

# LITTLE PRAIRIE PRIMARY SCHOOL



## 2024-2025 INFORMATIONAL BOOK

2109 Townline Road  
East Troy, WI 53120  
Phone: 262-642-6730 Fax: 262-642-2724

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

Principal: Mrs. Lindsey Harris

School Hours: 7:50-2:58  
Office Hours: 7:15-3:45

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## **Welcome**

Dear Little Prairie Families,

Welcome to Little Prairie Primary School! Our intention is to create a stimulating environment in which all children grow academically, socially, emotionally, and physically. We strive to provide opportunities for all students to prosper with acceptance and encouragement.

Because parents/guardians are children's first teachers, they have the strongest and most permanent influence on their children's lives. Therefore, we invite all parents/guardians to be active members of our school family and form positive partnerships to ensure success for all children.



This informational book is designed as a guide to the day-to-day operations of our school. Please take time to review its contents as it contains much valuable information concerning school policies and other general information about our elementary school.

We want the lines of communication to be open between home and school, therefore if you have any concerns or suggestions at any point, please feel free to contact your child's teacher or principal. We look forward to working with you and your child(ren).

Sincerely,

Lindsey Harris  
Little Prairie Primary Principal

## East Troy Community School District Statements

### **Mission**

To ensure and provide 21<sup>st</sup> century learning through engaged student learning, quality teaching, strong leadership, rigorous coursework, and community service opportunities while demonstrating efficiency and effectiveness for the betterment of the students and the community.

### **District Goals**

- Ensuring a year to a year plus of learning growth for each child, each year.
- Ensuring programming opportunities through systems and practices that develop the talents of each child in an era of globalization.
- Ensuring individualized learning by empowering students with a personalized learning environment.
- Employing the highest quality professional staff.
- Adapting facilities for current and future educational needs.
- Demonstrating fiscal responsibility through efficiency and effectiveness.

### **Vision Statements**

- Time for learning – Remove barriers
- Competency based education – look at outcomes, not being defined by grade or age
- School partnership with community members/parents/agencies/higher education
- Provide meaningful, practical application skills through assignments/projects
- High quality instruction – more engagement/interest, meeting the needs of ALL learners
- Utilizing resources, creating self-directed learners
- High levels of accountability for students and staff
- Creating opportunities through individualized experiences to encourage self-directed learning



## Strategic Priorities

- Support Conditions for Learner Empowerment.
- Cultivate a healthy organizational culture that supports learning through the values of: relationships and trust, communications, commitments, ongoing learning (growth mindset), voice, joy/happiness, compassion, gratefulness, self-reflection, feedback, accountability, and results.
- Maximize the value of our educational institution via families that attend East Troy Community School District as well as the greater East Troy community through increased communication and engagement.
- Ensure the district continues to act as a good steward of district resources toward fostering and supporting our mottos, other strategic areas, and district goals.

## Our School Day

- 7:30 Front Doors are unlocked
- 7:40 First Bell
- 7:50 Start of the Instructional Day -*All students not in the classroom at 7:50 will be considered tardy. Tardy students must check in at the office before going to class. Parents need to come in and sign late students into school.*
- 7:50-10:50 4K AM Session
- 11:00 5K Lunch
- 11:35 1st Grade Lunch
- 12:10 2nd Grade Lunch
- 12:00-2:58 4K PM Session
- 2:58 All students dismissed

All students will participate in at least one 30-minute recess each day.

## Early Release Days

On early release days, students will be dismissed according to the following schedule:

- Classes will be dismissed at **11:25 am**
- There will be **NO 4K sessions**

Please note that lunch is not served on early dismissal days. Check the district calendar for the dates.

## Dismissal

**Dismissal is at 2:58.** Students who ride the bus will be walked out to the buses by their teachers. Students who do not ride the bus will line up on the front sidewalk for pick-up. Please see drop off and pick up procedures on page 6. Call the office prior to **2pm** with any changes in your child's after school arrangements. If your child will be picked up by someone other than what is regularly scheduled, please contact the office with this individual's name. Also, please ask that individual to be prepared to show a picture ID.

## Checking Students Out

Whenever possible, schedule non-emergency doctor and dentist appointments for after school hours. If your child must leave school early, please send a note stating what time your child will be picked up and who will be picking him/her up. The person who picks your child up must report to the office to sign out the student. ***Please note: If there is no court order or separation agreement concerning custody of the child, either parent or legal guardian has the same right to see the child at school or release him/her during the day or at the end of the school day.*** If you have any questions, you may call the school office at 642-6730.

## School Fees

An annual fee will be charged to all students' fee management account to partially offset consumables and other expenses. The amount of the fee is published on the district website, in the summer newsletter or can be obtained by calling the office. This fee is to be paid prior to the first day of school. Students that enroll after 2nd semester will be charged half of the registration fee. Note: The district may charge additional consumable fees at various times during the school year for field trips in order to supplement basic curriculum with outstanding and enriching student opportunities. Fees are collected in a timely manner so that school personnel may order consumable supplies for the classroom. Therefore, only students who withdraw prior to the first day of school will receive a refund for current school year payments that are made to date.

## Pupils Admission Procedure

Children transferring to our school from another district are required to present evidence of previous grade placement through a transcript or record submitted by the officials of the previously attended school. This transcript is to become part of the pupil's file. In the event it is impossible to immediately procure such proof, any placement shall be tentative and subject to change if the need arises. Placement shall be made in accordance with the previous grade placement.

## Pick up and Drop off Procedures



### EAST TROY COMMUNITY SCHOOL DISTRICT

#### Little Prairie Primary

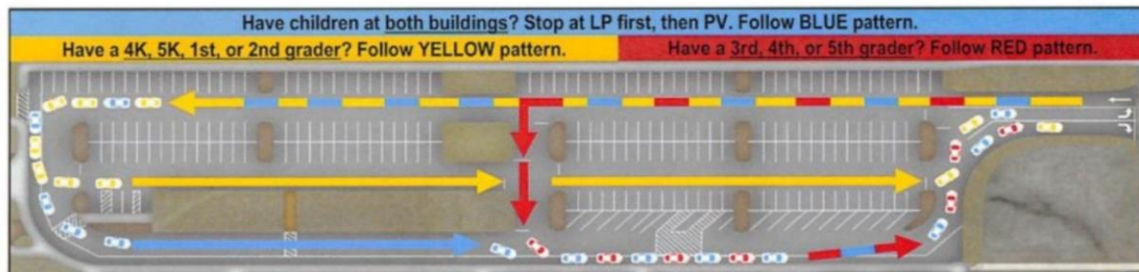
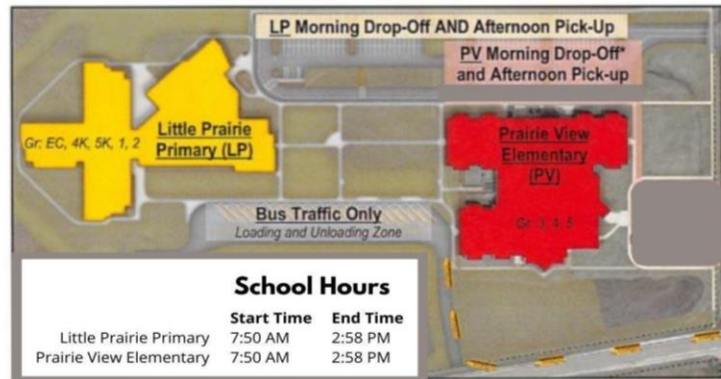
2109 Townline Road  
East Troy, WI 53120  
Phone: 262-642-6730

Student Entrance/Exits:  
All students 4K-2nd are  
dropped off and picked  
up at Door 1.

