

# OSCEOLA ELEMENTARY SCHOOL

Commented [BD1]:

## **OES School Pledge**

"I pledge today to do my best,  
In reading, math, and all the rest.  
I promise to obey the rules,  
in my class and in my school.  
I'll respect myself and others too,  
I'll expect the best in all I do.  
I am here to learn all I can,  
to try my best and be all I am."

## **STUDENT - PARENT HANDBOOK**

**2016– 2017**

**OSCEOLA ELEMENTARY SCHOOL HANDBOOK**

**PLEASE READ AND SAVE THIS HANDBOOK**

Dear Parents:

On behalf of the Osceola Elementary School faculty and staff, I would like to welcome you to the 2016-2017 school year. This handbook contains information that will assist you in working with the school staff to make your child's school year happy and productive.

We've tried to include general elementary information that we believe parents need to know along with some of the district policies and procedures that apply. If your questions are not answered here, just give us a call. We are sure some member of our staff will be able to help you.

Please read the entire handbook when you receive it. It may save you future concern and questions. And if you have suggestions for items that would be helpful when we prepare this pamphlet another year, please let us know.

We extend to you our best wishes for a productive school year for you and your children. Working together we can make great things happen here in Osceola!

Sincerely,

***Dr. Peggy Weber***

Principal  
Osceola Elementary School and Osceola Charter Preschool

## **SCHOOL DIRECTORY**

### **District Administration**

Mr. Mark Luebker	District Administrator
Mr. Steve Leslie	Transportation Director
Mrs. Susan Mayer	Food Service Director
Mr. Bob Schmidt	Director Building Grounds
Mrs. Jane Maki	Curriculum Coordinator
Mrs. Rachael Robinson	District Nurse

### **Board of Education**

Mr. Timm Johnson	President
Mr. Craig Brunclik	Vice-President
Mrs. Keri Uzpen	Director
Mr. Pete Kammerud	Clerk
Mrs. Roseanne Anderson	Treasurer

### **Building Administration**

Mr. Adam Spiegel – OHS Principal  
Mr. Arvid Maki – OHS Dean of Students  
Dr. Rebecca Styles – OMS Principal  
Mr. Jake Dodge – OIS Principal

## **OSCEOLA ELEMENTARY STAFF**

### **Principal**

Dr. Peggy Weber

### **Kindergarten Teachers**

Ms. Stacey Baier  
Ms. Renee Gothmann  
Mrs. Kristi Seelnacht  
Mrs. Mary Bennis  
Mrs. Darla Traynor  
Mrs. Susan Turner

### **First Grade Teachers**

Mrs. Michon Harelson  
Mrs. Roxann Nelson  
Miss Amanda Olson  
Ms. Lisa Richert  
Ms. Deb Schumaker  
Mrs. Kerri Stener

### **Second Grade Teachers**

Mrs. Jodie Kudlo  
Mr. Josh Marincel  
Mrs. Heidi McNitt  
Mrs. Cathy Oscarson  
Mrs. Beth Schradle  
Mrs. Karlie Willenbring

### **Specialists**

Mrs. Kristin Boileau	Guidance
Mrs. Marcia Carlson	Special Education
Mrs. Kaitlyn Carlson	Title 1/ELL
Mrs. Stacy Cunningham	Speech/Language -Early Childhood
Mrs. Marcia Dressel	Media Specialist
Mr. Andrew Dyer	Art
Mrs. Jill Guckenberger	Special Education
Mrs. Shanin Henningsgard	Music
Mrs. Colleen Piggott	Speech/Language
Ms. Rosemarie Spanel	Early Childhood
Mrs. Amy Wolske	Physical Education
TBD	Psychologist

**Support Staff**

Mrs. Melissa Anderson	Early Childhood and PreK Aide
Mrs. Donna Berg	Kindergarten Aide
Mr. Kirk Carlson	Special Ed. Aide
Ms. Julie Connors	Kindergarten Aide
Mrs. Kelly Demoe	Early Childhood and PreK Aide
Mrs. Bobbi Driscoll	Administrative Assistant
Mrs. Cathy Dunham	Early Childhood and PreK Aide
Ms. Marie Feldtmose	Kindergarten Aide
Ms. Carri Fox	Special Ed. Aide
Mrs. Heather Gott	Kindergarten Aide
Mrs. Jennifer Hansen	Early Childhood and PreK Aide
Mrs. Shannon Bents	Early Childhood and PreK Aide
Mrs. Diana Newman	Library Aide
Mrs. Katie Shroyer	Kindergarten Aide
Mrs. Peggie Osterbauer	Administrative Assistant
Mrs. Linda Parmeter	Special Ed. Aide
Mrs. Danel Rogers	Kindergarten Aide
Mrs. Lorie Schjenken	IEP Secretary
Ms. Emily Schueller	Special Ed. Aide
Mrs. Paula Thill	Special Ed. Aide
Ms. Cathy Tinney	District Copy Aide

**Custodians**

Mr. Jon Frank  
Mr. Pete Gwiazdon

**Food Service**

Ms. Brenda Barron  
Mrs. Jerri Neska  
Ms. Barbara Masters

**Osceola Charter Preschool Staff**

Mrs. Kayla Dimler, Teacher	Mrs. Jennifer Hansen, Aide
Mrs. Katie Hannigan, Teacher	Mrs. Kelly DeMoe, Aide
	Mrs. Cathy Dunham, Aide
Mrs. Jennifer Mauch, Teacher	Mrs. Shannon Bents, Aide

**Early Childhood**

Ms. Rosemarie Spanel ,Teacher                      Mrs. Melissa Andersen, Aide

**Kids Klub**

Mrs. Michelle McManamy, Director  
Mrs. Jan Dye, Supervisor

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## OES Policies

### ABSENCES

When a student is to be excused early we ask that parents send a note giving the specific time and reason for being excused.

**If your child is going to be absent or late, we require that you call the school office by 9:00 AM at 715-294-3457.** If a student does not have an excuse upon returning to school, they will be sent to the office where the principal or assistant will call to verify the absence. Parents may feel that an occasional absence is not harmful; however, every effort should be made to maintain their consistent attendance. It always requires additional effort to make up work, and many activities and discussions can never be duplicated. Inconsistent attendance develops attitudes that carry into later life. As staff notice repeated tardies or absences, they will contact families and seek support to have children here on time each day. Students arriving before 10 are tardy, by noon are absent 1/2 day, and those leaving after 2 are present.

### CARE OF PROPERTY

Each student is reminded at the beginning of the year that they have a responsibility for the care of the school and its contents. This includes the texts and materials as well as furniture and the building itself. If a student is negligent or disrespectful in the treatment of school property we feel it is that child's responsibility to make the proper restitution. We feel that proper actions and attitudes regarding care of property are important to maintain.

## Osceola Elementary School Student Management Philosophy

### Student Handbook Guidelines – 2016-17

All Osceola Elementary School students are guaranteed important rights and privileges. Among these are the right to live and learn in a safe, orderly, and clean environment. Students have the right to be respected and to have their property respected and protected. In order to safeguard these rights, students are expected to assume and fulfill equally important responsibilities. The Osceola Elementary School staff believes that well-informed students will make good decisions, thereby avoiding the need for disciplinary or punitive consequences.

