

Pardeeville Elementary School Student Handbook 2018-2019

"LEARNING TAKES US PLACES!"



Mrs. Mary Kamrath
Principal

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Administrative Assistant

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School Theme for 2018-2019
“LEARNING TAKES US PLACES!”

Pardeeville Elementary School
Phone: 608-429-2151 Fax: 608-429-4807
Pardeeville Area School District Website:
www.pardeeville.k12.wi.us

Smith Bus – 608-429-2732
Smithbus3@gmail.com

SCHOOL HOURS

Grade K4 AM Session: 8:10 am—10:50 am
PM Session: 12:05 pm—3:10 pm
Gr. K-4th 8:10 am—3:10 pm
Please Note: The Elementary School building is not open until 8:00 a.m.

ELEMENTARY SCHOOL ORGANIZATIONS

Art Club (Gr.4); Homework Club; Math Club; Student Council (Gr. 4)

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.

NON-DISCRIMINATION POLICY

The Pardeeville 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 educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

Any complaint regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with the established procedures. For more information, contact the District Office.

CHANGE OF ADDRESS/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, it is important for a parent or guardian to notify the school to keep these records current.

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 Blackboard

Connect 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

- Roller blades, 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 this 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 before returning to class to obtain a pass. The pass should be signed by a parent/guardian and returned to the office the next day. Students are considered absent in the morning if they arrive after 10:00 a.m. and absent in the afternoon if they leave school before 2:00 p.m.

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.

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 – 429-2151; Ext. 1. Toll-free for families not in the (608) area code: 1-877-429-2151. 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 absent 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-plan absent form, but a note to the teacher in advance is appreciated. Other excused absences include illness, head lice, 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 include missed bus, overslept, head lice after the first day of notification, 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 a.m. Students who are tardy at the start of the school day three (3) times will have a letter sent to parents. Students who are tardy five (5) times or more in one (1) quarter, will be unable to participate in the You Deserve It Day activities each quarter.

SCHOOL RULES – PAWS

- Practice respect
- Act responsible
- B a wonderful learner
- Safety always

Body Basics

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

Line Basics

- Mouth closed and quiet
- Hands to yourself and quiet
- Eyes forward
- 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; no swearing or racial slurs.
- Stop activity/playing when the bell rings (no playing on the way into school).
- During Winter months:
 - a. Wear appropriate clothing and boots.
 - b. Snow throwing and face washings are NOT allowed.
 - c. Students must have boots and snow pants to play on snow. Students who are not appropriately dressed may be directed to remain on the blacktopped areas of the playground.
 - d. We will only stay indoors for recess if the temperature with wind chill is below 0° F.
 - e. **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.**
 - f. 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 neighbors' 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. Student will stand near the building for an assigned period of time.
3. Student 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

1. Quiet talking is appreciated.
2. Students return trays.
3. Clean up your area.
4. Use good manners.
5. Walk please.
6. Caps and hats are not to be worn in the cafeteria.
7. Lights off means all students are quiet and remain quiet until the lights are turned on again.
8. Green, yellow, red cups are used (Green: Talk quietly; Yellow: Whisper; Red: No Talking).

Consequences of Cafeteria Misbehavior

1. Verbal warning/reminder
2. Move seat away from table.
3. Sit at table alone for one week.
4. Sit at table alone for two weeks; call parents with supervisor.
5. File Incident Report – eat in office for one week; parents called.

POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

The staff at Pardeeville Elementary School believe that 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 and by participating in our end of the month celebrations. When school expectations are not followed, specific consequences result based on the behavior.

The 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 would 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.

GUIDANCE

In compliance with the Wisconsin Dept. of Public Instruction's standards, each year the teachers and guidance counselor address Protective Behaviors as part of the guidance curriculum in 4K—4th grade. Based on the child's developmental level, protective behaviors encompass safety behaviors in general such as walking, bicycle, fire and gun safety. It also includes saying "no" to alcohol, drugs and tobacco use. Each year anti-

bullying behavior is addressed, including the use of "I messages" and when and how to report concerns. In the spring we teach about stranger awareness and safe and unsafe touch. Safe and unsafe touch includes the discussion of respecting private body parts, the "oh-oh" feeling, how to handle unsafe secrets, and who is part of our support network. The curriculum is designed to help students stay safe and to make appropriate, positive decisions. Information is presented in a developmentally appropriate and fun manner. Parents are welcome to attend and are encouraged to contact the classroom teacher or counselor ahead of time. If, for some reason, parents do not wish to have their child participate in the Safe and Unsafe Touch part of this program, the school counselor should be contacted by mid-September.

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 parent/guardians who believe their child has been subjected to harassment or bullying should report the incident occurred 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 bullying behavior. Bullying behavior will be divided into three categories: 1. Teasing and name calling; 2. Pushing or hitting; 3. Harassing, punching or kicking.

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. A copy of this report will be sent by mail. 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 after school 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 an after-school detention.

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 will be suspended from transportation for 2-3 days 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 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 hands to yourself.
4. Use Body Basics and Line Basics.
5. Be silent at all railroad crossing.
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.**
15. **Failure to comply with the bus rules will result in loss of transportation privileges.**

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

- Head lice and/or nits (see complete Head Lice Policy)
- 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 has occurred or 24 hours after their fever has subsided.