#### Prairie View Elementary

2131 Townline Road  
East Troy, WI 53120  
Phone: 262-642-6720

Student Entrance/Exits:  
3rd graders: Door 1  
4th graders: Door 2  
5th graders: Door 6  
(See map on pg. 2)



## Change of Address or Phone Number

Parents/guardians are asked to inform the school office in writing of any change in address or phone numbers so that we have accurate, up-to-date information for all students. All parents/guardians must provide a phone number (home, work, mobile) where they can be reached in the event of an emergency. If there is a time during which parents/guardians will not be available, please provide the school office with an alternate emergency contact. You can update this information via Family Access or by notifying the school office.

## Conferences

Parent-Teacher Conferences - Individual scheduled conferences will be held in the fall and late winter. The times and dates will be posted online and can be scheduled by the parent/guardian via Family Access. These beneficial conferences provide you and the teacher an opportunity to share information, which will be of assistance in working with your children. If you have questions about your child's educational program, we invite you to schedule an additional conference with your child's teacher as the need arises.

## Family Access

Family Access is a secure school-to-home internet connection for parents, teachers, and administrators. All parents/guardians have a Family Access account. By logging into your individual account, you will be able to access your child's:

- Academics/Report Cards
- Online Registration
- Attendance calendar and daily detail
- Skylert emergency notification preferences
- Food Service account
- Messages from school personnel
- Health records
- Parent/teacher conferences scheduling
- Discipline referrals
- Fee account/Make Payments
- Student directory
- Student services program information

## Student/Family Directory

A student/family directory is available online via Family Access. You can change your preferences for the Student Directory via Family Access. Preferences are carried over from year to year.

Please utilize this directory when you are trying to connect with families of other students at school or in your child's class. Historically, families have occasionally sent party invitations to be disseminated in take home folders. This often leads to hurt feelings and other social challenges when children learn who was/wasn't invited. Therefore, **we are not able to pass out invitations at school**. If you need a class list, you may request one from the teacher so that you can access available information through the directory.

## Progress Reports

4K - 2<sup>nd</sup> grade progress reports will be posted in Family Access – Portfolio at the end of each trimester.

Our standards-based progress report gives you information about how your child is progressing toward meeting the district's standards during the course of the school year in each class. Standards specify what all students should know and be able to do. Your child's performance is measured against the standard, rather than simply being compared to other students in his or her class. It gives every child the opportunity to meet or exceed our district's standards. It gives you a more detailed and honest assessment of how your child is progressing academically. Behavior is reported out separately and is as important as the academic report, as they are the habits that students will need to be successful in high school and beyond. Each indicator shows progress towards the specific learning targets for each course.

The descriptions uses are as follows:

P- Proficient D- Developing

## Skylert

Skylert enables you to receive emergency, food service and attendance notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them. You can change your preferences via Family Access.

## Classroom Placement Procedure

The following criteria (in no particular order) are used for generating class lists for the following year:

- Girl/Boy Ratio – Maintaining a balance of boys and girls in the classroom.
- Numbers – Balancing the number of students in each of the classrooms.
- Parent Input – You know your child best. Personality traits and physical/emotional needs of your child will be considered. **Specific teacher requests are not allowed**. Please contact school in the spring with any input you would like to share.
- Special Education – Special Education staff input, if applicable.
- Student Overall Ability - Students learn from each other at all levels and we strive to have mixed grouping in all classrooms.
- Teacher Input – Your child's current teacher has an excellent insight into each student's needs and strengths.

## Bullying/Harassment/Hazing

Statement of Intent - We, the students, faculty, parents, staff, and supporters of East Troy Elementary Schools, are committed to providing a compassionate, receptive, and non-threatening atmosphere where each and every one of our students can learn and succeed. We wish to create a learning community in which all partnerships are based on mutual respect. All students have the right to enjoy their learning and play time free from any form of bullying or harassment. We will not tolerate unkind actions or remarks towards students, staff, or visitors. If bullying does occur, students should feel assured that all incidents will be addressed quickly, thoroughly, and effectively. Students, parents, and staff should support each other and report all incidents of bullying.

*Reference: Board Policy 411.1*

Definition of Bullying - Bullying is defined as aggressive behavior (words, actions, or social exclusion) that intentionally hurts or harms another person. This may include physical contact, verbal assault, making obscene gestures or facial expressions, harassment, and/or being intentionally excluded. The behavior occurs **repetitively** and there is a power imbalance; the bully is either physically, verbally, or socially stronger than the victim. Bullying may be perpetrated by one person or a group.



Specific types of bullying may include, but are not limited to:

- Hitting, hurting, and fighting
- Name calling
- Gossiping and spreading rumors
- Threatening, extortion
- Teasing and mimicking
- Excluding students from a group
- Making others feel unwelcome
- Stealing, hiding, or damaging property

*Definition of Harassment* - Harassment is behavior towards students based in whole or part on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homeless status or handicap, physical, mental, emotional, or learning disability which substantially interferes with a students' school performance or creates an intimidating, hostile or offensive school environment.

*Definition of Hazing* - Hazing is intentionally or recklessly engaging in acts which endanger physical health or safety of a student for the purpose of initiation or admission into affiliation with any organization or group.

#### *Guiding Principles for the Policy*

East Troy Elementary Schools are anti-bullying schools. Bullying is not accepted in our school community. We work in partnerships based on mutual respect and we value and respect everyone equally. No one should have to tolerate bullying because bullying hinders learning and may have lasting negative emotional impact for both the individual doing the bullying and the individual who is bullied.

All principals, teaching and non-teaching staff, students, and parents should have a full understanding of the definition of bullying, the bullying policy, and how to respond to a bullying incident. A response to bullying must be made and seen to be made; action needs to be taken to support the individual being bullied and to change the bullying behavior.

#### *Implementation of Policy*

The anti-bullying policy will be implemented through:

- Consulting and informing staff and students about our anti-bullying policy.
- Providing opportunities for students to demonstrate positive behavior and character.
- Staff and visiting adults in school acting as positive role models.
- Promoting anti-bullying and positive character through assemblies.
- Classroom lessons supporting positive behavior.
- Promoting anti-bullying values and co-operative behavior through the curriculum.
- Training for staff and all employed at East Troy Elementary Schools in order to establish a common understanding within the school and the need for vigilance.
- Posters displayed throughout the school on positive behaviors.
- Parent information on the Bullying policy.

#### *Guiding Principles for Dealing with Bullying*

- Time is the key; not only so that the student feels supported, respected, and valued, but also to establish exactly what is going on.
- The needs of both the individual doing the bullying and the individual being bullied needs to be taken into account.
- Bullying must NEVER be ignored by a member of staff, whether it is reported to them or becomes apparent to them.
- All members of staff must remain vigilant.
- All staff is expected to act as positive role models in their relationships with students and colleagues.
- No case is ever the same and each deserves individual consideration and response.
- Discussion about incidents should take place in private.
- If in doubt about dealing with bullying, seek guidance.

#### *Proper Bullying Report/Response Procedures*

- All bullying incidents should be reported to a staff member. Staff members will accurately record all reported bullying incidents on a *Behavior Report Form* and share them with an administrator.
- An administrator will interview each student involved and implement appropriate consequences/behavioral steps. These steps may include phone call/letter to parents, loss of privileges, apology letter, and/or conference with

parents.