The foundational principles of OES center on Responsive Classroom (RC) techniques. Students will have expectations throughout the school building taught, modeled, practiced and reinforced at the start of and at key times of each school year. Fundamental to students participating at OES is the understanding of expectations, and the opportunity to practice them regularly. Additional approaches, including Morning Meetings, student involvement in the development of classroom rules, use of logical consequences, and teacher language that reinforces, reminds and redirects students' positive and negative choices will be used. We believe that most of the time, students are very capable of cooperative, positive behavior when they understand and are reinforced for good choices.

In addition to our RC foundation, OES has completed Tier 1 implementation of Positive Behavioral Interventions & Supports (PBIS). As part of this work, staff have defined what behaviors are classroom managed vs office-managed, and identified a flow of actions consistent with RC principles to recognize, remind, re-teach and re-direct behaviors. Within this document are several agreed-upon tools and processes we have developed with our RC/PBIS framework in mind.

### DISCIPLINE POLICY

The discipline policy at Osceola Elementary School is a collaborative effort on the part of the school, parents, and students. Discipline does not necessarily mean punishment. Discipline does mean the development of attitudes which lead the student to respect the need for rules and be willing to follow them. Our expectations for student behavior are based on common sense, respect for the rights of others, and self-respect. Good self-discipline reflects good character. It sends a message about one's commitment to do what is right. This commitment comes from within. It cannot be forced upon an individual. The rules that are outlined here enable school activities to function within a safe environment. Each person must provide the self-discipline that shapes the decisions that he/she makes about specific behaviors.

To support our discipline policy, the students have developed, through the democratic process, a social contract that they all agreed would allow them to fulfill their goals.

Be Respectful  
Be Safe  
Be Responsible

**The Osceola Elementary School Discipline Policy is based on the following assumptions:**

- The school's job is to provide academic instruction while helping to develop the social and emotional and aspects of all students.
- The objectives of the school can best be accomplished in an environment characterized by learning, respect for the individual, structure and/or organization, enthusiasm, friendliness, and cooperation.
- An effective school discipline policy will encourage a positive learning environment with fewer opportunities for distraction.
- Schools should help students develop an attitude of self-discipline based on common sense, as well as respect for oneself and others.
- The Osceola Elementary School community expects the school staff to maintain effective controlled supervision of its students throughout the school day.
- Students, staff, and the community need to be aware of the school's expectations for student behavior and the consequences if these expectations are not met.
- Whenever possible, academic learning time will be preserved for all learners, including those who are disrupting the learning process. Processing incidents will occur as quickly as possible to return students to their learning day, provided that they are compliant, calm and ready to learn.
- In instances where a student is refusing to complete work during a disciplinary action, staff may require the student to remain on school grounds beyond the school day, as a consequence and as an opportunity to complete their work; in all such instances, parental contact and support will be secured in advance.
- The Osceola Elementary School Discipline Policy must be in accordance with District policy.

**OES Behavior Intervention Protocol**

The staff at Osceola Elementary School believes that every student should have the opportunity to learn the skills necessary to develop their own personal and social order in a democratic society. In order to achieve this goal, it is necessary for students to behave in a safe, orderly way for an effective learning environment.

This multi-step OES Behavior Intervention Protocol will help ensure that a standardized policy is in place to help make children more accountable and responsible for their choices. We feel that students rise or fall to the level of expectations that are presented to them. This protocol also support our teachers and staff in their efforts to create and maintain a climate of high expectations, teaching, learning, and maximized instruction.

**Relationship-based Behavior Management**

As a PBIS and RC school, Osceola Elementary uses a structured approach for preventing problem behaviors school wide. **Primary prevention** is the first of the 3-tiered approach and includes classroom and school wide strategies for all students in the school. The goal is to create a positive school culture in which positive behaviors are explicitly taught and reinforced and all adults respond to problem behaviors in a consistent way. **Secondary Prevention** includes additional interventions for students with at-risk behaviors who need a little more than primary prevention. **Tertiary Prevention** involves highly individualized interventions for students who engage in serious problem behaviors. Tertiary Prevention may be needed for children with developmental disabilities, autism, or emotional and behavioral disorders, as well as students with no diagnostic label but who are nevertheless demonstrating serious problem behaviors.

Our fundamental principles about how to best minimize problem behavior are derived from the Responsive Classroom philosophy and PBIS best practices:

- 1) Use positive strategies: Our approach at OES uses positive strategies to help children develop desired behaviors. Both recognize that punitive or 'get tough' strategies can be counterproductive and harmful to children.
- 2) Establish a positive environment: Our approach focuses on changing children's environment in ways that support positive behavior and discourage negative behavior.
- 3) Teach skills: Our approach recognizes that if we want children to meet behavior expectations, we have to take deliberate steps to teach them how.
- 4) Reinforce positive behavior: Our approach recognizes the importance of continuously reinforcing positive behavior once children have been taught how to behave positively.
- 5) Respond to inappropriate behavior: Our approach emphasizes having a system for responding immediately and consistently to children's inappropriate behavior.

#### **Take a Break**

Take a Break (TAB) is used after basic redirection (show 5, fix your body etc.) fails to change behavior. TAB is an opportunity for the student to have a few minutes to quietly gain self-control. While in TAB, the student sits quietly and listens to what is happening in the classroom but has lost the privilege to participate. Once the student has regained self-control, s/he may rejoin the class activity, usually by personal decision not adult directive. ALL OES students will practice doing TABs for very small things so they understand and internalize its use.

#### **Take A Break Out**

If TAB is not effective for a student to gain self-control, then the student may be asked to Take A Break Out (TAB Out). TAB Out is a practice that gives students a chance to get back on track by moving to a separate classroom to reflect and refocus. The student goes to a predetermined classroom nearby and completes a TAB out. Return to their original classroom can be accomplished by: 1) host teacher noting student appears calm and back in control and asks them if they are ready to return; or 2) homeroom teacher retrieves student; or 3) student initiates contact with host teacher, indicating that they are ready to return and fix their behavior. Original staff member processes with the student upon return or shortly thereafter.

#### **Traditional Time Out**

Traditional Time Out can be used for more serious first incidents, or after multiple TABs or TAB outs based on teacher discretion. A Time Out directive results in student going to a designated area in their regular classroom, enabling the student a chance to pause and re-group before conferencing with the adult. Once the adult is satisfied that the student is ready to re-join successfully, they are explicitly invited back to the full group. Traditional Time Out to a neutral location should be used when the student is unable to complete it in the regular classroom, or has escalated to a need to be out of learning areas.

#### **Additional steps and options:**

At every step in the above procedures, staff works to re-teach missing skills with each child to help avoid additional situations. When a student continues to have behaviors that are not resolved through take a breaks and time outs, additional strategies include short and long term removals (30-60 minutes up through the rest of the school day), in school suspensions, and out of school suspensions.

As part of our PBIS work, when students show repeat small behaviors in a short window of time, or larger office-managed behaviors (such as hitting someone in anger, or major disruption in a learning environment, or other major safety or disrespect issues), we have a discipline form called an Office Discipline Referral: or "ODR". We track how many ODR write ups each student has, which helps us know which kids need more support or education on expected behaviors. It also helps us analyze problem areas of the building or playground, times of day, days of the week, etc. when discipline issues occur, or we can change our ADULT behavior and patterns to head off problems before they start.

