

Dear Families,

Welcome to St. Croix Falls and Dresser Elementary Schools. I am pleased to present this handbook to our families. It has been prepared to help you become better acquainted with our school's facilities and policies, as well as general information about our schools. Please keep it available for your reference throughout the school year. I would also encourage you to take some time to sit down with your child and read through it.

We are all looking forward to moving into the new building. Students and staff will be coming back to a vastly improved facility, including a new gymnasium, special education rooms, and media center with two computer labs. This has been quite a project over the last twelve months. The cooperation from the community has been tremendous. We greatly appreciate the relationship we have with you.

If you have any questions regarding any of the information presented in this handbook, feel free to call me at St. Croix Falls Elementary School.

We all need to work together during this exciting time at St. Croix Falls Elementary School.

Sincerely,

*Jeffrey Benoy*

Jeffrey Benoy  
Elementary Principal

**St. Croix Falls Elementary School 483-9823  
Dresser Elementary School 755-3165**

**TEACHING STAFF**

Lindsay Dyzak	Kindergarten - Dresser
Vicki Engel	Kindergarten – Dresser
Jaime Harrison	Kindergarten - Dresser
Trudy Lorenz	Kindergarten - Dresser
Shauna Waltz	Kindergarten - Dresser
Penny Kammerud	Grade 1
Kelli Kerkow	Grade 1
Julie Larcom	Grade 1
Kristie Olson	Grade 1
Wendy Peterson	Grade 1
Salene Bonneville	Grade 2
Adrienne Gyllen	Grade 2
Shirley Klawitter	Grade 2
Jill Pope	Grade 2
Mary Johnson	Grade 3
Cathy Miles	Grade 3
Scott Petznick	Grade 3
Barb Trombley	Grade 3
Dan Clark	Grade 4
Lori Fox	Grade 4
Mike Mysicka	Grade 4
Melissa Petersen	Grade 4
Kim Mork	Special Education
Merrilee Self	Special Education
Janice Etsinger	Early Childhood-Dresser
Jessica Frohn	Elementary Media Specialist
Georgia Scott	Reading Resource/Title 1
Merry Vinette	Title 1
Stephanie Belisle	P.E.
Jennifer Clemins	Art
Rick Hansen	Counselor
Janet Huenink	Music
Linda Nelson	Speech Clinician

**ELEMENTARY SECRETARY**

Randi Shaw (ex. 211)

**EDUCATIONAL ASSISTANTS**

Mary Lou Barstow	Teachers/Office	Shawn Busby	Teachers/Office
Rebecca Bergerson	Special Ed	Rita Creuzer	Library
Sharon Dunlop	Special Ed.	Sharon Kobernick	Special Ed.
Mary Jo Krueger	Secretary-Dresser	Cindy Larson	Special Ed.
Marie Raygor	Special Ed.	Kay Whittenberger	Special Ed.

**Board Of Education**

Ken Stensven - President  
Bruce Paulsen – Vice President  
Max Fehrenbacher - Clerk  
Steve Bont – Treasurer  
Mona Schmidt – Member

**Administration**

Glenn Martin – Superintendent  
Peter Nusbaum- High School Principal  
Kathleen Willow - Middle School Principal  
Jeffrey Benoy - Elementary Principal  
John Gyllen – Director of Pupil Services

**Bookkeepers**

Carolie Gubasta - District Office  
Penny Meyer - District Office  
Dayle Schultz - District Office

**Transportation**

Gary Ward

**Custodians**

Steve Mikutowski - Head Custodian  
Rodney Brust  
Josh Dagestad  
Brian Kammerud  
Kevin Van Hove

**Cooks**

Toni Despiegelaere  
Judy Hanson  
Lavonne Lumsden

### **School District of St. Croix Falls Mission Statement**

The mission of the School District of St. Croix Falls shall be to provide a quality educational program for all children that will equip each student with the skills, knowledge, and attitudes to enable them to become lifetime learners, and to live a productive life in a democratic society.

Legal Ref. Sections 118.01, 121.02(1) Wisconsin Statutes  
Adopted: January 29, 1985  
Updated: January 25, 1994  
Updated: September 22, 1998

### **St. Croix Falls Elementary School Mission Statement**

The St. Croix Falls Elementary Schools, in a collaborative effort with parents and community, will provide learners with the opportunity to develop knowledge, skills, and attitudes necessary to become contributing, self-reliant citizens, motivated toward lifelong learning within a safe, supportive, and challenging environment.

### **Communications Between Home And School**

When we have a problem or concern regarding a student, we will contact the parents to deal with the issue. It is our hope that parents do the same whenever questions or concerns arise.

The "Elementary Express", our elementary newsletter, is sent home bimonthly to keep parents posted on the many happenings in the schools.