- The school counselor or psychologist will meet with the individual being bullied to provide support and contact parents of the student if needed.
- The individual doing the bullying will meet with the school counselor, psychologist, or a designated staff member to discuss the seriousness of his/her actions and appropriate means of changing behavior.
- In severe instances, local police may be contacted.
- The bullying behavior or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behavior will/must stop immediately.

### Tools for Prevention and Education

The school will adopt the following tools to prevent bullying and educate students about bullying:

- Writing, posting/otherwise making very visible a set of descriptive school rules and positive behavioral expectations.
- Supplying all students, faculty, staff and parents with copies of the bullying policy.
- Asking principals, teachers, parents, and students to sign and adhere to a behavior contract.
- Engage students in role-playing, creative writing exercises and/or open discussions about bullying in guidance classes.
- Supporting positive behavior in students through Praise Awards, assemblies, guidance classes, and throughout the school day by verbally praising observed positive behavior and interactions.
- Emphasizing the importance of reporting incidents of bullying, both observed and experienced, and including confidentiality as an option in making such reports.
- Distributing current literature about bullying to students, parents, faculty and staff.
- Emphasizing repeatedly that **bullying will not be tolerated at Little Prairie Primary School.**

The East Troy Community School District Board strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds and school buses and vehicles, and at school-sponsored activities so that students can benefit to the fullest from the educational opportunities offered. The East Troy Community School District Board will not tolerate any form of bullying, harassment, or hazing, such as the use of verbal comments, written comments, graphic materials, cyber bullying, or indirect behaviors.

*Reference: Board Policy 411.1*

### **School Liaison Police Officer**

It is our belief that the primary role of the police liaison officer is an educational one – one in which the officer can provide programs and information for the students to help them know and understand their rights and responsibilities.

It is also the philosophy and belief of the administration at Little Prairie Primary that the primary responsibility for dealing with student discipline issues rests with the school. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinance occur, or when students or parents/guardians refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will involve the police.

### **Field Trip Guidelines**

Students are withheld from attending field trips for two possible reasons:

- No field trip permission signature
- Discipline/Behavior problems

Parent/Guardian Permission –General field trip permission is given during the annual online registration form.

Parent/Guardian consent must be received before students can attend a field trip. Specific information such as the date of the trip, the cost, and the date the money is due will be sent home prior to each individual field trip. The requested fee must be received by the due date, as reservations or purchase of tickets must be made in advance. If the cost is a problem, parents or guardians should contact the classroom teacher for information on available assistance.

Discipline/Behavior Problems - There may be concerns about a student's ability to control his/her behavior in the less structured setting of a field trip. This concern will be based on discipline steps, prior field trip behavior, and classroom documentation on an individual basis. In these cases, a contract between the parents, child, and teacher will be developed to specify the expected behavior and consequences. A responsible parent/guardian may be required to attend the field trip. Chaperone guidelines will be given to all chaperones before each field trip, so they are aware of their responsibilities.



Chaperone guidelines can also be found below.

### **Chaperone Guidelines/Responsibilities**

Adult chaperones are responsible for the behavior and discipline of the group of students assigned to them at all times.

#### **Chaperones must:**

- Complete a volunteer application form prior to the trip
- Stay with their group and supervise those students
- Keep their group together and know where all students in the group are at all times
- Follow “common sense” rules in all areas when safety is a consideration
- Enforce all rules of the area visited
- Follow the directions of the teacher in charge
- Refrain from drinking, smoking, or using profane language during the field trip
- Verbally correct students who are not following the rules (Please walk. Please do not talk during the performance, etc.), if the behavior continues advise the classroom teacher of the problem
- Treat all children the same, the rules apply to all the students (even your own child)
- Follow the bus rules
- Follow teacher’s directions regarding buying treats and loaning students’ money
- Be sure all slogans on clothing and hats are suitable for the elementary school environment (NO ads for liquor, smoking materials or inappropriate language)
- For safety reasons, no preschool aged children will be allowed to accompany a chaperone

### **Volunteer Policy**

We are always looking for volunteers to work in our buildings. You may contact your child’s teacher if you are interested in volunteering. All volunteers are asked to sign in at the office and wear a visitor badge while in the building. We do request all volunteers to respect the confidentiality of any discipline, health or academic information concerning students you may be privilege to while working in the school. We appreciate your time and effort as well as your sensitivity and understanding of this issue.

To ensure the safety of all students, all volunteers must complete an on-line Volunteer Application form (see website – Parents/Resources) prior to working with the teacher, students, coach, advisor, supervisor and/or principal. A criminal records check will be completed on all regular volunteers.

*Reference: Board Policy 881*

### **School Visitors**

We strive to make Little Prairie a welcoming school environment for our students, families, guests, and community members. The welcoming environment includes safety procedures and specific school board visitor policy. Visitors are required to enter through the front doors and immediately check in at the office. Visitors will be asked to inform the administrative assistant of the purpose of their visit, and upon the first visit to each school, present a photo ID to be scanned into the electronic monitoring system. Acceptable forms of identification include government issued photo ID such as a driver’s license, military ID, state issued ID or passport. For subsequent visits, visitors will need to provide their name when asked by the administrative assistant or other designated employee in order to be located in the electronic system. The system will print a sticker, which visitors are asked to wear for the entirety of their stay. Staff will send anyone without a tag back to the office to get one. We need to know who is always in our buildings for building security and the safety of our students and staff. Prior to leaving the school all visitors need to stop in the office to record their time of departure and to discard their visitor badge.

All exterior doors will be locked except for the front doors. The interior front doors are secured and require the visitor to use the buzzer to the right of the doors to gain access. This procedure has reduced classroom interruptions and has increased the safety and security of the building for your children. We appreciate your continued support.

*Reference: Board Policy 884*

### **Spectator Guidelines for HS Activities**

The following spectator rules were prepared by the Shared Decision-Making Team and adopted by the East Troy Community Schools Board of Education:

- Do not interfere with the game or performance nor infringe upon the rights of other spectators.

- Remain in designated supervised areas. Ticket sales at school athletic events will be conducted at entrances to the gym and stadium. Sales will continue until the end of the contest. Hands will not be stamped at football games. If spectators leave the event, they will be charged to reenter.
- Follow the directions of the supervisors.
- Children grades K-5 (or younger) must be accompanied, remain with and be supervised by a responsible adult.

### **Computer/Internet Use Policy**

The use of the computer network is a privilege that may be revoked by the principal at any time for abusive conduct. Such conduct would include, but is not limited to, the altering of system software, the placing of unlawful information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.

The East Troy Elementary Schools staff reserves the right to remove files, limit or deny access and refer for other disciplinary action. A fine of \$50.00 minimum or actual cost (billed out at \$100.00 per hour) for recovering the system will be assessed for misuse per school board policy.

ETES reserves all rights to any material stored in files and will remove any material which ETES staff, at their sole discretion, believes may be unlawful, obscene, pornographic, abusive, or objectionable. Users will not use their supplied computer account to obtain, view, download or otherwise gain access to such materials. All information services and features contained on the school systems are intended for the private use of its patrons, and any use of these resources for commercial or other unauthorized purposes, in any form, is expressly forbidden.

ETES does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error free or uninterrupted. ETES is not liable for any direct or indirect, incidental, or consequential damages (including lost data) sustained or incurred in connection with the operation or the inability to use the system.