#### **Parent Communication**

Lastly, engaging with our parents early on to alert them about small issues, and later if a student is getting ODRs for bigger things, is critical. Understanding your child's history, what might be happening at home, or insights into what your child may be communicating to staff by acting out all helps us to work together to grow kids effectively!

### **ELEMENTARY CURRICULUM**

The all day, every day, five-year-old kindergarten program has physical facilities, equipment, and materials to provide opportunities for learning basic concepts and skills in: Language Arts, Fine Arts, Social Studies, Science, Mathematics and

Physical Education. Instruction is also provided in grades 1-2 each week in Reading, Language Arts, Social Studies, Mathematics, Science, Physical Education, Art, Music and Health.

All students in grades K-2 are provided with library/media services under the supervision of a licensed library media specialist. Health education in grades K-2 is under the supervision of the school nurse. Guidance is twice a month. Computer literacy objectives and activities are integrated into K-2 curriculum plans.

#### **FIELD TRIPS**

We believe that a great deal of worthwhile education is experienced outside the regular classroom. Each grade is involved in field trips that are relevant to their particular curriculum. When you register your child we will ask for your general permission to go on field trips and excursions within the community and school buildings.

In a few instances parents are asked to contribute a small amount to help defray expenses. When trips are outside district boundaries or have a cost, a note will be sent home to be signed and returned before a child may attend to acknowledge that you know of the trip and any costs.

OES students are required to ride the school bus to and from all field trips. If parents are allowed to drive separately to participate, their child must still ride the bus so we don't create liability issues for the school district. In addition, with the number of children and staff participating, and the number of logistical details needed to make such a great opportunity a reality, we simply cannot accommodate changes in ridership, buddy system partners, or having to rely on hand-offs or schedule issues between staff, other parent volunteers, and driving parents. We are VERY fortunate that we are able to take field trips while the children are at OES, and truly, the field trip experience IS a round-trip experience that children will remember forever.

#### **FOOD SERVICE**

All students in the School District shall have an opportunity to participate in National School Breakfast, National School Lunch Program & eligible milk programs per federal guidelines. These programs shall be administered by the District Administrator, or designee, in accordance with established guidelines.

Food service prices shall be established by the Board annually. In accordance with federal guidelines, the district shall offer free and reduced price food services to students who qualify. Applications are available throughout the school year at all school offices, the district website and school newsletters.

#### **INSTRUCTIONAL MEDIA CENTER**

The IMC is available to all OES children in grade Pre K-2. Each group in grades Pre-K, K, 1 & 2 is scheduled for a library period once a week to exchange library books and learn media integration skills. Individual students, groups, or entire classes may come during other times at the discretion of classroom teachers and IMC staff provided that others are not scheduled to use the IMC. Students may also use the library before/after school and at recess periods.

Books will be checked out for one week as printed on book receipts but may be kept for a period of two weeks before fines begin to accumulate (at the rate of 1 cent per day, per item.) Students are encouraged to find books at their individual reading level as well as other titles.

#### **INSTRUMENTAL MUSIC**

Students are introduced to vocal music and rhythm instruments at all grade levels. Specific instrumental instruction begins with the introduction of keyboards in second grade and recorders in third grade.

#### **KIDS' KLUB**

Kids' Klub is a regulated before and after school child care service. It has been serving families since 1993. It is the intention of this service to provide children in grades PreK-8:

- A safe, healthy, comfortable environment
- Caring supervision by qualified adults
- Choices of a wide variety of wholesome activities
- A healthy, nutritious breakfast (paid through your school food service account) before school and a snack after school (no charge). The PreK children who are enrolled in the wrap around care have their meals and snacks included in their pre-payment.

This program is housed at both the elementary school serving children in grades PreK – 2 and at the intermediate school for grades 3 – 8 operating under the direction of Community Education. Parents must sign their children in each morning and out each afternoon of attendance. Prompt payment for this service is required. Sorry, we can't accommodate your child's friend(s) who may be going to your house after Kids' Klub unless they are properly enrolled in this program.

Fees are as follows:

- An enrollment fee of \$25 per family annually
- An hourly fee of \$2.75 per child during the school and June.
- Wrap Around care is a prepaid program (\$30/day Monday through Thursday and \$40/day for Fridays and in-service days) They can be dropped off and picked up or they can bus to and from school and attend their PreK class and then the wrap around session.
- June (Summer School) Kids' Klub is billed hourly just like the school year. Children must be in summer school to attend.
- July and August Session is \$30/day per child (the revised prepayment schedule comes out each April).
- A late pickup fee of \$10.00 for every 15 minutes after 6:00 p.m.

The school year hours of service for K-8th: 6:00 a.m. – 8:15 a.m. and 3:00 p.m. – 6:00 p.m. (Monday through Friday)

The program follows the school year calendar open only on days there is school. Kids' Klub is open on full in-service days. The in-service days require pre-registration and pre-payment. If school is closed due to inclement weather, Kids' Klub will also be closed. On days that school is delayed two hours Kids' Klub will open two hours late as well (8:00 - 10:15).

Pre-K Before and/or after hours: 6:00 a.m. - 8:25 a.m. and 3:25 p.m. - 6:00 p.m. Monday - Thursday

Wrap Around Pre-K Care: 6:00 a.m. to 6:00 p.m. Monday through Friday and on in-service days.

It is set up on pre-register / prepayment basis. There are no credits/refunds for sick or absent children.

Weekly Fee: 5 days \$160 per week for full-time, 4 school days \$120/week and 4 days \$130/week (if one of the four days is a Friday or in-service).

Summer school (month of June) hours: 6:00 a.m. - 8:15 a.m. and 11:45 - 6:00 p.m.

Kids' Klub is available during the month of June for those students who attend summer school. It follows the same rates as the school year.

Kids' Klub has a six week summer session the months of July and August. 6:00 a.m. - 6:00 p.m.

This six week session requires a pre-registration and pre-payment. The deadline to register is the end of April. Register early as space is limited and fills up fast! Information can be found on the school district website under community education.

Kids' Klub provides a variety of activities: outdoor play (weather permitting), rest or quiet time as a child may need, reading and story time, board games, hikes and field trips, swimming, seasonal and holiday art & craft projects, and special programs in the summer session.

This is a regulated child care service. Parents who are eligible to receive financial support, in whole, or in part from the Department of Social Services, Private Industry Council, Vocational Rehabilitation, etc. are encouraged to speak with their case manager or Kids Klub Director, Michelle Mcmanamy at (715) 294-3457 ext. 1420 regarding their childcare needs.

Information, forms, and monthly calendars are also available on-line at [www.osceola.k12.wi.us](http://www.osceola.k12.wi.us), then go to Community Education, then the Kids' Klub link. To pick-up an enrollment packet, stop by the District Office or the main offices of the elementary and intermediate schools. To receive one by mail, call the District Office at 715-294-4140.

#### **NEWS**

An OES newsletter is published and sent home with students the end of each month, which includes the lunch menu and information on upcoming events. Please review it carefully to keep informed. In addition, the district website has links for each building and OES events are updated regularly. The web address is [www.osceola@k12.wi.us](mailto:www.osceola@k12.wi.us)

#### **RECESS AND PLAYGROUND**

We feel that recess and playground activities are an important part of every child's school experience, and we expect all children to participate. We hope that with this in mind, as the seasons change, your child is sent to school dressed properly for the weather conditions. Under severe weather conditions all children will be instructed to stay indoors. Usually you can expect that the children will be going outside to play at noon and recess. For the safety of your child, they may be kept indoors if

they aren't properly dressed and items are not available through our "Borrowing Box". If your child is experiencing a health condition that requires staying indoors due to medical guidance, you should send a specific note for EACH DAY so the teacher may make an exception; otherwise, all children will be expected to participate.

