They may NOT walk to the high school to board the buses.

### **Bus Rider Safety Rules**

All children must obey the following rules. Discussing them with your child will help ensure a safe trip. If your child does not ride a bus daily, they will eventually ride a bus to a field trip, thus everyone should be aware of the rules.

1. The driver is in charge.
2. Follow directions.
3. Keep your hands to yourself.
4. Use Body Basics and Line Basics.
5. Be silent at all railroad crossings.
6. Stay in your seat until the bus stops and it's your turn to get off.
7. Keep your body inside the bus.

8. Use the garbage can and keep the bus clean.
9. Leave electronic devices, sport equipment, etc. at home. Eat food before you get on or after you get off the bus.
10. Be on time at your bus stop. The bus will not wait. During poor weather the bus may be late, please be patient.
11. Use kind words when talking to others. Speak softly so you don't distract the driver.
12. Classroom/school rules apply on the bus.
13. When waiting for the bus, for any reason. PLEASE NOTIFY THE DRIVER.
14. If your child is NOT riding the bus for any reason, PLEASE NOTIFY THE DRIVER.

### **Health Information**

#### **Injury/Illness**

If a child becomes ill or has a serious accident at school, the parents or guardian will be notified immediately. Inform the school of any changes of emergency information throughout the year. **Two emergency names and current phone numbers are preferred.**

#### **Communicable Disease**

There are many episodes of colds and flu during the school year. These outbreaks affect both the students and the staff. Due to these illnesses, students who become ill will have to be sent home during the school day. The decision to send students home will be based on if he/she exhibits any of the following symptoms:

- Fever of 100 degrees or greater
- Diarrhea
- Vomiting
- Unidentified rash
- Open sores - especially on the face or hands
- Infestations
- Red runny eyes

If your child exhibits any of these symptoms, please keep him/her home. Students may return to school 24 hours after the last episode of vomiting or diarrhea and are fever-free without the use of fever-reducing medication.

## Administration of Medication in School

All prescription and nonprescription medications will be kept in locked areas where students do not have access.

### Prescription Medication

- A Prescription Medication Consent Form must be completed by the prescribing physician and be on file in the school office in order for any student to take medication at school.
- Only medication in the original prescription container, labeled with the student's name, date, and exact dosage will be administered.
- ALL prescription medication **MUST** be brought to the office by an adult and **CANNOT** be sent with the student.
- All prescription medications **MUST** be picked up by an adult and **CANNOT** be sent home with the student.

### Nonprescription Medication

- May be administered to a student during school hours only with the prior consent of the parent.
- ALL nonprescription medication **MUST** be picked up by an adult and **CANNOT** be sent home with the student.
- Only those nonprescription medications that are provided by the parent/guardian with consent of the parent/guardian in the original manufacturer package which lists the ingredients and dosage in an eligible format may be administered.
- ALL nonprescription medication **MUST** be brought to the office by an adult and **CANNOT** be sent with the student.

***Federal and State laws classify CBD oil as a Schedule 1 drug. The Drug-free Workplace Act and Safe and Drug-free School and Communities Act require schools, at a minimum, to prohibit the possession, use, or distribution of illegal substances on school property. Therefore PASD will not permit the use of CBD oil on school property.***

### Children of Divorced/Separated Parents/Guardians

It is the policy of the School District of Pardeeville to maintain strict neutrality between parents/guardians who are involved in an action affecting the family unless otherwise directed by court order. Where a court order restricts the access of one parent or guardian to a student, or information regarding that student, it is the responsibility of the enrolling party to

provide to the building principal a certified copy of the court order. Without such a court order, the school will assign a custodial role to the parent/guardian enrolling the child, and a visitation role, with no restrictions, to the other parent/guardian. Please make sure to fill out a "Parents Who Live Apart" form each school year, if applicable.

### Field Trips

- Parents, guardians and grandparents may act as chaperones on school trips. Students will have opportunities to participate in field trips that relate to the curriculum.
- For off-campus field trips, a field trip permission slip must be signed by a parent/guardian. ***We need your signature; verbal permission is not sufficient.***
- For short walking trips (i.e., historical society, library, etc.) a parent/guardian signature must be on file in the office.
- Please note that students are expected to ride on the bus for field trips. Students must ride to the field trip destination with the rest of the group unless they have a medical excuse for using alternate transportation.
- If parents/guardians wish to have their child excused from the group at the end of the trip to ride home in the car, the following must be done: ***A signed note requesting that the child be excused at the end of the trip must be submitted to the principal before the group departs for their destination. The student's teacher must also be clearly notified at the time the child leaves the student group.***
- Parents/guardians may only take their own child home. Other students cannot be dismissed into the care of adults who are not their parent or legal guardian.