Each student is responsible for the use of his or her password and account. Any problems that arise from the use of a user's account are the responsibility of the account holder. Any misuse may result in suspension of the account privileges. Use of an account by someone other than the registered account holder may be grounds for loss of privileges. The Internet is restricted to educational use only. Game playing is not allowed on the computer at any time. Files are periodically deleted from the network without previous notice. It is extremely important to save any valuable files on a backup disk.

Parents that do not want their child to have computer access should contact school administration in writing.

*Reference: Board Policy 363.2*

### **Technology**

The mission of the technology integration plan in the East Troy School District is to create a collaborative and personalized learning environment for all students. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. Staff will use the professional learning community model to enhance classroom environments with high-quality instruction, assessments and learning through the prudent integration of technology. Technology does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff and community members will all play a key role in the development of effective and high quality educational experiences.

The East Troy School District is supplying students with an electronic device.

- Grades 4K - 2: Chromebooks in the classroom; 1:1
- Grades 3-5: Chromebooks in the classroom; 1:1
- Grades 6-12: Chromebooks allowed to go home; 1:1

These devices are property of the East Troy School District. The supplied instructional devices will provide each student access to required educational materials and tools needed for academic success. The Chromebook allows student access to Skyward, Google Apps for Education, educational web-based tools, and many other useful sites. The supplied device is to be used for educational purposes, not gaming, social networking or high-end computing functions outside the parameters of educational use.

*Reference: Board Policy 363.1 and 363.2*

### **Mobile Phones/Devices in Our School**

The East Troy Community School District shall not be responsible for the safety or security of mobile devices that students choose to bring to school. We discourage families from sending such devices to school with primary aged children. If students do come to school with devices, they must be turned off and stored in cubbies during school hours 7:50am-2:58pm. Mobile phones are not to be used for ANY purpose, including text messaging, taking pictures, listening to music and/or making/receiving phone calls. Please do not call or text your child during the day. This tends to cause them to disregard this policy. Please call the office and a message will be given to your child. This policy is in force during the normal school hours while students are in school buildings. Violators may have their phones confiscated and be subject to disciplinary actions.

## **Student Records Policy**

Access to a pupil's educational records is limited to the parent(s), legal guardian(s) and professional staff members who need to study the records for legitimate educational purposes. A parent who wishes to examine his/her child's records shall contact the building principal to set up an appointment to review the records. Release of pupil record information to an outside source is strictly controlled.

The legislature created section 118.125(2)(j) which provides that "directory data" may be disclosed to any person, if the school has given public notice of the categories of information which it has designated as directory data with respect to each pupil and has allowed a reasonable time thereafter for the parent, legal guardian or guardian ad litem of any pupil to inform the school that all or any part of the directory data may not be released without prior consent of the parent, legal guardian or guardian ad litem.

Information such as the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs and awards received shall be considered public information and may be released to appropriate persons and media. Parents or adult students may refuse the release, in writing, of their own initiation by so advising the District Administrator.

*Reference: Board Policy 347*

## **K-5 Promotion/Retention/Acceleration Policy**

The East Troy Community School District recognizes that a school system places the individual at the center of the learning process. Academic standards are necessary to guide outcomes for the range of students served in public education. At the same time, East Troy Community Schools recognizes individual learning profiles and the diverse learning needs of students require varied instructional approaches, opportunities, services and interventions to promote student growth and attainment of standards. Therefore, it is important for the school staff, teacher, principal, administrator, and special personnel, to objectively interpret and recommend to the parent the grade placement that would be most benefit to the student's total wellbeing. The district promotes the use of longitudinal intervention strategies as the preferred method to address student achievement needs rather than grade retention. No student should be retained or promoted unless evidence clearly indicates this is in the child's best interest. The educational research from the past two decades indicates that grade retention may result in the following outcomes:

An increased drop-out rate for those retained; A high percentage of retention among students with minority and low-income status, and children rated low in social adjustment; and No improvement in academic performance following retention.

This policy identifies minimal academic standards for student achievement at fourth and eighth grade. It identifies appropriate interventions, support services and learning options for students that are not able to meet the standards due to skill deficits.

## **Promotion and Retention - Grades K-8**

Building principals shall be responsible for making student promotion and retention decisions in grades kindergarten through 8 in accordance with provisions of this policy and its implementing rule. Decisions on promotion or retention shall be made prior to the conclusion of the school year whenever possible, and prior to the commencement of the next school year if conditions so require. Parents/guardians may appeal the principal's decision in accordance with established Procedures.

The following are the Board of Education's general expectations and parameters for end-of-year, grade-to-grade promotion and retention decisions:

1. An important goal of the District's academic programs, student services, and related student support systems is that they are intended to work together to provide students with the knowledge, skills, and individualized interventions that they need to make progress in the curriculum such that retaining a student in the same grade from year-to-year should be an exceptional occurrence due to educational research showing minimal positive effect.
2. It is the East Troy Community School District's belief that no single assessment or measurement of the student's academic progress, knowledge and skills is sufficient to determine whether the student should be promoted or retained. A variety of assessment instruments and measurements, including state-required and district assessments, shall be used to monitor student academic progress and to determine whether student promotion to the next grade level is appropriate. Specific grade level promotion criteria will be defined in the rule implementing this policy.
3. Before making a decision to retain a student, District staff shall utilize a team-based approach to identify and evaluate relevant information about (a) the student and his/her academic achievement to date; (b) interventions that have been implemented to date; and (c) possible alternatives to retention.
4. While the East Troy Community School District retains ultimate discretion to make student promotion and retention decisions, school staff are expected to make reasonable efforts to involve the student's parent(s)/guardian(s) in the decision-making process in advance of making any final decision.
5. The District's decision-making criteria and processes will differentiate between: (a) a District decision to involuntarily retain or promote a student whose parent(s)/guardian(s) does not agree with the decision, and (b) a decision to retain or promote a student where both the administration and the student's parent(s)/guardian(s) agree that the weight of the relevant and available information suggests that the student's overall welfare is likely to be better served by retention or promotion.
6. When a student has been enrolled in District schools for less than the entire school term prior to an applicable promotion decision for the next school term, the administration shall use its discretion to identify and apply relevant academic criteria that are reasonably available for the student in question and use decision-making procedures and timelines for promotion and retention decisions that are practical in light of the student's actual date of enrollment.
7. The District shall not use retention as a punishment for misconduct, or as a substitute in lieu of services, programs, or accommodations which the student is entitled to receive or participate in under any applicable law.
8. In regard to any student who has been referred for a special education evaluation or who is receiving special education and/or related services under an individualized education program (IEP), nothing in this policy shall be interpreted to detract from the authority of the student's IEP team or to interfere with the student's or parent's rights under relevant law, including but not limited to the right to file special education complaints or due process Challenges.
9. The East Troy Community School District will not discriminate in its decision to promote or retain a student based upon a student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

*Reference: Board Policy 345.4*

## **Gifted and Talented Services/Acceleration**

### Gifted and Talented Programming Philosophy

The East Troy Community School District is committed to providing excellence in education for all students. The District acknowledges that some students, by virtue of their outstanding abilities, are capable of high performance. The District recognizes the right of these gifted and talented students to receive educational opportunities that will complement the level of their capabilities. Therefore, appropriate programming and services will be provided to develop their particular level of giftedness.