#### **REPORT CARDS**

Report cards are sent home at the end of each term (12 week trimester) and parents are asked to sign and return the report card envelopes to school after reviewing. A final copy is provided at the end of each year. The elementary report cards have been developed to communicate end-of-term learning benchmarks in the core areas of reading and math, and show each child's progress toward those goals. In addition, children are also evaluated for their general interest and participation in science and social studies, along with specialty areas like music, art and phy ed, and overall social development. Our goal is to communicate progress for each child with our report card process, and assist parents in developing a thorough understanding of the academic expectations for each stage of their child's education here at Osceola Elementary School.

#### **SCHOOL ARRIVALS & DEPARTURES**

If you will be dropping your child off in the mornings, please park along the South side of 10th Avenue zones and escort or direct your child down the crosswalk to our main entrance crosswalk. Please do not stop in the roadway to drop off kids. If you are planning to go inside the building, park in one of the 4 drop zone stalls either along the South side of 10<sup>th</sup> Avenue or in St. Joseph's lot with a crosswalk to the OES lot.

If you drop them off any time after 8:15 and before 2:45 you may enter the parking lot, park by the main entrance, and bring your child to the office to sign them in.

If you need to pick up your child during the school day, come to the main office and ask that your child be sent down. You must sign them out before you leave with them. Parents picking up kids at the end of the day may wait on the blue ramp near the office until 3:17 dismissal. Please do not attempt to locate your child and remove them from the bus without prior notification to teacher or office staff. Once buses leave you may enter the parking lot and pick your child up at the curb or front office.

Please note and follow all parking lot signs, and we ask that you not enter our OES lot when buses are present, typically between 7:55-8:15 and 3:00-3:25 each day, or leave a vehicle at the curb during these times.

#### **SCHOOL DAY**

Students should plan to arrive at school between 8:00 and 8:10. The student day for elementary students begins at 8:15 a.m. with dismissal at 3:17 p.m. Teachers are required to be at school from 7:30 a.m. until 3:30 p.m.

#### **SCHOOL DRESS**

While it is not the position of the school to insist upon specific dress, we feel that some attention should be given to the suitability of clothing. Clean and neat-looking dress is always recommended. We feel a responsibility that it be brought to a child's attention when certain types of dress are inappropriate, either for the season or just general suitability for public wear. Very brief outfits, temporary hair dyes or shirts that depict statements or attitudes not in keeping with good taste are discouraged. We respect the right of children to be individuals yet dress with a responsibility to our school and community.

#### **SCHOOL SUPPLIES**

Students are responsible for providing their own basic supplies. These include No. 2 pencils, writing tablets, ruler, eraser, scissors, crayons, glue, and their own box of tissues, a plain white t-shirt and a separate pair of tennis shoes to be left at school for Phy.Ed. class and for wearing while inside the building. At some grade levels there may be specific supplies that differ from other grades. The supply list is revised each spring and published in our building newsletter, in the August school district newsletter and on our school district website.

#### **STUDENT CONDUCT**

Student behavior should be based on consideration and respect for the rights of others. Students have a responsibility to know and follow the rules and regulations of school. Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, for the educational purpose underlying all school activities, and for the widely shared use of school property.

The principal is responsible for developing and administering reasonable rules and regulations for students. Such rules and regulations shall not conflict with Board policies, statutory law or case law. Consequences for discipline cases are progressive in nature, with time outs and improvement plans as a basis, and proceeding through in-school and out-of-school suspensions. Given the population served at OES, disciplinary situations will be approached in a child-centered fashion, and with an educational, "teachable moment" approach rather than a punitive one.

All employees of the district shall share responsibility for supervising behavior, including student harassment, on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

#### **STUDENT PICK-UPS**

Each year on our emergency card we ask for names of who are authorized to pick your child up from school in case we cannot reach you in an emergency. Please inform the office in writing regarding information on any limitations on who may pick your child up so that we can intercept and detain them. NOTE: We do not have pick-up lists. Each family will be expected to provide us a standard direction for daily dismissal.

#### **VISITING CHILDREN**

Students not enrolled at OES are not permitted to attend during regular school hours.

## DISTRICT POLICIES

### ACCIDENTS

It is the hope of the school district that the school environment is a safe and healthy place to be. If an accident does occur, it must be reported to the person in charge and/or to the school office. This includes any accident in the school building, on the school grounds, during practice sessions, or any other athletic event sponsored by the school. The staff person in charge will assist with the reporting of an accident by filling out an accident report form.

Commented [ML2]: See Policy 5340A & 8442

### ACTIVITY FEE

The elementary, intermediate, middle, and high schools each have an activity fee, which is reviewed each summer. Students should bring their enrollment fee to their designated staff during the first week of school.

### ANNUAL NOTICE OF RECORD REVIEW

The School District of Osceola has established a policy on student records consistent with the Family Education Rights and Privacy Act, 1974. A copy of the policy is available at the school offices. After reviewing records, parents and adult students who have reason to believe that the School District of Osceola is not complying with the federal student records law may file a complaint with the district administrator.

Commented [ML3]: See Policy 8330

Records are categorized as follows:

A. **Behavioral records:** These records may include psychological test, personality evaluation, conversation records, achievement tests, aptitude tests, IEP's, and other pupil records which are not progress records. All behavioral records are destroyed one year after students graduate or last attend school, except with written permission to retain them.

B. **Progress records:** Progress records include student's name, date and place of birth, home address and phone number, attendance date including date of entrance to school, days absent, date of graduation, transfer, withdrawal, and name of school to which student transferred. All progress records will be maintained a minimum of five years after the student graduates or last attends school.

The direct policy has provision to (1) make student records available to: (a) student, (b) staff, and (c) third parties with written permission in accordance with state and federal confidentiality procedures and (2) provide for the timely transfer of records to a receiving school district.

### ANTI-BULLYING/HARASSMENT/SEXUAL HARASSMENT POLICY

Commented [ML4]: 5517.01 5517

Purpose of policy:

Every student who enters Osceola School District deserves the right to a free and appropriate education without being subjected to bully/harassment/sexual harassment. The Osceola School Board is committed to creating a safe, caring, respectful learning environment for all students, during the school day while on school grounds, and strictly enforces prohibition against bullying and any form of harassment.

Definitions:

<b>Bullying/Harassment:</b>	To treat others in a disrespectful or intimidating manner. To irritate or torment persistently.
<b>Sexual Harassment:</b>	To disrespect, irritate or torment in a sexual way. To use unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature when this conduct explicitly or implicitly affects an individual's academic or personal performance or creates an intimidating, hostile or offensive academic environment.
<b>Victim:</b>	One who is harmed by or made to suffer.
<b>Perpetrator:</b>	One who harms or targets another.
<b>Repeat Offender:</b>	One who harms or targets another more than once.