### **School Hours**

St. Croix Falls Elementary	8:10 a.m. - 3:15 p.m.
Dresser Elementary	8:20 a.m. - 3:05 p.m.

### **K-4 Class List Development Procedure**

Assignment of students to classes within the St. Croix Falls School District will be made by the administration working in cooperation with professional staff. The district has the responsibility to assign students to their grade level, teacher and building.

***Class lists will be developed using the following procedure and criteria:***

1. Provide a balanced mixture of academic abilities.
2. Provide a balanced number of males and females.
3. Students with a potential of behavior problems will be mixed throughout the available buildings.
4. Attempts will be made to separate personality conflicts.
5. Exceptional Educational Needs students will be balanced among the available classes.
6. Class sizes will be balanced within the grade level.
7. Teachers meet in the spring each year to develop class lists.

The parents of elementary students are able to make a request for their child's teacher for the upcoming school year. Requesting a teacher is to be for educational reasons only. Unfortunately, this has too often become the students encouraging their mom or dad to request the teacher the student would most like to have or that the child's friends have. Requesting a teacher does not guarantee that your request will be honored.

If parents want to request a teacher based on educational needs then parents must stop by the elementary office and fill out a request form stating those educational reasons. The request will be considered but the first concern will be to have classrooms balanced with boy/girl, special needs, achievement and teacher's input into the best setting for that student to achieve up to their potential.

The teachers spend many hours working together to set up classrooms that meet the needs of many students. We appreciate everyone's cooperation in this matter.

### **Student Attendance Policy**

The Board of Education encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students and school personnel must recognize their responsibilities to assure regular attendance.

The Board, in recognition of the statutory requirements for school attendance and the overwhelming public need for an educated society, believes school attendance should take precedence over non-school activities. State law requires every child between six and 18 years of age to be in school attendance unless he/she:

- (1) is excused temporarily for physical or mental reasons, or other reasons defined by the Board;
- (2) has graduated;
- (3) has been authorized to attend an alternative educational program; or
- (4) has been excused by his /her parent/guardian prior to an absence in accordance with state law.

It is the responsibility of any person having under his/her control such a child to ensure regular attendance during the full period and hours that school is in session until the end of the quarter or semester of the school year in which the child becomes 18 years of age.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established district procedures. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the principal or designee to determine whether the absence is acceptable (excused) or not acceptable (truant)

Legal Ref. : Sections 118.15, 118.153, 118.16, 118.162, 118.165 Wisconsin Statutes

Cross Ref.: 431-Rule Student Attendance Procedures

342.6 Alternative Programs

424 Public School Open Enrollment and Attendance Option

346.1 Fourth Grade Promotion Policy

346.1 Exhibit

County Wide Truancy Policy

### **Student Attendance Procedures**

#### 1. School Attendance Officer

- a. The principal or designee shall serve as the school attendance officer for each school in the District. The school attendance officer shall deal with all matters relating to school attendance and truancy.

#### 2. Student Attendance

- a. The responsibility for regular school attendance is a responsibility that should be shared by parents, students and school.

- b. Excused Absences- All excused absences require parent/guardian verification.

- (1) Parent-Excused absences

Parents are authorized to excuse their child from school attendance for any reason, up to a maximum of 10 days in a school year, provided they notify the school in writing, a minimum of two days prior to the absence. A phone call or personal contact from a parent or guardian prior to the absence will also be required to verify the absence. Students are required to obtain an advanced make-up form from the office. All work must be made up prior to the absence unless other arrangements have been made with the instructor.

- (2) Principal-Excused Absences

\*If a student is absent (for reasons listed below), parents/guardians must call the school office by **9 a.m. on the day of the absence**.

\*If a call has not been received, the parent will be contacted by phone or letter.

\*If a student is tardy, a parent/guardian must notify the school by phone or in person. Students are required to stop in the office and check in prior to reporting to class (excessive tardies may be unexcused).

\*In some cases prior approval may be indicated.

The principal may excuse absences for the following reasons:

- (a) Personal illness of the student (excessive absences for illness may require a signed physician's statement, excusing the student from attendance)
- (b) Bonafide religious holiday with advance notice.
- (c) Death, serious illness in the immediate family, or personal family emergencies that may affect the physical and/or emotional health of the child.
- (d) Court appearance or other legal procedure that requires the attendance of the student.
- (e) Medical or dental appointments that cannot be arranged outside of school hours.
- (f) Other absences may be excused with prior approval from the building principal.

(3) Truancy includes absences of any sort which do not meet the criteria outlined in (1) and (2) above.

c. Unexcused Absences - These are absences from school for reasons other than those listed in (1) and (2) above.