### Gifted and Talented Program

According to the East Troy Community School District Gifted and Talented philosophy, the majority of identified students will have their academic needs met in the regular classroom through a personalized curriculum. This may involve modifications to the content, process, product and/or assessment.

The Gifted and Talented program at ETCSD is based on a personalized learning environment, which has a foundation based on individualized learning. While other Gifted and Talented programs are based on differentiated instructional strategies that tend to focus on how the teacher delivers content, a personalized learning environment focuses on student-driven academic goals, curriculum, content, delivery method, and flexible pacing that are tailored to meet the preferences,

interests, and needs of the individual student.

In special circumstances a few students may require additional educational experiences. The program will provide appropriate options to meet the needs of identified students in five potential areas: General Intellectual, Specific Academic, Creativity, Leadership, and Visual and Performing Arts; and at three distinct levels of giftedness. The program is based upon the State of WI Department of Instruction Gifted Pyramid Model as outlined in the Gifted Handbook dated May 2005.

Multiple criteria will be used to identify gifted learners. Rate of learning and modifications to meet this difference will be a foundation of Gifted and Talented programming. Consideration will be given to the academic, social and emotional development of the child. Building a partnership between home and school will assist all in recognizing, understanding and nurturing advanced abilities and potential in our young adolescents.

### **Divorced/Separated Families Policy**

The District shall maintain strict neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by court order. It is the responsibility of the parent(s) to notify the District of any such court order.

The parent/guardian who enrolls a student shall be considered to be the custodial parent and that parent's residence shall be considered the student's residence for school purposes, unless a court order or other satisfactory documentation is presented which specifies otherwise. The parent(s) of the child are responsible for informing the school of names and mailing addresses of the custodial and noncustodial parents.

The non-custodial parent of any student enrolled in a school subject to district control may be provided all progress notes, notices of school activities, disciplinary reports, conference appointments or summaries, or other student records which are provided to the custodial parent, unless otherwise expressly curtailed or restricted by a provision of a court order which has been provided to the principal. The non-custodial parents may also participate in all activities, including conferences. The school generally will conduct only one meeting for parents at appropriate times in which both parents will be permitted to participate.

The building principals shall develop specific, positive procedures for sharing information with non-custodial parents. The non-custodial parent is responsible for requesting information. The principal shall inform classroom teachers of those students for whom a non-custodial parent's access to information has been restricted by court order.

A student may be released from school to either the custodial or non-custodial parent, unless the custodial parent has presented a court order or other legally binding document that prohibits such a release.

*Reference: Board Policy 490*

### **Student Behavioral Expectations**

Little Prairie Primary operates under a Positive Behavior Interventions & Support (PBIS) framework. PBIS uses proactive measures and consistent school-wide expectations to enable students to achieve social and academic success in school. Such supports and expectations are developed, implemented and monitored by all staff members working throughout our school. We agree to make school a safe learning environment by following the outlined expectations:

- Be Respectful
- Be Responsible
- Be Safe
- Be Caring

### **Teaching and Acknowledgment**

Student expectations will be outlined in classrooms, as well as common areas of the building, including the hallways, lunchroom, playground, bathrooms, and bus. Expectations will be explicitly taught at the beginning of the school year and re-taught as necessary throughout the course of the year.

When students display positive behaviors, they may be acknowledged with a Paw Token indicating they have done the right thing. Classrooms will work throughout the year toward reaching set token goals. Students will participate in class celebrations as well as building-wide celebrations to reinforce positive behavior.

### **Office Discipline Referrals**

If students are not meeting classroom or building-level behavior expectations, expectations will be retaught and practiced. If behavior does not change, or in the event of a serious incident, an Office Discipline Referral will be written and the

behavior will be addressed by the building principal, including any necessary consequences. Please see the chart below for behaviors managed by teachers and those that may result in an office referral.

Teacher-Managed Behaviors (Minor) ("think sheet")	Office Managed Behaviors (Major) ("office referral")
<ul style="list-style-type: none"> <li>● Disrupting other's learning (talking, interrupting, taking items from others, invading personal space, inappropriate noises)</li> <li>● Not following directions (refusal to complete tasks/non-compliance)</li> <li>● Unsafe act (spitting, pinching, hitting, punching, wrestling, pulling hair, using supplies/equipment inappropriately, running)</li> <li>● Not using time wisely (off-task behaviors)</li> <li>● Disrespectful (lying, swearing/inappropriate language, talking back, arguing, tattling)</li> </ul>	<ul style="list-style-type: none"> <li>● Repeated struggles in class despite teacher intervention</li> <li>● threats</li> <li>● weapons</li> <li>● physical aggression (towards teacher and/or students)</li> <li>● biting</li> <li>● uncontrollable temper tantrums (screaming, throwing things, refusal to move, etc.)</li> <li>● bullying (repeated – after interventions have been tried)</li> <li>● destruction of property/vandalism</li> <li>● theft (serious)</li> <li>● inappropriate touching/exposure</li> <li>● consistent/repeated use of profanity</li> </ul>

## Little Prairie Behavior Matrix

	Bathroom	Hallway	Playground	Lunchroom	Bus
Be Respectful	<ul style="list-style-type: none"> <li>* I can use quiet voices.</li> <li>*I can give privacy to everyone.</li> <li>*I can follow the 2-2-2 rule.</li> <li>2 soap squirts</li> <li>2 paper towels</li> <li>2 points for making a basket</li> </ul>	<ul style="list-style-type: none"> <li>*I can use a quiet voice.</li> <li>*I can keep my hands to myself.</li> <li>*I can respect others' belongings.</li> </ul>	<ul style="list-style-type: none"> <li>*I can listen to adults.</li> <li>*I can line up when the bell rings.</li> </ul>	<ul style="list-style-type: none"> <li>*I can use a quiet voice.</li> <li>*I can use manners (please, thank you, chew with mouth closed...).</li> </ul>	<ul style="list-style-type: none"> <li>* I can listen to the bus driver.</li> <li>*I can use quiet voices.</li> <li>*I can leave food in my backpack. (No eating on the bus)</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>*I can wash my hands after using the restroom.</li> <li>*I can flush the toilet when I am finished.</li> <li>*I can take care of my business and return to class.</li> </ul>	<ul style="list-style-type: none"> <li>*I can keep the hallways clear and organized.</li> </ul>	<ul style="list-style-type: none"> <li>*I can use the equipment/toys properly.</li> <li>*I can dress for the weather.</li> </ul>	<ul style="list-style-type: none"> <li>*I can clean up after myself.</li> </ul>	<ul style="list-style-type: none"> <li>*I can take all my things with me.</li> <li>*I can stay out of the danger zones.</li> </ul>
Be Caring	<ul style="list-style-type: none"> <li>*I can get help for a friend who needs it.</li> </ul>	<ul style="list-style-type: none"> <li>*I can smile and wave.</li> <li>*I can understand that artwork is for eyes only.</li> </ul>	<ul style="list-style-type: none"> <li>*I can share the equipment/toys.</li> <li>*I can use kind words.</li> <li>*I can include everyone.</li> </ul>	<ul style="list-style-type: none"> <li>*I can use kind words.</li> <li>*I can share the condiments and common items.</li> </ul>	<ul style="list-style-type: none"> <li>*I can use kind words.</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>* I can "go where I need to go."</li> <li>*I can use the urinal or toilet properly.</li> </ul>	<ul style="list-style-type: none"> <li>*I can use walking feet.</li> <li>*I can walk forward with my eyes forward.</li> <li>*I can use listening ears.</li> <li>*I can do my best to stay to the right and follow the leader.</li> </ul>	<ul style="list-style-type: none"> <li>*I can use my hands and feet in good ways.</li> <li>*I can stay in the play zone.</li> <li>*I can get help for a friend who needs it.</li> </ul>	<ul style="list-style-type: none"> <li>*I can walk.</li> <li>*I can use two hands on the tray.</li> <li>*I can eat my own food.</li> <li>*I can stay in my seat.</li> </ul>	<ul style="list-style-type: none"> <li>*I can keep the aisle clear.</li> <li>*I can keep my hands/feet to myself.</li> <li>*I can face forward.</li> <li>*I can keep my bottom in my seat.</li> <li>*I can wait until the bus stops to stand up.</li> <li>*I can walk to and from the bus.</li> <li>*I can wait my turn to exit the bus.</li> </ul>

## Medications



Medications should be administered at home whenever possible. If it is necessary for a student to take medication at school, this may be done in accordance with the following district guidelines. These guidelines exist to protect your student's health and safety, and your cooperation is greatly appreciated.