Some examples of:

**Bullying/harassment:** teasing, name-calling, spreading rumors, excluding another on purpose, tripping/pushing/bumping into on purpose, throwing things at a person, intimidating, laughing at, making comments, sending message(s) and or pictures in writing or electronically that are offensive, hurtful, annoying, etcetera.

**Sexual harassment:** teasing, name-calling, spreading rumors, unwelcome touch/rubbing, unwanted pulling on clothing, (i.e. bra strap snapping, "pantsing", wedgies, etc) uninvited butt slapping, sexual jokes, comments about

another's body, questioning/commenting to another about their sexuality, electronic communication/notes/graffiti of a sexual nature, etcetera.

**Reporting:**

If a student has been a victim of bullying/harassment/sexual harassment, during the school day while on school grounds, they should report it to an adult as soon as possible. The report should contain the following information (and be submitted in writing if possible): Names of all witnesses, perpetrators, location and time of incident, details of incident (be very specific), victim signature and date. This official report should be turned into the building principal.

**Consequences:**

The following are general consequences. Consequences could be stricter depending on the severity of the incident.

- Incident one:* Warning  
Conference with Principal  
Perpetrator will complete the Accepting Responsibility Form  
Written apology to victim
  
- Incident two:* Detention or in-school suspension (depending on severity)  
Conference with Principal  
Perpetrator will complete the Accepting Responsibility Form  
Parent/guardian called  
Written apology to victim  
Written paper addressing the following: Definition of bullying/harassment/sexual harassment; The effects that bullying/harassment/sexual harassment can have on victims; consequences received by offenders; consequences to schools for not addressing bullying/harassment/sexual harassment reports; a detailed list of bullying/harassment/sexual harassment that you have witnessed personally; and suggestions on how you will avoid a third incident. This paper is due 2 days after it is assigned. If it is not completed, in-school-suspension will result until it is completed.
  
- Incident three:* In or out of school suspension (depending on severity)  
Conference with Principal  
Perpetrator will complete the Accepting Responsibility Form  
Parent conference  
Written apology to victim  
Incident reported to District Administrator
  
- Incident four:* Out of school suspension with probable expulsion  
Conference with Principal  
Perpetrator will complete the Accepting Responsibility Form  
Parent conference  
Written apology to victim  
Meeting with District Administrator

**ATTENDANCE POLICY**

We seek the full cooperation of parents in the area of attendance. School attendance is the responsibility of the students and parents/guardians (Wisconsin State Statutes, 118.15-Compulsory School Attendance). **Parents/guardians are required to telephone school offices by 9:00 a.m. to notify us of an absence.** If you prefer, you can leave a message on voice mail before or after school hours. Office staff will attempt to reach parents at home or at work when a student is absent from school and the parent/guardian has not called.

Commented [ML5]: Policy 5200

**BEHAVIOR AT SCHOOL EVENTS**

All students are encouraged to attend school events such as athletic contests, plays, concerts, etc. We do require that students watch the event or they will be asked to leave. Misconduct reflects upon parents, students and our school. All school-

sponsored functions are considered to be extensions of the school day. Students are expected to follow all school regulations and behavior expectations.

### **BICYCLES**

During appropriate weather, students older than Kindergarten may ride their bikes to school. Students that do ride bicycles to school are required to place them in the racks immediately upon their arrival and to leave them there until dismissal. It should be understood that students are assuming responsibility for the bikes while at school.

### **BUS DISCIPLINE POLICY**

The students are responsible for their behavior on the bus as their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported and disciplinary action will be taken in accordance with these guidelines.

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change unacceptable behavior.

The primary responsibility of the driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining discipline on the bus. Therefore, the driver will report behavior infractions to the proper authority on the forms provided. Serious infractions may result in bus riding privileges being suspended.

The following bus rules have been made for your protection and for the welfare of all persons in transport:

- A. Be considerate of others on the bus.
- B. Follow instructions of the bus driver at all times.
- C. Board only the bus to which you are assigned.
- D. Bus riding is a privilege and will be assured only as long as your conduct remains good.
- E. Students riding to a stop other than their own stop must have a signed note from parent or guardian and have that note signed by someone from the school office before getting on the bus.

### **CODE OF CLASSROOM CONDUCT**

Beginning in the 1999-2000 school year, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of the District's "Code of Student Conduct". In addition, long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension or expulsion, for the conduct for which the student was removed. Refer to code 443 for complete description.

### **COMMUNICABLE DISEASES**

If your child should become ill with a communicable disease, please notify the school. The following list provides the incubation periods and rules regarding return to school for the more common childhood diseases. If your child develops a communicable disease at school, they will be sent home and should not return to school until the infectious stage is over.

<b>Disease</b>	<b>Return to School</b>
<b>Chicken Pox</b>	No fever, scabs dry
<b>Strep Throat</b>	After 24 hours on antibiotic
<b>Impetigo</b>	After 24 hours on antibiotic
<b>Ringworm</b>	After 24 hours on antifungal*
<b>Mononucleosis</b>	At physician's discretion

\* Or at the physician's discretion

### **DEFAMATION POLICY**

The School District of Osceola prohibits defamation, libel and slander and/or the threat of defamation/libel/slander activities by a student and/or group of students against another student and/or school personnel. The District considers defamation/libel/slander to be, among other things, any willful act done by a student, whether individually or in concert with others, to another student(s) or school personnel (including impersonating another student(s) or school personnel) for the

Commented [ML6]: Policy 8450 8451

Commented [ML7]: 5516.01

purpose of subjecting such student(s) or personnel to humiliation, intimidation, physical abuse, threats of abuse, social or other ostracism, shame, or disgrace. Students who violate this policy will be subject to discipline as administered by members of the administrative team. Serious or repeated violation of this policy could result in a disciplinary hearing before the Board of Education. Penalties for violation could include but are not limited to the following:

- Detention
- In-school suspension and parent notification
- Out-of-school suspension and parent notification, required parent conference
- Forfeiture of the privilege of participating in any extra activities including but not limited to athletics, co-curricular, clubs, activities and school events.
- Serious or repeated violations could result in a recommendation for expulsion

#### **DIRECTORY INFORMATION**

Wis Stats 115.125 requires handbooks to include "directory information" This is the language from our Policy 8830.

*Each year the District Administrator shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice*

#### **DRUG FREE ENVIRONMENT**

Osceola School District is a drug-free environment. Student and parents are hereby notified that the unlawful manufacture, distribution, dispensing, possession of or use of a controlled substance or the use of alcohol on school district property, including all district-owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events or extracurricular activities while off school premises. No student or parent/guardian may appear at school or any school-sponsored function under the influence or in possession of alcohol, non-prescribed substances, chemicals, illegal substances, or look-a-likes. Failure to abide by this policy may result in referral to counseling and rehabilitation services and/or such disciplinary action up to, and including suspension or expulsion from school.

#### **ELECTRONIC DEVICE USE POLICY**

We strongly encourage students not to bring any electronic devices to school as they are/can be disruptive to the educational environment and may be lost or stolen. If they are brought to school the following guideline must be followed: Upon entering the building all electronic devices including but not limited to: cell phones, video cameras, film cameras/digital cameras, audio recorders, laptops, PDA's, video gaming devices, MP3 players, CD players, and pagers must be turned off and stored in lockers (backpacks for elementary students) for the entire school day. \*\*

- 1<sup>st</sup> offense: Electronic device will be confiscated and keep in the office; student can retrieve the device at the end of the day.
- 2<sup>nd</sup> offense: Student will turn in their electronic device to the office each morning when they arrive for 2 consecutive days.
- 3<sup>rd</sup> Offense: Student will turn in their electronic device to the office each morning until there has been a parent meeting.