The building principal will deal directly with the student absent for reasons classified as unexcused and will use judgment and discretion in dealing with each individual case. The principal may use any or all of the following methods in dealing with students who have an unexcused absence or with their parents/guardians:

1. conference and counseling with student;
2. make up of lost time (detention);
3. make up of lost work with or without credit being extended for the work done (it is the student's responsibility to contact the teacher and arrange for make up work and exams);
4. required parent conference;
5. referral to the appropriate agency or to a court of law under state compulsory attendance/truancy laws.

- d. Truancy - "Truancy" means any absence of part or all of one or more days from school during which the principal or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student for the purpose of defeating the state's compulsory school attendance law.

Truancy notices shall be sent to the student's parent/guardian in accordance with state law requirements.

- e. Habitual Truancy - "Habitual truant" is defined as a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

Notice of habitual truancy shall be sent to a student's parent/guardian in accordance with state law requirements.

Polk County has enacted an ordinance prohibiting a student from being a habitual truant. The St. Croix Falls School District will make every effort to work with students and parents/guardians in promoting student attendance in school. However, habitual truants will be referred to the courts in accordance with state law and provisions of the District's truancy plan. The District's truancy plan shall be reviewed and, if appropriate, revised at least once every two years.

4. Late Arrivals - Students arriving late to school must sign in at the school office and receive a pass from a school official or secretary.

Students are expected to arrive on time to school. A student is considered tardy if he/she arrives after the final bell. As stated under absence procedures above, if a student is tardy, a parent/guardian must notify the school by phone or in person. Students are required to stop in the office to pick up a late pass. If a student is tardy to school more than three (3) time during a school year for any reason, excused or unexcused, the student may be required to make up any additional time missed.

5. Checking Out - If a student must leave the campus or building during the day for any reason, permission must be obtained from parents and the school office. The student must sign out through the office. A school official will provide a pass after parents have been contacted. If parents cannot be contacted, the student may be required to stay in school.

### **School Closing/Late Start Announcements**

School closing announcements or other emergency information will be broadcast over the local radio stations. Tune to the following radio stations for information before school or during the school day: WCCO (830 AM) ; WXCE(1260AM); KSTP (Channel 5), and KARE (Channel 11). Please **do not** call school for information on closings.

### **Before School And After School**

Students are not to enter the building before the arrival of the first school bus or before the school supervisor is on duty at 7:50. **It is encouraged that students not arrive before 7:50.** Exceptions to this can be made by the principal. Some teachers may also make arrangements for students to come in early for special help or makeup work. If your child is not going home as he/she usually does, notify the teacher in writing detailing the change of arrangements. The school must receive a note from a parent or guardian which gives permission for their child to leave school in a way different from usual. **If a note is not received, the child will go home as they usually do.** This rule is for the safety of your child. Students are **not** permitted to ride on buses to which they have not been assigned without authorization.

### **Parent/Guardian And School Visitation**

We invite parents to visit schools and classrooms. Through your visitations you will be able to observe first hand your child's progress and achievements. By visiting school, we hope that you will also gain insights on our basic educational philosophy, achievements, innovations, problems, etc. It is our belief that by personally meeting and becoming acquainted with the parents of our pupils, we will be better able to meet the educational needs of our school district. Because of the teacher's work load at the beginning and end of the school year, we ask that parents do not visit classrooms during the first two weeks or the last two weeks of the school year. You are most welcome to visit at any time during the rest of the year. **All visitors must check into the office.**

### **Elementary School Discipline**

The elementary staff is committed to the philosophy that everyone has the right to work and learn in a safe, healthy environment; owns the responsibility for his/her behavior; solves his/her problems without creating a problem for someone else. We believe that all staff members are responsible for teaching discipline and should be consistent with discipline throughout the school. Each elementary school will designate a room to be used as a "Time Out" area. If any teacher or staff member sees a student breaking an established rule, a ticket may be issued with a brief explanation of the inappropriate behavior. Each time a ticket is issued, the classroom teacher will telephone the parent to inform them of the incident. Time outs will be served during AM and PM recesses. Our intention is for this to be a learning experience, not one of punishment. Your help is vital in this process.

### **Code of Classroom Conduct**

The St. Croix Falls School District has adopted a "Code of Conduct Policy" in accordance with State law. This policy outlines specific reasons for which students may be removed from class. Refer to board policy 443.1

### **Custodial/Non Custodial Parent Rights**

The St. Croix Falls School District will respect the rights of custodial and non custodial parents equally, except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school principal with a copy of the court order. It is the responsibility of the non custodial parent to inform the school office of said parents wishes to be placed on the school's mailing list. The parent without physical custody must also provide the school with pertinent information if a joint custody agreement exists. Both custodial and non custodial parents have the right to:

1. View the child's school records.
2. Receive school grade reports and school mailings.
3. Attend parent/teacher conferences.
4. Visit the child briefly at school unless restrictions have been imposed by the court.

District procedures provide that only the custodial parent has the right to remove the child from school. If parents show legal proof of joint custody, then either parent has the right to remove the child from school.