### Guidelines for Chaperones

From time to time we have more parent chaperones than we can accommodate and your request to participate as a chaperone may be denied. We ask for your understanding in these cases. Remember that field trips are planned primarily for students. A background check will be performed for all persons prior to chaperoning for the district. This is for the safety of our students and school. If you have been asked or have volunteered to accompany a group of students as a chaperone, please use the list below as a general guideline to follow:



1. You are in charge of a small group of students.
2. It is your responsibility to report to the teacher any problems or concerns.
3. This event is an extension of the school environment. School rules apply. This is a non-smoking environment.
4. No inappropriate language will be spoken to children or adults.
5. No tobacco products, alcohol and/or other drugs during the field trip are allowed.

The staff member in charge will make all final decisions. Please refer to Field Trip Policy #603.1

### **Volunteers**

A background check will be performed for all persons prior to volunteering for the district. This is for the safety of our students and school. Cell phones should not be in use while volunteering at school.

### **Items Not Allowed in School**

The school is not responsible for lost or stolen items. Items not allowed at school include, but are not limited to:

- Electronic devices
- Trading Cards
- Dangerous items, such as knives and flammables
- Toys (unless with prior approval from the teacher, specifically for "Show and Tell")
- Skateboards, inline skates and student operated motorized vehicles.
- Gum and candy
- Animals/pets
- Flowers, gifts and balloons cannot be delivered to students during the school day.

Exceptions to all may be made at the Principal's discretion. **When in doubt, call the school and ask.**

### **Cell Phones**

Cell phones—Student cell phones must be OFF during school hours and stored in lockers or backpacks. Due to the security concerns around smart speaker devices (i.e. devices enabled with Siri, Alexa or other voice command assistants) students are not permitted to utilize these items on the school premises.

### **Computer Use Policy**

The School District assumes that all students have permission to use the computer network and internet unless the parent/guardian fills out the "Internet Restriction Form". This form is available upon request at the school district office. For more detailed

information about the District's Internet Guidelines and Rules for Users, see District Policy #107 and 107.1.

The School District computers shall be used by students to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. Unethical and unacceptable behavior in violation of the computer usage rules shall be cause for taking disciplinary action, revoking information network access privileges, and/or initiating legal action for any activity.

Consequences for infractions may include, but are not limited to the following:

- Suspension of District computer and network access
- Revocation of District computer and network access
- Suspension of Internet privileges
- Revocation of Internet privileges
- School suspension and/or legal action and prosecution by the authorities may occur.

### **Lockers**

Each student will be provided with a locker or cubby the first day of school. Students are not to switch lockers or cubbies unless directed to do so by the teacher.

Lockers and cubbies are considered school property. The school retains the right to conduct both announced and unannounced searches of lockers and cubbies.

### **School Property**

Students are provided with required textbooks. If a textbook is lost and not found by the end of the school year, or if a text is damaged, a replacement fee will be assessed. All students will use the school library. A replacement fee will be assessed if a library book is lost and not returned or if a book is damaged. Library privileges may be suspended until fees are paid.

### **Student Property**

Label all outerwear clothing articles (gloves, boots, jackets, hats, etc.). Lost and missing items are placed in the Lost & Found box located in the hallway by the gym. More valuable items will be kept in the school office and must be identified before being claimed.

### **Video Policy**

Videos that have obvious educational value may be shown when appropriate for specific curricular objectives. Videos must be listed on the teacher's lesson plans and must be previewed in their entirety prior to use. Videos intended for entertainment as part of indoor recess, co-curricular or after school events, or as a reward for students who have met an educational goal, may be shown with prior approval of the principal. Aside from videos produced for educational purposes, videos will have to meet the rating requirements as outlined: "PG"

Rating—Grades K4—4th with the principal notification in lesson plans and parent notification. Parents have the right to withdraw their child upon notification.

### **Visitors**

All exterior doors will be locked during the school day. Door #1 by the office is the main entrance. It is locked, but equipped with a doorbell to allow visitors to enter after being buzzed in. This is done to help ensure the safety of our students and staff. Please plan to use the main entrance when entering the building. This will reduce classroom interruptions and increase the safety and security of the building for our students and staff.

All parents and guests are required to stop in the office if entering the building during school hours. You will be given a "Visitor" tag and we ask that you return to the office when checking out.