#### For Prescription Medication

Prescription medications shall be administered by the designated school personnel only when written directions from the prescribing health care practitioner, as well as written parental consent for this service have been received. The parent is responsible for having the *Authorization for Prescription Medication during School Hours* form completed and filed in the school office. If this form is not used, then the following information must be provided:

- Student name
- Name of medication
- Reason for or action of medication
- Dosage
- Route
- Time(s) to be administered or frequency if "as needed" medication
- Indications for when med should be given on an "as needed" medication
- Duration (how long med is to be given)
- Possible side effects or adverse effects of the drug, and actions to take if this occurs
- Parental consent, signature and date

Name of prescribing health care practitioner and phone number. The parent shall supply the medication in the original pharmacy labeled container. (Ask your pharmacist for a free, additional pharmacy labeled container to send the medication for school in.) The instructions on the label must match the written instructions from the prescribing health care practitioner. The following information must be on the bottle:

- Student name
- Name of medication
- Dosage
- Time or frequency drug is to be given
- Name of prescribing health care practitioner
- Name and phone number of pharmacy

Students in elementary levels (K-5) may not carry or self-administer medications at school with the following exceptions: asthma meds via inhaler, insulin, glucagon's, Epi-pen. The physician and parent must provide written approval for this (see portion on the form regarding self-administration) and the medication must be labeled correctly with the student's name, name of medication and directions for its use.

Epi-pens or other auto injector systems are the only acceptable delivery systems of intramuscular injections of Epinephrine to treat severe allergic reactions in school. A special *Health Care Plan for Treatment of Known Severe Allergic Reactions* form must be completed and signed by the prescribing health care practitioner and parent annually in order for the student to take this medication in school.

Discontinuance or change in dosage of a medication must be verified in writing by the prescribing health care practitioner.

#### For Non-Prescription Medications

The parent must complete and turn in to the office an *Authorization for Non-Prescription Medication during School Hours* form. If this form is not available, the following information must be provided:

- Student name
- Name of medication
- Reason for or action of medication
- Dosage
- Route
- Frequency (time to be given) or conditions it is to be given for (i.e. a regularly scheduled med or "as needed").
- Duration (how long med is to be given)
- Parent consent, signature and date.

**NO** medications will be administered at school without this information and signed consent on file.

All non-prescription or over the counter medication must be provided to the school by the parent, in the original manufacturer's container or packaging, with the student's name on it, individual dose bubble packs outside of the original box will not be accepted.

*Reference: Board Policy 453.4*

## **Health Screenings**

The East Troy Community School District's Health Services will conduct vision screenings at Little Prairie during the school year.

*Remember that school screenings do not take the place of regular check-ups by your child's physician.*

## **Latex Policy**

No latex balloons or gloves may be used or allowed in any of our school district buildings at any time because of serious latex allergies. Mylar balloons can be used.

## **Student Health & Well-Being**

Students should stay home when they are showing one or more of these symptoms:

- Skin disorders or rashes that might be contagious
- Fever\*
- Sore throat
- Any glandular swelling about the neck
- Earache
- Nausea, vomiting or diarrhea
- Untreated pink eye
- Active, untreated head lice infestation
- COVID-19- If your child is displaying symptoms associated with COVID-19, we encourage you to get them tested and keep them home. If a child tests positive, we ask that they stay home for five days from their onset of symptoms. Additionally, if your child is symptomatic and there is also a COVID positive individual in your household, we ask that they stay home for five days from the onset of their symptoms.

Any contagious disease such as chicken pox, COVID-19, mumps, and measles or head lice must be reported to the school office.

\*Students who have had fevers should not return to school until being fever free for 24 hours without medication to lower it. If a child has had an upsetting night, stomachache, nightmares, undue excitement, anxiety of some sort, etc., send a note to the teacher...it may influence the kind of day the child will experience.

## **Immediate Care Information**

The safety and welfare of students is of great importance to parents/guardians and to the school. If a student becomes ill or injured while under school supervision, the following steps will be taken:

1. If a child has a minor accident, first aid will be administered, and the child will return to class.
2. If the child is unable to return to class, parents/guardians will be contacted. Please note that if parents/guardians are unavailable, the emergency contact number found on the emergency form will be called. Once contacted, the parent/guardian or the emergency contact will be responsible for providing transportation so that the student can leave school in a timely manner.
3. If a child needs immediate medical attention, first aid will be administered by a trained staff member. Transportation to a medical facility will be arranged and parents/guardians will be contacted.

## **Immunizations**

It is required that all students, present either immunizations or sign a waiver per 252.4, (3) the immunization requirements are waived if the student, if an adult, or the student's parent, guardian, or legal custodian submits a written statement to the school, childcare center, or nursery school objecting to the immunization for reasons of health, religion, or personal conviction. At the time any school, childcare center or nursery school notifies a student, parent, guardian, or legal custodian of the immunization requirements, it shall inform the person in writing of the person's right to a waiver under this subsection, grades 4K-5, attending WI public, private and parochial schools meet the following minimum immunization requirement.

Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT <sup>1</sup>	3 Polio	Hep B	1 MMR <sup>4</sup>	1 Var <sup>5</sup>
Grades K through 5	4 DTP/DTaP/DT/Td <sup>1,2</sup>	4 Polio <sup>3</sup>	3 Hep B	2 MMR <sup>4</sup>	2 Var <sup>5</sup>

1. DTP/DTaP/DT vaccine for children entering 5K Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering Pre-K and grades 1 through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
3. Polio vaccine for students entering grades 5K through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
4. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
5. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

### District Wellness Policy

The entire wellness policy can be found on the school district web site. Hard copies of the policy can also be obtained by request. *Reference: Board Policy 451*

### Attendance Policy

Conscientious school attendance is one of the most important tasks of students. Any student who stays at home for trivial illnesses or because they simply do not want to attend school, is in effect hurting no one but themselves. Your child is missing vital information in their education and therefore placing their future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance.

The following are guidelines set forth in the State of WI 1997 Truancy Act (239) that became effective June 18, 1998. This policy has also been adopted by the East Troy School Board and addresses many issues surrounding truancy and possible community response to truancy. The Act includes the following:

- Changes the definition of habitual truant to a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held. (This includes students who are tardy.)
- Establishes a definition of truant as a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held. (This includes students who are tardy.)
- Allows counties, cities, villages, or towns to enact an ordinance prohibiting a person less than 18 years of age from being truant and establishes possible dispositions.
- Establishes additional dispositions and expands penalties that the court may order if a student is found to be habitually truant.