### **Playground Guidelines**

Our basic philosophy is; **be kind, be safe, be respectful**. A detailed list of procedures has been developed and provided for the playground. This list is posted in the building and in each classroom. All classroom teachers will go over the rules with their students the first few days of school. This list was created to provide a safe environment for all of our students to enjoy and to provide a consistent approach in dealing with discipline on the playground.

### **Playground Boundaries**

At St. Croix Falls the playground is bordered on the north by the fence along Louisiana St.; on the west by the fence along the driveway; on the south by the driveway and softball screen; and on the east by the track fence and baseball field. When necessary, supervisors may direct students to specific areas. The Dresser playground is located on the north side of the building.

### **Student Evaluation**

Report cards are sent home four times a year at the end of each nine week quarter. Mid-quarter reports reflecting student progress are sent home near the mid-point of each grading period in grade 4. We urge parents to contact school personnel any time throughout the school year if they have any questions regarding their child's progress or educational program. Formal Parent/Teacher Conferences are held twice each year.

### **Perfect Attendance Awards**

Perfect Attendance Awards will be given every quarter to those students who have attended daily during that period. Awards will also be given for perfect attendance for the year. The awards will be distributed to staff so they can be sent home with the report cards.

### **Changing Usual Transportation Arrangements**

1. If parents wish their child to go to a destination other than his/her normal one after school, it is important that a phone call be made or note sent. If no contact is made, the child will be sent home their usual way.
2. If parents, or someone approved by them, will be picking a child up during the school day or after school a phone call or note to the effect should be made/sent to the school by the parent.
3. Parents can make a make direct phone call to the school to authorize a change in the students usual arrangement. Office staff will then notify the teacher.
6. Students inviting others to their homes must first check with the bus driver to see if there is room available on the bus and have a signed note from their parent/guardian stating the date, locations, and name of student or students coming to the home. Notes must be given to the teacher and a bus pass will be issued. Arrangements of this sort must be made between families in advance. Phone calls from school to make such arrangements are discouraged.

### **Leaving The School Grounds Early**

All elementary schools have closed campuses. No students are allowed off school property without parental permission. Students may not leave the school grounds during the school day except with their parent/guardian, or with a note from their parent/guardian authorizing it.

### **Non Bus Students (Walkers And Riders)**

1. Look both ways when crossing streets.
2. Walk on the sidewalk, if there is one. If not, walk single file on the left side of the street and constantly watch for cars.
3. If possible, use marked street crossings on your way to and from school.
4. St. Croix Falls Elementary School walkers.
  - a. In the morning, Crossing Guards will be on duty from 7:50-8:05 a.m. at the corner of Louisiana St. and Peterson Rd. to assist students across Louisiana St.
  - b. After school, all walkers crossing Louisiana St., and bike riders, will be lined up on the west front sidewalk. This group will be escorted through the parking lot to the bicycle rack. Those students going on Peterson Road will be taken across Louisiana Street and onto Peterson Road. The remainder of the group will be escorted as they walk down the north side of Louisiana St. so that they can safely cross the intersection of State, Louisiana, and Day Road. If it is raining, students will be lined up inside the building and remain there until the 3:20 p.m. dismissal bell.

- c. After school, students waiting for rides will line up in front of the school. We are hoping that all will be patient and wait until the line of vehicles can move up in the order of their arrival to pick up their rider in front of the school. Students will be allowed to leave the line to go to their vehicle if it is parked next to the yellow line in front of the school. Students will not be allowed to cross the yellow line to walk unescorted to a vehicle in the parking lot, to vehicles double parked, or along the portion of the school driveway away from the yellow line. Drivers are asked to pick up their riders directly in front of the school where students will be lined up. Drivers may also park their vehicle and walk up to the student lines to escort their riders to their vehicle. We ask that drivers do not leave cars unattended in front of school at dismissal time. Those coming into school for any reason are asked to park in the parking lot during this time. On rainy days the driveway and parking lot will be even more crowded. Students will be safe, warm, and dry inside until you are able to drive up in front of the school. If your child(ren) usually walk and you wish to pick the child(ren) up, we suggest that you call school so we can alert the child(ren). This loading procedure works very well if all do their part. Your cooperation on this is very much appreciated. Our Crossing Guards have a tremendous responsibility safe-guarding these children.

**General Transportation Policies (School Board Policy 751)**

**A. The use of school buses is restricted to school sponsored trips which comply with Wisconsin Statutes.**

1. There shall be no restrictions as to the distance if the child lives on an established route, except in the city of St. Croix Falls where the hazardous transportation law applies.
2. Buses are not to be driven on private roads except in the instances when leaving the highway will save time or add to the student's safety.
3. Children transported will be individually evaluated and buses will pick them up at their driveways. Students may be required to walk a reasonable distance when necessary, to a bus stop.
4. Passengers cannot be discharged at places other than at authorized stops, unless special authorization is obtained from parents or guardians and school officials.
5. Only school authorized passengers can be permitted to ride.
6. General use of buses for other than school purpose is prohibited.