\* Exceptions can be made with permission of administration.

\*\* The school is not responsible for lost/stolen devices.

#### **EQUAL EDUCATIONAL OPPORTUNITY**

The School District is committed and dedicated to the task of providing the best education possible for every child in the district for as long as the student can benefit from attendance, and the student's conduct is compatible with the welfare of the entire student body. A copy of the complaint procedure can be found at the end of the handbook.

### **EQUAL EMPLOYMENT AND NONDISCRIMINATION**

The District is committed to provide equal employment opportunities for all District employees and to provide a learning and working environment free of discrimination. Federal and state law prohibits discrimination because of age, race, creed or religion, color, physical or mental disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, citizenship status, use or non-use of lawful products off the employer's premises during non-working hours, or past, present or future status in the uniformed services of the United States. Discrimination, as defined herein, is strictly prohibited.

Discrimination is defined as any action, policy or practice, including bias, stereotyping and harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons, or limits or denies opportunities, privileges, employment, roles or rewards or perpetuates the effect of past discrimination, based on the protected class of the individual or group of individuals.

The District shall periodically examine all policies currently in practice to ensure that it does not discriminate and is not in violation of federal and/or state law.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship to the district.

The District expressly prohibits any form of discrimination. Individuals who feel these rights have been violated shall follow the Discrimination and Harassment Complaint Procedure as outlined in Rule 512. No recipient or other person may intimidate, threaten, coerce, retaliate, or discriminate against any individual for making, filing, or assisting with a complaint.

### **FOOD SERVICE MANAGEMENT**

Students in the School District shall have an opportunity to participate in school breakfast, lunch, and milk programs. The District Administrator, or designee, in accordance with established guidelines, shall administer these programs.

The Board shall establish food service prices annually. In accordance with federal guidelines, the district shall offer free and reduced price food services to students who qualify. Applications are available throughout the school year at all school offices.

### **GUM CHEWING**

Gum chewing is not allowed within the elementary school, unless part of an instructional activity under teacher direction.

### **ILLNESS AT SCHOOL**

If your child should become ill at school (for example: vomiting, diarrhea or fever of 100 degrees F or over), we will attempt to reach you, or the designated emergency person to pick up your child. The school has a small health room for children who become sick in school and require a supervised quiet area until they can be picked up by their parents or another responsible adult that you have designated. **It is imperative that we have current daytime phone numbers of all adults who are available to pick up your sick child, or to act on your behalf in case of an emergency.** If your child should require emergency treatment, we will make every reasonable attempt to contact you. If no one is available, we will take measures to see that necessary treatment is provided.

Students are welcome to return once they have been **fever free without medication** for 24 hours and vomiting and diarrhea have resolved.

### **IMMUNIZATIONS**

All students must have current immunizations according to State Statute Section 140.5 (16). State law requires that all children entering a Wisconsin school be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, hepatitis B and varicella (chicken pox). These requirements can be waived only if a properly signed health, personal conviction, or religious exemption is filed with the school.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the lost and found, where the owner can claim them. Please label your clothing or other school articles. Unclaimed items will be periodically recycled.

### **MEDICATION**

Absolutely no medications will be supplied by the school district. All medications must come from home, in the original container, with a note from home stating the date to start and stop at school along with the dosage. At the stop date, the medication will be sent home. This change includes all over-the-counter products such as Tylenol, Tums, Bacitracin, cough drops or Vaseline. All prescription medications or natural supplements need to be in the original containers with signed physician order and signed parent consent forms on file at school, before medication/treatment will be given.

Commented [ML8]: Policy 2260

### **NONDISCRIMINATION POLICY**

It is the policy of the Osceola School District that no person may be denied admission to any public school in this district or be denied participation, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, sexual orientation, or physical, mental, emotional, or learning disability as required by s. 118.13, Wisconsin 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. Discrimination on basis of religion will also not be allowed.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Osceola School District.

Any questions concerning this policy should be directed to:

Mr. Mark Luebker, District Administrator  
Osceola School District  
P. O. Box 128  
Osceola, Wisconsin 54020

Any questions concerning s.118.13, Wisconsin Statutes, or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Mr. Mark Luebker, District Administrator  
Osceola School District  
P. O. Box 128  
Osceola, Wisconsin 54020

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Dawn Western  
Special Education Director  
P. O. Box 128  
Osceola, WI 54020

### **NURSING SERVICES**

Nursing services are available to all students by a professional school nurse. This service is available to cover emergency situations plus student and parent consultation on illness, immunizations, home visits, vision and hearing screening, nutrition and other health related assistance. For additional information, please call the school office.

### **OPEN ENROLLMENT**

Beginning in the 1998-99 school year, students in grades kindergarten to 12 may attend any public school in the state, if space is available and certain other limitations are met. Families interested in enrolling their children in a district where they are not residents should stop by school district offices to pick up an application, which must be picked up and completed beginning in early February. February applications are for the following fall.

Commented [ML9]: Policy 5113

### **OSCEOLA PARENT TEACHER ORGANIZATIONS**

We have an active parent/teacher organization in our school district and we hope you'll consider becoming a member and getting involved. To find out more, please call any of the school offices. One of the organizations is PTA (Parent Teacher Association) which in the past has coordinated our extensive volunteer program and sponsored many family events each year.

### **OTHER POLICIES**

This handbook is not a comprehensive listing of all district policies. The Osceola School Board has other policies that are not included in this handbook but are available for all students/parents upon request.

### **PARENT - TEACHER CONFERENCES**

Parent-Teacher Conferences are offered fall and late winter each school year. Check the school district calendar for details. Also, if at any time during the year you would like an opportunity to discuss your child's progress, we encourage you to make an appointment for before or after school with your child's teacher(s).

### **PROBLEM-SOLVING FOR PARENTS**

The following is suggested for that occasion when a problem arises and you, as a parent, are unsure of what procedure to follow: It is best first to contact the teacher or person directly involved and discuss the problem. Most problems are resolved

through contact and discussion. For that occasion when there is no resolution and you wish to pursue the problem further, you are urged to contact the building principal.

#### **PUBLIC RECORDS ACCESS**

The School District of Osceola has designated the Superintendent of Schools as the legal custodian of the public records and property of School District of Osceola. The term "public records" as used here includes all records of the School Board, Board officers, the Superintendent, committees and the divisions and departments of the District. The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the School District of Osceola at the following place and times at the local public offices: Administrative Offices of School District of Osceola at 331 Middle School Drive or Post Office Box 128, Osceola, Wisconsin 54020. The regular office hours are 8:00 a.m. to 4:00 p.m.

Commented [ML10]: Policy 8310

District records are located in various offices in various locations in the District. Information concerning the location of particular records may be obtained by contacting the Office of the Superintendent. In applying the provisions of the public records law, the positions identified as local public offices within the School District of Osceola include: local public offices, Superintendent of Schools, building principals, and directors.

The District is authorized by law to impose a fee on the requester that does not exceed the actual, necessary and direct cost of reproducing, locating, transcribing, mailing or shipping the record, unless a fee is otherwise specifically established by law. Information concerning the specific fees charged by the District may be obtained by contacting the Office of the Superintendent.