Allows that any child excused in writing by his or her parent or guardian before the absence shall be excused for up to ten days during a school semester. The school board shall require the student to make up any work missed during the absences.

We want parents to be aware that the courts are issuing fines for truant and habitually truant students. The courts are also ticketing parents of students less than eighteen for the truancy of their children. The State of WI, East Troy School District, and the local courts are sending a strong message to students and parents that school attendance is important.

A problem we have at the elementary level is students who are habitually tardy to school. The above Act addresses tardiness as well as absences. Please be sure you have your child(ren) at school approximately ten (10) minutes before the indicated starting time, which was listed previously under Our School Day. Students should be in their seats when the bell rings at starting time.

Parents/guardians must call the Little Prairie office at 262-642-6730 x 2221 stating the reason for the absence. It is suggested that they call in before 9:00 am. If the school is not notified by 9:00 am a call will be made to the parent at home or place of employment. This will be done to ensure the parent is aware of the child's absence, and the school can be assured of the child's safety.

The Excused Absence/Tardy - An excused absence is defined as an absence/tardy due to sickness or an emergency in the family in accordance with the State Law. Students who have been excused from school are allotted (1) day per day excused to hand in all schoolwork missed. After ten full days of absences, the school system reserves the right to have all absences documented by a medical doctor or professional organization. Acceptable absences include:

- Personal illness
- Critical family need
- Severe illness or death in the family
- Critical family need
- Severe illness or a death in the family
- Impassable roads or extreme weather conditions

Pre-arranged Absence/Tardy - From time to time, there exists the possibility that students will know in advance days that they will not be in attendance at school. This necessitates obtaining permission to be absent on a pre-arranged absence request, which is available in the office. Acceptable pre-arranged absences include:

- Religious observance
- Court appearance
- School sponsored activities
- Other reasons, such as family vacations, which have been approved in advance

Unexcused Absences/Tardy - Students who are absent/tardy for reasons other than those previously listed, such as babysitting, shopping, hair appointments, etc., will be considered unexcused. An unexcused absence may also be given to a student whose parents do not contact the child's school within 24 hours of that student's absence.

Tardiness - We believe one of the most important things that a school can teach a student is promptness and accountability. In school, this means getting to school on time and being where you belong at all times. Students must be in their classrooms and ready to work when the bell rings at 7:50 am.

Attendance Letters - When a student has been absent/tardy a total of 5 (five) unexcused or 10 (ten) excused/unexcused days an attendance notification letter will be sent to his/her parents/guardians. This letter will notify them of the dates of the absences/tardiness. This is not a punitive letter, but one required by WI State law in accordance with the Truancy Act (239). *Reference: Board Policy 430*

## **Child Nutrition Programs**

The East Troy Community School District participates in USDA child nutrition programs for breakfast and lunch programs.

Applications and information on eligibility requirements for free or reduced-price meals is provided at registration, can be found on the district website or may be mailed to parents by contacting the food service director.

The East Troy Community School District Food Service Department uses an automated meal accounting system to record meal payments and to monitor food transactions. The system functions as a debit system, similar to a checking account. This is set up as a "Family Account". Students will receive their own ID card at the beginning of the year which will be used to purchase breakfast/lunch.

Food Service payments may be made online via Family Access, or you may send money to school with your child. When sending money to school, please put it in a labeled envelope with your child's full name and grade on it. Payments should be made separately from any other school related payment (fees, field trips, etc.). There is a drop box in each school in which to put the money. Money added to the drop box after 8:30 a.m. will not be credited to your account until the following day. You can check your account balance via Family Access | Food Service. Families without computer access may call the food service department or director to obtain their balance.

Parents/guardians are responsible for maintaining their family account with a positive balance. For your convenience, low balance accounts will receive a courtesy call when your account is at \$5.00 and negative balance accounts will receive notification nightly. Note: If you wish to opt out of receiving these phone calls, you may change your preferences in Family Access-Skylert-Food Service Notifications.

We offer a combination breakfast/snack bag that is delivered to your child's classroom every morning by 8:30.

Lunch and milk prices along with the menus are available on-line and/or in the newsletters. Menus are subject to change due to availability. We encourage completion of free and reduced meal applications. If you feel you may qualify for free

or reduced meals, please complete an application via Family Access or a paper copy can be found on the school district website.

### **Food Service Meal Charging Policy for Delinquent Accounts**

Timely payments must be made to the food service department to avoid delinquent accounts. The policy of the East Troy Community School District is that when a family account drops below negative \$20, the child(ren) in the family will be served an alternate lunch at a charge determined by food service operations. Your child(ren) will continue to receive the alternate lunch until your account balance is above negative \$20. (Policy 761) Should negative balances continue to increase upon alternative meal use, any of the following may occur at the discretion of the principal and/or food service director:

- Alternative lunches may be discontinued. Notice to the family would occur, however any students still attempting to enter the line may be removed by the principal.
- Delinquent accounts may be sent to a collection agency.
- A different alternative meal may be provided at no cost.

Any economic assistance accounts temporarily available to relieve debt or fund a lunch account may be utilized.

### **Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary of Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442  
or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Transportation**

The cooperation of students, parents, and school officials is essential in providing safe, comfortable, and efficient transportation of students to and from school.

The laws of the State of Wisconsin relating to school bus transportation prohibit the bus driver from allowing unauthorized passengers to ride, from discharging a student at points other than his/her normal stop, and from overloading a bus. For this reason, we do not allow students to ride who are not regularly assigned to the bus. Request for students to ride a bus to a friend's home or any destination other than his/her home might be denied. We are confident that we can count on your cooperation in this matter.

### **Rules and Regulations for School Bus Riders**

- Please realize that school bus transportation is a privilege, not a right.
- Please be informed that misbehavior of any kind will not be tolerated. Students who misbehave will be denied the privilege of riding the bus.

## Student and Parent Responsibilities

- Students will ride on assigned buses.
- Students will get on and off assigned buses at designated points only.
- K4-K5 students must have a parent, guardian, or care provider (older sibling) in sight of the bus driver before the child is released from the take home bus.
- Parents wanting a bus pass to change a designated drop off point **must do so before 2:00 pm on the day of change by calling or e-mailing the school office.**
- Be on time at designated pick-up points.
- Wait for the bus by the side of the road in a safe and courteous manner.
- Get on and off the bus in an orderly, courteous, single-file manner. Wait until the bus comes to a complete stop.
- Check traffic carefully and look for the signal from the driver before crossing the street. Always cross 10 feet in front of the bus.

## Responsibilities on the Bus

- Stay in designated seat. Do not move around.
- Do not stand while the bus is moving. Wait until the bus stops, then proceed to the front of the bus at your stop.
- Keep hands and head inside the bus.
- Do not talk or laugh loudly or do anything that might divert the driver's attention.
- Keep all objects out of the aisles. Leave no articles on the bus.
- No littering inside or around the bus.
- No eating or drinking while on the bus.
- There must be absolute quiet at railroad crossings.
- Do not tamper with or deface bus equipment.
- Help look after the safety and comfort of younger students.