**B. General Rules of the Routes:**

1. The school bus driver must follow all State laws and regulations pertaining to school bus operation.
2. The bus driver is in full authority when on a route and has the privilege to discipline in the same manner as a teacher in a classroom or as a reasonable parent at home.

3. Bus drivers are to adhere to a strict time schedule, but always consider safety prior to maintaining a schedule.
4. Bus drivers are requested to be consistent and fair in their rulings, and to make full reports to school authorities on misconduct. Students, too, are privileged to report and discuss any bus problems with the District Administrator or Building Principal.
5. Initiations or any attempt to humiliate or haze any riders or bus driver would be considered sufficient cause for suspension.

**C. Previous to Loading:**

1. Be on time - keep buses on schedule.
2. Wait until the bus comes to a stop before attempting to enter.
3. Do not move toward the bus at the school loading zone until the bus has come to a complete stop.
4. Be alert to the danger signal from the driver.

**D. Student Conduct on the Bus**

1. Keep head, arms, and hands inside the window.
2. Keep hands off and away from other passengers and their property.
3. Do not push, shove, or scuffle with another passenger.
4. Be courteous - use no profane or abusive language.
5. Remain seated while the bus is in motion.
6. Treat bus equipment as you would furniture in your home. Any damage must be paid for by the offender.
7. Do not throw things inside the bus or out of the window.
8. Assist in keeping the bus free from unnecessary litter. Keep it sanitary; spitting on the floor will not be tolerated.
9. In case of a road emergency, passengers are to remain quiet and seated.
10. Shouting, horseplay and unnecessary loud talking will not be tolerated. Passengers will, at all times, be expected to conduct themselves in an orderly manner.
11. Obey the driver's requests cheerfully.
12. Do not tamper with the emergency door.
13. Enter and leave the bus in an orderly fashion.
14. Keep books and all objects out of the center aisle.
15. No drinking of beverages on the bus.
16. Glass containers are not allowed on the bus.
17. Skateboards, skis or other items such as these, are not permitted on the bus without driver permission.
18. Items for school use may be transported on the bus, but only if they comfortably fit in the seat occupied by the student.
19. "Show and Tell" items must be brought and kept in a paper bag or backpack.
20. Animals may not be transported on school buses.

**E. After Leaving the Bus:**

1. Cross the road, when necessary, after getting off the bus (move at least 10 feet in front of the bus), but only after looking to be sure that no traffic is approaching from either direction.

2. Help look after the safety and comfort of the younger riders.
3. Be alert to the danger signal from the driver.

**F. Extra-Curricular Trips:**

1. The above rules and regulations apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a competent chaperone appointed by the school.
3. All drivers shall have approved administrative authorization in the vehicle while on the trip.
4. Educational trips are all to be made by school buses with a fully qualified driver and at least one certified teacher or other appointed chaperone per bus.
5. Exceptions of beverage rule may apply to field trips and extra-curricular trips.

**Bus Conduct Enforcement Procedure Grades K-4**

Riding the school bus is a privilege for students, not a right. As a privilege it should be protected by not breaking the bus riding rules. Misbehavior on a bus could lead to distraction of the driver and thus a possible accident, endangering the lives of many. Therefore, the rules posted on the buses **MUST** be strictly followed. Anyone breaking these rules will be disciplined as follows:

**1st offense**

Principal/student meeting. Parents notified in writing.

**2nd offense**

Student will be issued a time out. Parents notified in writing. Principal/bus driver conference in person or by phone.

**3rd offense**

Possible suspension of bus riding privileges. Parent notified by principal.

**4th offense**

Three day suspension of bus riding privileges. Parent notified. Parent/student meeting with school administration.

**5th offense**

May result in suspension from school and/or bus riding privileges and/or notification to school board for possible expulsion of any and all bus riding privileges. If a student is suspended from riding the bus, they will also be suspended from riding all buses except field trips and extra curricular events. The building principals may modify the progression of penalties if the offense is of a more severe nature. (i.e. threatens the safety of other riders or driver). School attendance remains mandatory under the Wisconsin Compulsory Attendance Law 118.15(1)(a).

### **Lunch/Breakfast/Milk Purchases**

We have a computerized breakfast, lunch, and milk purchase system. Students will be required to bring their money in a labeled envelope indicating their name, teacher's name, and **family** lunch ID number.

### **Injuries**

Any student who has been injured at school should report it immediately to the adult in charge at the time of the injury. Supervisor and student will report to the office as soon as possible.