#### **RECORDS RETENTION POLICY**

The purpose of this policy is to ensure that necessary student records and documents are adequately protected and maintained and to ensure that records that are no longer needed or of no value are discarded 11 at the appropriate time. The policy applies to all records, regardless of format, whether they be paper, electronic, or microform (e.g., microfilm, microfiche, magnetic tapes, and CD-ROM), and other more traditional media. The Osceola School District encourages record retention in an electronic format whenever possible.

Commented [ML11]: Records Retention Schedule  
The District will follow the Wisconsin Department of Administration's guidelines on School District record retention. The most recent edition of the guidelines is dated May, 2010. It may be accessed at the following web address:  
<http://dpi.wi.gov/ibstat/pdf/wi-rssd.pdf>

#### **RESPONSIBLE USE POLICY (RUP)**

In order to use school computers, all district students and their parents are required to sign a Student Responsible Use and Internet Safety Policy each school year.

#### **SCHOOL ADMISSIONS**

It shall be the responsibility of the parent or guardian of each child or a student of legal age entering the School District to complete official registration forms prior to assignment by the principal to a grade or schedule of classes. Students transferring from other school systems are required to provide a transcript of academic accomplishments at the previous school, or the address from which this data may be secured. Students entering the school district from a home-based private education program or private school shall be required to provide any available academic information and may be required to take appropriate academic tests to assist in making a placement.

Parents or guardians of students admitted to the district's schools shall present immunization records as required by law. In addition, students are encouraged to have a complete physical prior to entering school.

Any parent wishing to register their child as an early entrance to Kindergarten should contact the elementary school by March 1 in order to be invited to Kindergarten Round-Up. A team of educators reviews each case and makes determination of placement by the end of June. **Parents are asked to notify the office throughout the school year of any changes in family status, address or telephone number, or new members to the household.**

#### **SCHOOL CLOSING ANNOUNCEMENTS**

When school is to be closed for the day or early dismissal due to inclement weather, the announcement will be made over the following radio station: WCCO 830 AM. Information is provided to Twin Cities TV stations as well. We ask that you do not call the school during this time since this is often a very busy time and telephones are needed for our communication. We strongly encourage parents to make plans for back-up childcare on early dismissal days and to monitor stations for school closings. All parents are required to provide "Early Dismissal" information at the start of each school year, and are encouraged to keep all information current. The child/ school/office/teacher cannot call parents. Parents need a plan in place. There will also be notification with Skylert.

Commented [ML12]: Should be updated to include skylert message

#### **SEARCH AND SEIZURE**

The school principal and other administrators may conduct a search of a student if they believe the student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. The search may include inspection of clothing, purses, wallets, knapsacks, and other personal property. The search may also include an inspection of school property, including student lockers, desks, vehicles, and other areas in which items may be kept.

#### **SKATEBOARDS/ROLLERBLADES/WHEELIES**

Skateboards/rollerblades/wheelies are not to be used on school property at any time.

#### **SPECIAL SERVICES**

The School District of Osceola realizes that the needs of all children are not always the same and these needs must sometimes be met in different ways. For this reason there are a variety of special services available to students.

**Counseling** – Counselors are available to students at all grade levels. Counselors meet with whole classes to discuss common needs and concerns and are also available to small groups and individual students who may have specific needs or concerns. Students may receive assistance through self-referral, or by referral from a parent or teacher to our counselor.

**Homebound Instruction** - A student is eligible for homebound instruction when it is anticipated the absence will extend beyond thirty (30) days. When you feel your child is in need of homebound instruction, please contact the school to discuss your specific situation.

**Cognitive/Emotional/Learning Disabilities** - Programs are available for students identified as having a disability. If a parent or teacher suspects a child's difficulty in learning is caused by some disability, a referral should be made to the principal. Many factors can affect learning and not all difficulty is the result of a disability. Other factors such as health, attitude, emotional stability, or level of intelligence can also affect the degree of difficulty a child may have. It is important for you to call and discuss your concern with school personnel to help reach some conclusions.

**Pre-school Handicapped** - Osceola Elementary Early Childhood Program serves preschool children between three and six years of age with special needs. These children exhibit a variety of moderate to severe disabilities, including speech and language delay, visual impairment, hearing impairment, cognitive disability, learning disability, emotional disturbance, pervasive developmental delay, autism, and/or physical disability.

**Psychologist** - In order for a child to receive the benefit of special programs there are certain requirements that adequate assessment be done to identify the specific needs of a child. This is the role of the school psychologist. The psychologist along with the counselor is available to parents to discuss both home and school management of your child.

**Speech and Language** - Children who need assistance in improving their speech or language development work with our speech/language clinician. Each student must qualify for services by having moderate to severe speech/language delays. A formal evaluation is conducted prior to services.

**Title I** - Osceola participates in a federally funded Title I program. Title I teachers serve eligible students in grades kindergarten through two supporting Reading/Language Arts and literacy development.

**English Language Learning** - Osceola School District has a protocol for serving students who English is their second language. For program specific contact Kaitlyn Johnson at 715-294-3457. (Policy 2260.22)

#### **STUDENT INSURANCE**

The Board of Education provides a secondary student insurance coverage with Student Assurance Services, Inc. Coverage is for all children while they are involved in school day activities. For uninsured students, families can purchase 24 hour accident coverage. For more information visit Student Assurance Website @ [www.sas-mn.com](http://www.sas-mn.com). All accidents need to be reported and claim forms completed in school office.

#### **SURVEILLANCE POLICY**

The School District of Osceola School Board has determined that in order to enhance the ability to protect the health, welfare and safety of the district's students and staff, surveillance technology will be utilized. Surveillance technology is monitored intermittently.

#### **TESTING/ASSESSMENT**

Commented [ML13]: Needs updating

Several forms of assessment are given to students throughout their education in the School District of Osceola. The district assessment program contains those tests required by state law as well as local assessments used to aid in the evaluation of curriculum, instruction, and student achievement.

These tests fall into three categories, mandatory, district level, and classroom. Mandatory assessment includes those tests required under state law: WKCE (WAA –SWD) and ACCESS. District level assessment (at various grade levels) includes NWEA MAP, WisCareers, PLAN, PALS, EXPLORE, and a technology assessment. Classroom assessment includes those teacher-administered tests used to monitor student growth and assign grades.

#### **TOBACCO FREE SCHOOL DISTRICT OF OSCEOLA**

The School District of Osceola, in compliance with the state law, prohibits any use of tobacco on school property.

#### **TRUANCY**

Truancy (Wisconsin State Statutes, 118.16) is any absence 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 parents or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of compulsory school attendance.

A pupil is a "habitual truant" when he/she is absent without an acceptable excuse:

1. UNEXCUSED absences for part or all of 5 days in a semester puts you in a position to be prosecuted for violation of County and State laws.
2. A child may not be EXCUSED for more than 10 days in a school year.

As students reach 10 absences, letters are sent from each school office indicating absences to date and possible consequences.

#### **VIDEOTAPING AND PHOTOS**

Our student projects and activities are sometimes videotaped or photographed for the local papers, District Facebook Page and newsletters. Anyone with questions should contact the school office.