Cell phones should not be used when visiting. If you plan to visit your child's classroom during the school day, ***please inform the teacher in advance.***

Parents coming into the building to pick up a student at the end of the school day do not need to check in or wear a visitor's tag; however, we do ask that you wait near the office area. Child visitors (without an adult accompanying them) are not allowed at school.

### **Food Allergies**

There are students with significant food allergies who attend public schools. In some cases, it is necessary to restrict the foods that these students may come into contact with to prevent allergic reactions known as food-induced anaphylaxis. An allergy to food such as peanuts must be taken seriously because it is one of the leading causes of food-induced anaphylaxis. Staff at Pardeeville Schools takes student safety seriously, so we have created "Nut Free Zones" in order to protect students with these allergies from

coming into contact with nut products. These Nut Free Zones include tables in the cafeteria. Please watch for signs indicating an area as a Nut Free Zone.

### ***What is food-induced anaphylaxis?***

Anaphylaxis is a sudden, severe allergic reaction caused by contact with food that involves various areas of the body simultaneously or causes difficulty breathing with swelling of the throat and tongue. In extreme cases, it can cause death. This type of reaction is sometimes called a general reaction or allergic shock.

### ***What is a "Nut Free Zone?"***

A Nut Free Zone is a place where nut products may not be present to protect the health and safety of students. All students may come and go from a Nut Free Zone, but may not bring any nut products (peanuts, foods containing nut products) in a Nut Free Zone to protect the health and safety of classmates.

### **Important Related Information**

Students should not trade food at lunch or snack time, as they most likely don't know the ingredients and haven't checked to make sure that the food is safe for all students. Read the ingredient labels for all foods possible that may be consumed by the student with allergies and for craft supplies such as modeling clay.

Terms that indicate the presence of PEANUT protein include, but are not limited to the following: artificial nuts, beer nuts, cold pressed, expelled, or extruded peanut oil, goobers, ground nuts, mixed nuts, monkey nuts, nutmeat, nut pieces, peanut, peanut butter, peanut flour. Terms that may indicate the presence of peanut protein include but are not limited to: African, Asian (especially Chinese, Indian, Indonesian, Thai, and Vietnamese), and Mexican dishes, baked goods (pastries, cookies, etc.), candy (including chocolate candy), chili, egg rolls, enchilada sauce, flavoring, marzipan, and nougat. Mandelonas are peanuts soaked in almond flavoring.

Arachis oil is peanut oil. Experts advise patients allergic to peanuts to avoid tree nuts as well (i.e. almonds, Brazil nuts, cashews, chestnuts, walnuts, etc.) Sunflower seeds are often produced on equipment shared with peanuts. Cross contamination, transfer of nuts or nut oils from one area, object or food to another, is a very real threat to the health of students with food allergies. Be aware of the identity of students with food allergies, and

communicate with their parents especially if children are involved in activities outside of school.

*Birthday treats in Nut Free Zones must be store-bought (not homemade) and have an ingredient label attached or it will NOT be distributed in class.*

Reminder, birthday treats are not required and do not have to be food items (pencils, erasers or other items could be substituted for food items). For more information about food allergies and anaphylaxis, ask your child's teacher, school nurse, or visit the website of The Food Allergy and Anaphylaxis Network at: <http://www.foodallergy.org/>

### **Lunch/Breakfast/Milk Program**

The Pardeeville School District uses an automated lunch program. Families who participate in the hot lunch program or the milk program are assigned an account number. Identification cards with a bar code representing this account number are generated for each child in the family. The ID number is scanned when the child takes milk or is served through the hot lunch line.

When the account balance falls below \$10.00, parents will receive an email with an alert that the balance is low. (This policy does not apply to children who qualify for free lunches.) We ask that the minimum deposit into the child's account be at least \$10.00.

Parents have the convenience of sending in one payment to cover all children in the family. Deposits can be mailed to: Pardeeville Area School District, ATTN: FOOD SERVICE; Box 130, Pardeeville WI 53954

We will accept payments at the elementary school. Enclose your payment in an envelope clearly marked with the child's name and classroom teacher, and give it to the teacher at the beginning of class.

Money remaining in the account at the end of the year will be applied to the next school year. Money will only be returned if the student/s withdraws from our school system.

### **Non-discrimination Policy**

It is the policy of the Pardeeville School District that no person 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 any curricular, extracurricular, pupil service, recreational or other program or activity

because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation or physical, mental, emotional or learning disability as required by section 188.13 of the statutes. This policy also prohibits discrimination as defined by title IX of the Education Amendments of 1972 (sex), title VI of the Civil Rights Act of 1964 (race and national origin) and section 504 of the Rehabilitation Act of 1973 (handicap).