### **Accidents Or Illness At School**

If your child becomes ill or involved in a minor accident during school hours, first aid will be administered by the classroom teacher or office personnel. If the injury or illness is of a serious nature, you will be notified immediately. If the parent/guardian cannot be reached, the person indicated on the Emergency Information form will be notified. We recommend that children with fevers remain home for a 24 hour period after the fever breaks.

### **Fire Drills**

Fire drill instructions are posted in each classroom.

1. At the sound of the alarm, follow the posted sign in the classroom or go quickly to the nearest exit then go to the assigned area.
2. Remain in assigned area until dismissed by your teacher.

### **Severe Weather Drills**

Severe weather drill instructions are posted in each classroom.

1. When the office announces a drill, go quickly and quietly to your assigned shelter area.
2. Remain in shelter area until dismissed by your teacher.

### **Board Of Education Medication Policy**

*Parent/Guardian Responsibilities:*

1. Notify the school of the child's need.
2. Complete the "Medication Consent Form", permitting the school to give medication in the dosage prescribed by the physician and to communicate with the physician.
3. Deliver the physician instructions, parental authorization and medication to the school principal.
4. The medication must be in the original container labeled with the child's name, drug, dosage, time to be given and physician's name.
5. Written instructions must be obtained from the physician and delivered to the school each time there is a change in medication, dosage or time to be given, or annually for long-term drug therapy.
6. Notify school when the drug is discontinued.

Specific forms are available at each school for prescription and non-prescription drugs. These forms must be completed before we can give any medications.

### **Electronic Devices**

Possession of electronic communication devices by students is prohibited. These devices include cellular phones, pagers, two-way communication devices, portable scanners, laser pointers, etc. Also, portable CD/tape players and electronic games should not be brought to school. Such devices will be collected by the classroom teacher and returned at the end of the school day. Students found violating this policy are subject to discipline including suspension from school and items will be returned only to the student's parents. If a student has a legitimate reason for possessing such a device, it must be cleared with the building principal prior to possession and use.

### **Possession or Use of Weapons**

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities. A dangerous weapon or look-alike weapon is defined in state statutes and may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm, or could pretend to be capable of inflicting bodily harm, or endangers the health and safety of students or staff. Ammunition and explosives are included within the weapons category.

Any student violating this policy shall be subject to the penalties outlined in the state law, students who bring a firearm to school will be expelled for one calendar year.

### **Prohibition of Harassment**

The School District of St. Croix Falls believes strongly in the dignity and respect of each individual. Therefore, we are committed to maintaining an educational environment free from sexual and other forms of unlawful harassment. The complete policy is found in school board policy 512.

### **Media Center Use Guidelines**

#### **Media Center Mission Statement**

It is the mission of the St. Croix Falls Elementary Media Center to provide students and staff access to information in a variety of formats for instructional and leisure purposes and to provide instruction which fosters competence in the effective use of these materials.

#### **Media Center Privileges:**

All students K-4 and staff have borrowing privileges.

#### **Media Center Hours/Schedule:**

8:10 – 3:15 on all scheduled school days

No summer hours

#### **Lights-out Policy**

If ever both the media specialist and the media center aid are out of the library the lights will be shut off. Students are not allowed in the library when there is no supervision or when the lights are out.

### **Material Check-Out**

Each class will be scheduled for a check-out period once a week. However, Students and teachers may check out materials at any time during library hours. Teachers will be provided with library passes to send students to the library for check-out. If your child is finished reading a library book please encourage them to ask to visit the library instead of waiting until the next scheduled check-out period.

### **Student Check-Out/Overdue Materials**

All students may check-out 1 magazine.

K-1st grade students may check-out 1 book for recreational reading.

2nd-3rd grade students may check-out 2 books for recreational reading.

4th grade students may check-out 3 books for recreational reading.

There is no limit on the number of materials to be checked-out by students for school projects.

All materials will be checked-out to students for one week. Overdue notices will be printed out every Monday and put into the classroom teacher's mailbox to be sent home with each student in their Monday Mailer. There is no fine for overdue materials. However, check-out privileges will be suspended until all overdue materials are returned.

### **Lost/Damaged Materials**

If a material is lost or damaged beyond repair, the replacement value will be asked of the patron so the item can be promptly replaced. The value of the item will be determined by the media specialist based on current market prices. If the item is discontinued, a suitable item, as determined by the media specialist, will be chosen and that value asked of the patron. If the item is damaged but able to be repaired, the cost of repairing the item will be asked of the patron. The patron will be encouraged to use the media centers materials but, borrowing privileges will be suspended.

### **Confidentiality Provision**

The district will assume the right to publish names and pictures in their newsletters, yearbooks, news releases, video tapes, school district web page, and team rosters as prescribed in Wisconsin Statute 118.125(1)(d). If parents do not wish to have this data regarding their child released, the parents must notify the building principal by September 10th of each year or within 10 days after registering a new student in the district.