CONTROL AND TREATMENT OF HEAD LICE/NITS IN THE SCHOOL (502.6)

- A. Any student who is suspected of having head lice shall be removed from the classroom as unobtrusively as possible to be screened. Head lice checks may be made periodically on any child as necessary during the school year. This may include classroom checks or all school checks. Friends and siblings of infested students will be checked for head lice. Students with head lice or untreated nits shall not attend school. All new and returning students must be screened. The district may screen all students as needed.
- B. If live lice or untreated nits are apparent:
1. The parent will be contacted by phone. The child should be isolated and sent home with his/her belongings.
 2. Treatment of the student and the environment will be explained to the parent.
 3. A written explanation of lice treatment will be given to the student for the parent or guardian, serving as an adjunct to the instruction given over the phone.
 4. Parents/guardians must remove all nits and casings after treatment with a lice shampoo, before re-admittance to school.
 5. The District may screen all students as needed.
- C. Re-admission to school:
1. The student will be checked by the school district nurse or his/her designee upon the student's return to school to be assured of treatment.
 2. Presence of live lice will constitute exclusion and treatment will be repeated.
 3. If nits are present, the parent/guardian is to be notified that they must be removed by the fourth day. If nits are still present the student will be excluded until the nits are removed.
 4. The school district nurse or his/her designee will check the student's head for lice and nits daily for two weeks following re-entry, or until assured that

the head is clear.

5. The principal or his/her designee may request a doctor's slip or UPC code from the used treatment kit for re-admittance.

- D. School environment
1. The guidelines for "cleaning the classroom" will be followed for those classrooms of diagnosed cases. The custodians will be asked to clean the classroom each time a new case is discovered in that classroom.
 2. Letters for parents/guardians of all students in that classroom will be sent home with the students explaining that lice have been discovered in their child's classroom and instructions on how to check their own children for head lice.
 3. School staff will check the heads of all students in those classrooms of diagnosed cases within one day of discovery of a case of head lice in that classroom.

ADMINISTRATION OF MEDICATION IN SCHOOL

Prescription Medication

- A **Prescription Medication Consent Form** must be completed by the prescribing physician and 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 medication 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. This consent must be given on the student's Power School account under E-Registration-Health on the District website.
- Only those nonprescription medications that are provided by the parent/guardian and the E-Registration consent of the parent/guardian in the original manufacturers' package which lists the ingredients and dosage in a legible format may be administered.
- ALL nonprescription medication MUST be brought to the office by an adult and CANNOT be sent with the student.
- ALL nonprescription medication MUST be picked up by an adult and CANNOT be sent home with the student.

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** will be provided for students in grades 2-4 and we ask your cooperation in checking your child's assignment notebook on a regular basis.

PROMOTION/RETENTION

Effective September 1, 2002 fourth grade students must meet specific criteria for advancement to fifth grade in accordance with State Statute 118.30 and 118.33:

All fourth grade students must meet certain criteria for promotion to fifth grade. This criteria will include scores on state and district assessments and grades on core subject area: Reading, English, math, science, and social studies. If the criteria is not met, the advancement review team will be convened.

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 first and second semester. Teachers will share student progress quarterly at parent-teacher conferences. Student progress on a report card is now represented by a proficiency level.

What do these levels mean for parents and students?

Academic Reporting Guide	
4- Advanced	Demonstrates in-depth understanding that exceeds required level. Is working one grade level above.

3- Proficient (TARGET)	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 <i>some</i> significant errors.
1- Minimal	Demonstrates limited use of knowledge while making <i>many</i> significant errors.
*- Not Observed	Not assessed at this time.

BIRTHDAYS

Students may bring a treat for the class to celebrate their special day. **Please be aware of student allergies and provide healthy treats. *See Food Allergies pp. 17-18.** Parents are asked not to send birthday invitations to school unless the entire class is invited. This will help to avoid hurt feelings. **Please note: Balloons and/or Flowers cannot be delivered to students at school.**

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.

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.

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, candy, and animals/pets.
- Animals (unless permission from principal).
- **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 school and ask.

CELL PHONES

Cell phones—Student cell phones must be OFF during school hours and stored in lockers or backpacks.

Violation of this policy will result in the following: 1st

Offense—Cell phone turned into office

2nd Offense—Referral to Principal

3rd Offense—Parents must pick up cell phone in the office.

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, located in the Elementary School Office.

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 will 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

1st Offense—1 week suspension

2nd Offense—Semester

suspension

3rd Offense—Remainder of school year suspension

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.

FOOD ALLERGIES

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 classrooms that have students with nut allergies and 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

If your child is in a class that is a Nut Free Zone, do NOT send treats to school containing nuts or nut products. If you aren't sure if the treat is safe, please speak with your child's teacher or the school nurse.

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. Breakfast is served from 7:50—8:10 a.m. in the elementary cafeteria.

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. At the minimum deposit into the family account be at least \$10. (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 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.

PARENT TEACHER ORGANIZATION

The Pardeeville PTO is an active organization that sponsors events and fundraisers throughout the year. Meetings are held on the Second Tuesday of each month at 6:30 p.m. in the elementary cafeteria. Your participation is encouraged.

SCHOOL NEWSLETTERS – STAY INFORMED

A newsletter is published monthly on the first Wednesday of the month titled the *Bulldog Bark*. This newsletter is available on the web at: www.pardeeville.k12.wi.us. If you want a paper copy sent home, please inform the office. 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.

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 cafeteria. 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 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.