#### **VISITORS**

All building visitors are required to register at the building office. All guests will be required to wear a visitor badge in plain sight at all times while in the building or on school grounds. The following are exceptions to the above:

- A. Persons who are in the building at the specific invitation of the district and are working with a district employee.
- B. Parents or citizens who have been invited to visit the school as part of a scheduled open house or special day.
- C. Individuals who are attending a scheduled performance by a school class, team, or group.

The building principal shall have the authority to exclude from the building premises or limit the length of visits of any person or persons that he or she has reason to believe may disrupt the educational program of the school or classroom. Engaging in any action that interferes with the learning process shall result in the revocation of the visitor's pass.

#### **VISITORS - PARENT**

Parents are welcome to visit their child's classes with prior approval by building principal and classroom teacher. Please submit your request at least 2 days in advance so arrangements can be made. Visits are generally limited to one class period.

#### **VISITORS - STUDENT**

Students who are not enrolled in Osceola Schools are not allowed to attend with friends and/or relatives.

#### **WEAPONS**

No one shall possess, use, or store a weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities, except as otherwise specifically provided. A dangerous weapon or look-alike weapon is defined by state statute to include, but not be limited to, guns, electric weapons, knives, metallic knuckles, martial arts equipment, or any other object which is capable of inflicting bodily harm, property damage, or which endangers the health and safety of students and staff. Ammunition and explosives are included within the weapons category.

Violation of this policy will be immediately reported to law enforcement or juvenile delinquency authorities as outlined in Chapter 48 of the Wisconsin Statutes. Dangerous weapons will be confiscated by school personnel and reported to the parents/guardians. Any student violating this policy shall be subject to penalties outlined in the state law and referred for suspension or expulsion in accordance with state and federal law.

Commented [ML14]: Policy 5772

The building principal may allow weapons in the building for the following purpose:

1. Weapons under the control of law enforcement personnel or by an individual in accordance with a contract entered into between a school and the individual or an employee of the individual.
2. Theatrical props used in appropriate settings or starter pistols used in appropriate sporting events.

For purposes of demonstration, educational presentations, or safety classes. Approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal or person(s) designated by the principal, except during the actual demonstration or presentation. Legal Reference: Wis. Stats. ss120.12 (1), 939.22(10), 948.60, 948.605 P.L. 103-382 (Gun Free Schools Act of 1994).

**Appendix**

**BEHAVIOR RUBRICS**

  <b>Behavior Expectation Matrix</b>	<b>Cafeteria</b>
	<p><b>Be Respectful</b></p> <ul style="list-style-type: none"> <li>• Say please and thank you</li> <li>• Use your manners</li> <li>• Raise your hand to bus</li> <li>• Stay in your seat</li> <li>• Try new foods</li> <li>• Eat and drink what you take</li> </ul>
	<p><b>Be Safe</b></p> <ul style="list-style-type: none"> <li>• Keep shoes tied</li> <li>• Keep food on tray</li> <li>• Clean up spills</li> <li>• Always walk</li> </ul>
	<p><b>Be Responsible</b></p> <ul style="list-style-type: none"> <li>• Stack tray the right direction, nicely and quietly</li> <li>• Hold tray with 2 hands</li> <li>• Put things in right spots</li> <li>• Clean up after yourself</li> </ul>

  <b>Behavior Expectation Matrix</b>	<b>Hallway</b>
	<p><b>Be Respectful</b></p> <ul style="list-style-type: none"> <li>• Be quiet</li> <li>• Take care of our building</li> <li>• Be patient waiting for a drink at the fountain</li> <li>• Be respectful of the items on the wall for display</li> </ul>
	<p><b>Be Safe</b></p> <ul style="list-style-type: none"> <li>• Keep hands and feet to your own body</li> <li>• Walk on the blue line</li> <li>• Look forward and follow the person ahead of me</li> <li>• Keep your shoes tied</li> </ul>
	<p><b>Be Responsible</b></p> <ul style="list-style-type: none"> <li>• Make good choices</li> <li>• Take care of YOU first, then help others</li> <li>• Stay with my class</li> <li>• When by yourself, follow the same rules you do when you are with your class</li> </ul>

       <b>Behavior Expectation Matrix</b>	<b>Bathroom</b>	
	<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Give others privacy</li> <li>• Stay in your own space</li> <li>• Make a line if needed and wait your turn</li> <li>• Use bathrooms and materials appropriately</li> <li>• Use kind words and actions</li> </ul>
	<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Always walk, especially when the floor is wet</li> <li>• Keep hands to yourself</li> <li>• Put towels in garbage can</li> <li>• Keep water in sink at all times</li> </ul>
	<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Use just 1 pump of soap and just 1 paper towel</li> <li>• Make sure your paper towel gets put in the garbage</li> <li>• Remind others of the rules</li> <li>• Get in and out quickly</li> <li>• Use a quiet voice <u>every time!</u></li> </ul>

       <b>Behavior Expectation Matrix</b>	<b>Playground</b>	
	<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Get along with others</li> <li>• Take turns</li> <li>• Using please and thank you</li> <li>• Listen to the adults at all times</li> </ul>
	<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Play in designated areas (boundaries)</li> <li>• Rocks, sticks and other items stay on the ground</li> <li>• Use equipment properly and safely</li> <li>• Watch where you are going</li> <li>• Tell adult if you see broken equipment or dangerous items on the playground</li> <li>• Use your hands and body safely when climbing, swinging, and playing</li> <li>• Stay in dry areas in wet or icy weather</li> </ul>
	<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• If you bring something out, be sure to bring it back in</li> <li>• Control your actions (hands to self)</li> <li>• Help others to make good choices (reminders)</li> </ul>

  <b>Behavior Expectation Matrix</b>	<b>Bus</b>
	<b>Be Respectful</b> <ul style="list-style-type: none"> <li>• Offer a seat next to you</li> <li>• Be quiet</li> <li>• Take care of bus property and keep it clean</li> <li>• Listen to your bus driver at all times</li> <li>• Be kind to others</li> </ul>
	<b>Be Safe</b> <ul style="list-style-type: none"> <li>• Sit on my bottom</li> <li>• Keep hands and body safe</li> <li>• STOP, LOOK, &amp; LISTEN</li> <li>• Sit in <u>one</u> seat the whole ride</li> </ul>
	<b>Be Responsible</b> <ul style="list-style-type: none"> <li>• Be sure to take all your belongings with you</li> <li>• Remind others of the rules</li> <li>• Report any dangerous activity to the bus driver</li> </ul>

  <b>Behavior Expectation Matrix</b>	<b>Large Group Assembly</b>
	<b>Be Respectful</b> <ul style="list-style-type: none"> <li>• Listen</li> <li>• Follow directions</li> <li>• Use quiet feet on steps</li> <li>• Raise my hand before talking</li> <li>• Keep eyes on the person talking</li> </ul>
	<b>Be Safe</b> <ul style="list-style-type: none"> <li>• Be aware of our neighbors and keep a safe distance</li> <li>• Sit on your pockets</li> <li>• Walk</li> <li>• Keep shoes tied</li> <li>• Keep my hands, feet, and body safe</li> </ul>
<b>Be Responsible</b> <ul style="list-style-type: none"> <li>• Wait my turn</li> <li>• Pick up after yourself</li> <li>• Do the job the teacher asked you to do</li> </ul>	

### VOLUME CHART