### **Identification Of Property**

It is important that lunch boxes, paper lunch bags, clothing, coats, and all other possessions be clearly marked with the owner's first and last name so that all lost articles can be returned to the child. Please check the school's lost and found box for lost items.

### Telephone-Student Use

Students may use the phone in the classrooms at St. Croix Falls Elementary School or in the office at Dresser Elementary School with teacher permission.

### Gym Shoes

Gym shoes are required to participate in physical education classes. If possible, we suggest a pair of tennis shoes other than those worn to and from school. For safety reasons, phy. ed. shoes must be in good condition with adequate treads to prevent slipping.

### School Shoes

We are asking all students to have a second pair of shoes to be worn inside of the building. Please be sure these shoes have non marking soles. We ask that these shoes be left at school. This will help us keep the classrooms, library floors, and carpets cleaner. Students will be wearing them whenever in the buildings and changing into their street shoes to go outside. If they are tennis shoes they can be used for physical education class as well.

Flip flops (sandals) are becoming more popular each year with students at the elementary school level. With this increase in popularity, at the national level, schools are seeing many more foot injuries at recess and during physical education classes. For these reasons we recommend that all students wear appropriate footwear while in school.

This extra pair of shoes will also eliminate students wearing heavy winter boots throughout the day or going in stocking feet when they forget to bring their shoes to school. Other area school districts also have found this second pair of shoes policy to be very beneficial.

### Animals, Pets

Animals may be brought in the classroom for educational purposes. They must be vaccinated as required by local governmental ordinances, appropriately housed, and properly handled. Poisonous and dangerous animals will not be permitted. **Persons bringing animals into the school must receive prior permission from the classroom teacher and school office.** Animals are not to be transported on school buses. Parents should be involved in the transport of animals to and from school once permission is granted.

### Bicycle Safety

Whether to allow children to ride bicycles to and from home is the parents' decision. The school tries to teach safety, including bicycle safety, however, we have no guidelines which state when a child is capable or competent enough to handle a bicycle when riding on the street. All bikes should be parked in racks and left there until school is dismissed. No bicycles are allowed on the playgrounds. Reported incidents of riding misconduct on bicycles will be relayed to parents.

### **Visiting Children**

We ask that parents not send their child's friends or relatives to school to spend the day.

### **Money**

Students are asked not to carry money with them at school unless it is brought for a specific purpose such as lunch. Lost or stolen money is usually impossible to recover.

### **Field Trips**

Permission slips will be sent home for all planned field trips. They must be signed by a parent/guardian and returned to the school in order for the student to go on the field trip. Parents who are asked to help chaperone field trips are covered by school district insurance. We cannot permit preschool siblings to accompany parents on field trips because they are not covered by insurance. Throughout the year, classes may take "walking" field trips. A permission slip will be sent home to cover all of these trips.

### **Federal Law 504**

#### **Nondiscrimination on the Basis of Handicap**

No otherwise qualified handicapped person shall, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity. For purposes of this policy, a qualified handicapped person shall be one who satisfies the definition set forth in Section 504 of the Rehabilitation Act of 1973 and its implementing regulations. The School District of St. Croix Falls will identify, evaluate, and provide a free and appropriate public education to each handicapped student within its district boundaries. The 504 coordinator will insure due process rights are offered to all students eligible for services. The School Psychologist is the 504 coordinator for the School District of St. Croix Falls (483-9825).

#### **Student Support Programs**

The district continues to offer various student support programs during the school year. These small groups meet for six weeks and are taught by trained staff. The various topics addressed are educational in nature and cover self-esteem, relationships, chemical awareness, nutrition/wellness, concerned persons, and alcohol and drug abuse. If you have any questions regarding student support programs, please contact the building principal.

### **Board Of Education Policies**

Policies of the board of education are the guidelines followed in the daily running of the school district. Policy books are found at the district office and in each of the district school buildings. Citizens of the district are always welcomed at the meetings of the board.

### **Asbestos**

Asbestos products can be found within the district buildings. Friable asbestos is not found in any areas that are normal occupational spaces for students. All records are available to the public for review at any time. Each building that has asbestos materials is inspected on a regular basis. Any time asbestos is disturbed, trained personnel complete the work and the area is monitored for a fiber release. District personnel with the responsibility for asbestos safety are located at the high school.

### **Student Record Privacy Act**

Pursuant to the Family Education Rights and Privacy Act and State Statute 118.125 (1) (d) and (2) (J), the School District of St. Croix Falls has identified selected information relating to student directory information. This information is to be considered public information and may be released by the school district. Items considered to be directory information are as follows:

1. Name of student
2. Address
3. Date and place of birth
4. Participation in officially recognized activities (including sports)
5. Weight, height, and grade level of athletic team members
6. Date of attendance
7. Previous educational agency attended
8. Diploma and/or awards received
9. Photographs or videotapes for school approved publications or other approved school use.

While the school district must obtain and use certain information about each student in order to plan the best program possible, this need must be balanced with the right of each student and parent to privacy. Therefore, access to school information is limited and controlled.

An annual notice to parents and eligible students regarding student records and data privacy shall be made in the official newspaper of the school district during the months of August and September of each year.

A parent of a student may notify the school that any or all of the information considered as directory information may not be released for the particular student. Parents and students shall notify the school district of requested restrictions to directory information in writing within fourteen days of the publication of such notices in the official newspaper of the school district.

### **Take Home Folders**

In order to foster excellent school/home communication, each child will bring home a Monday Folder. Parents are requested to review the contents, sign and date the folder acknowledging receipt, and return the folder with their child the following day. Occasionally, there will be forms requiring parent's signature, and these should be signed and returned in the folder.

### **Recess**

Exercise, movement, and fresh air are important for your child. Therefore, students are not permitted to stay indoors, except at the teacher's request, during recess time without a written request from a physician or a written request from the parent on the day after a prolonged illness. Exceptions may be allowed upon consultation with the principal. Please do not request that your child be excused from recess or physical education except in emergencies. Ordinarily, a child who is well enough to be in school is well enough to play at recess and engage in physical education activities.

**Cold Weather Guidelines;** Please be aware of the cold weather guidelines as they relate to recess. It is important that both parents and staff fully understand when students are to be outside. The guidelines are as follows: When the outdoor temperature or wind chill is -10 degrees Fahrenheit or below, indoor recess will result.

Please see "School Shoes" section on page 18.

### **Latch Key**

After-school Latch Key Program is available. Please note that your registrations and fees will be run through the St. Croix Falls Elementary School office. Your child's teacher will direct the registration and fees for you to the office. Questions on this should be directed to Randi Shaw at 483-9823 Ext. 211.

### **Student Of The Week**

To reward the vast majority of our student population we have a "Student of the Week" Program. This selection will be chosen from a classroom bucket that the students have "earned" their way into through their respectful and responsible attitudes. Our goal is to include as many students as we can throughout the school year. Each winner will be recognized in a variety of ways through the elementary office.

## **AODA Policy**

The school environment needs to be free from the non-medical use of alcohol, illegal drugs or other controlled substance. These substances interfere with the learning environment and performance of students. With this in mind:

1. No student shall possess, sell, arrange for the sale of, use, distribute, or be under the influence of alcoholic beverages, of any kind in any school building, on school premises, in a district-owned or leased vehicle or at any school sponsored activities.
2. No student shall possess drug paraphernalia, nor possess, sell, arrange for sale of, use, distribute or be under the influence of illegal drugs, inhalants or controlled substances (Chapter 961) in any school building, on school premises, in a district owned or leased vehicle or at any school sponsored activities. This policy does not apply to the use of prescription medication by the person for whom they are prescribed.

Failure to abide by this policy shall result in notification of parents and in disciplinary action in accordance with established procedures.

Alcohol Violation: Students who violate any of the alcohol prohibitions outlined in board policy will be suspended or for repeat violations will recommended for expulsion from school. The parent/guardian of the student will be contacted and the student will be referred to law enforcement officials. Any alcohol beverages found shall be confiscated.

Drug Violation: Students who violate any of the drug prohibitions outlined in board policy will be subject to the following discipline procedures:

1. Referral to law enforcement officials for prosecution under specific local, state and federal laws.
2. Suspension from school pending school expulsion proceedings.
3. Board of Education expulsion proceedings.

All illegal drugs, controlled substances and drug paraphernalia found shall be confiscated.

Tobacco Possession: Possession of tobacco products on school premises or at functions under the sponsorship of the school whether on person, in locker, or in a vehicle is considered a violation. Disciplinary actions include confiscation of products, suspension, and possible referral to police if a minor. Repeat offenses may result in recommendation for expulsion.

Tobacco Use: Use of tobacco products on school grounds or at functions under the sponsorship of the school.

Disciplinary actions include confiscation of products, suspension, and possible referral to police. Repeat offenders will be recommended for expulsion. By statute, the school grounds are drug and tobacco free, including within 1000 feet of school property. Repeat offenders will be recommended for expulsion.

### **Personal Searches**

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials, with an adult witness present, when feasible.

### **Latex Policy**

Reasonable precautions are taken to minimize the risk of developing latex sensitivity or severe reactions to latex occurring in the school environment for both students and staff.

Some individuals have or are in a high-risk group for developing sensitivity to latex. Sensitivity reactions can range from mild skin irritation to anaphylaxis. School procedure addresses practices to minimize exposure to latex, recognizing the allergic reaction and responding to the allergic reaction. A safe environment for students and staff recognizes individual differences and adoption of realistic practices will be promoted.

The complete policy can be found in the school board policy 453.5 Rule.