## Violations of the Rules

Violations of the rules will generally be handled in the following manner:

1. First Offense: An Administrator, with the bus driver, will discuss the problem with the offender and the student will be warned that future violations may result in suspension from riding the bus to and/or from school. Parents will be notified that a second offense will result in a suspension of bus riding privileges for 1-3 days.
2. Second Offense: Following the second offense, the student may be suspended from the bus for a period of 1 to 3 school days, at the **Transportation Director/Principal's** discretion.
3. Third Offense: Suspension of bus transportation for five days.
4. Fourth Offense: Suspension of bus transportation for 30 (thirty) days and a meeting is held with the student, parent, driver, Transportation Director, and assistant district administrator.
5. Fifth Offense: Suspension of bus transportation until student and parent(s) appear before the Board of Education for determination of future status as a bus rider under (120.13(1) Wis. Statues.

If the offense is of a more serious nature so as to threaten the safety of the other riders, the Transportation Director may suspend the student from the bus and/or school even though he has not previously been in violation of the rules.

*Reference: Board Policy 443*

## **School Closings & Inclement Weather Dismissal**

Student safety is our main concern in making a decision relating to school delays or school closings. When inclement weather requires the closing of school, delayed starts, or early release, families will be alerted through the Skylert system using phone numbers provided to the district during registration. Skylert preferences may be edited in Family Access.

Updated information will also be available on the district website. In addition, families may check the radio/TV stations that are listed on our website – Announcements.

\*If a decision is made to close school for the day or to close school early due to inclement weather, all after school practices and evening activities/events will be canceled.

Parents are asked to develop a plan for their child as to what to do if school is closed early. We recommend that all parents who are not at home be observant of the weather and have someone responsible for their child on such days. Our concern is that all children are safely in their homes soon after school is closed.

## **Standard Response Protocols**

Our schools follow the Standard Response Protocol safety procedures, in the event of an emergency or situation that requires response. We drill and practice our Hold, Secure, Lockdown, Evacuation, and Shelter responses over the course of the school year.

Each of our schools is equipped with a weather radio to broadcast the Walworth County Emergency. In the event of a tornado warning, we will shelter your child in a designated safe area with a staff member. Please **DO NOT** call the school or come to the school to pick your child up. All staff and students are to remain sheltered until an all clear notification is announced. We will **NOT** release your child during an active tornado warning.

## **Outdoor Recess**

When the temperature or wind chill is zero degrees or above, students will have an outdoor recess. Other weather conditions, including rain, snow and/or ice, will be monitored by school staff. Please ensure that children are dressed appropriately for the weather conditions. When snow is on the ground, students who are not wearing boots and snow pants must stay within a designated area on the blacktop. Please note that toys brought from home will not be permitted on the playground. Playground and athletic equipment will be provided for student use. All students are encouraged to participate in outdoor recess. If a child is physically unable to attend outdoor recess for more than five days, a note from the child's physician will be required.

## **Playground Rules**

- No playthings brought from home will be permitted on the playground except athletic equipment approved by playground personnel.
- Bicycles are not to be ridden on the playgrounds. They will be parked immediately in the bicycle racks. No one is to tamper with any bicycles or parked automobiles.
- There is to be no throwing of snow or snowballs, sliding on icy patches or splashing in puddles.
- Students not wearing boots, when snow is on the ground, must stay within a designated area on the blacktop. Students are also encouraged to wear hats and gloves or mittens during the winter months.
- Children are not to leave the school grounds, once they have arrived, until either school is dismissed, or permission is obtained from the principal.
- No student shall possess, sell, or use any tobacco, intoxicants, or drugs while on school property.

## **Walking Students to Class**

We encourage student independence. After the first week of school, students should be familiar with the routine and the school building. Therefore, in an effort to foster student independence, we ask parents to refrain from walking their student to the classroom after the initial week of school.

## **PTO**

There is an active Parent/Teacher Organization at the elementary level. All parents and teachers are invited and encouraged to attend meetings. The meeting dates and times can be found on the PTO or elementary website(s) or in the elementary newsletter.

## **Standardized Testing**

We use standardized tests to help us (1) determine to what extent students have met the standards and objectives established at particular grade levels, (2) identify and address the individual academic needs of students so they can reach their maximum level of achievement, (3) make any necessary changes to our curriculum, and (4) improve instruction.

The District recognizes its responsibilities to provide nondiscriminatory testing for all students referred for evaluation. The assessment instruments used during the evaluation shall be appropriately adapted when used with students of impaired sensory, physical, or speaking skills, and must consider each student's age and socio-economic and cultural backgrounds. District employees conducting the evaluation will be familiar with local cultural, language and social patterns and practices.



## **Professional Qualifications**

Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the WI Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the WI Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.

## **School Services & Programs**

The Director of Special Education is responsible for assisting in meeting the educational needs of students whose needs are not being met through the facilities and programs of the regular classroom. These students include those with cognitive, physical, learning, or emotional disabilities, as well as those who need speech and language services or gifted and talented programming opportunities. If you have questions about these programs, please contact your child's principal or the Pupil Services Director.

## **Homeless Children**

McKinney-Vento Act defines children and youth who are homeless (twenty-one years of age and younger) as: Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up); living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement.

## **Locker/Desk Search Policy**

To maintain order and discipline in the schools and to protect the safety and welfare of student and school district personnel, school authorities may search student lockers or desks under the circumstances outlined in board policy 446.1 and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without student consent, and without a search warrant.

The East Troy Community School District does not assume responsibility for the loss, damage or destruction of any property stored in the student lockers.

*Reference: Board Policy 446.1*

## **Drug, Alcohol, Inhalant Policy**

Students have the right to attend school in an environment that is free from the use of alcohol, controlled substances and inhalants. These substances interfere with the learning environment of students and the performance of students and employees.

*Reference: Board Policy 443.4*

## **Dangerous Weapons Policy**

No one may have any kind of weapon on school grounds on school buses or at any school sponsored activity except for approved educational purposes consistent with state law, or those which are supervised and planned in advance by the instructor in charge or other school personnel and was requested in writing and pre-approved by the building principal.

*Reference: Board Policy 832*

## **Dress Code**

When dressing for school each morning, it's good to be aware of the time of year and the sort of weather or temperature to expect and dress accordingly. Students should be dressed in a manner which does not distract from the learning environment or constitute a safety hazard. Clothes that are too tight or sloppy, or clothes that expose the body, shoulders or undergarments inappropriately (i.e. muscle shirts, halter tops, short shorts/skirts, tank tops with narrow straps, baggy pants) will not be looked upon as appropriate. Shirts must have sleeves and be long enough to be able to tuck into pants or shorts/skirts. Shorts/skirts must be fingertip or longer. Shoes or sandals must be worn at all times in public buildings.

Students will not be allowed to wear clothing that advertises alcohol or tobacco products or displays inappropriate language or pictures. Hats and caps may be worn outdoors only. Bandanas are not to be worn at any time. If hooded clothing is worn, hoods must remain down while in the building.

If, in the judgment of the administration, the appearance of a student is distracting or disruptive to the educational process or constitutes a health or safety hazard, that student will be asked to correct the problem. It is hoped that all parents and students will cooperate in helping to provide a pleasant atmosphere and desirable appearance in the East Troy Elementary Schools.

### **Physical Education Guidelines**

Fitness requirements are listed in grade level curriculum guides. If, for any reason, a child is unable to participate in Physical Education class, a note from the parent is to be written to the school. If a child is physically unable to participate in Physical Education class for more than two consecutive days, a note from the physician in charge is needed. Students are required to wear tennis shoes for class.

### **Library Book/Textbook Rule**

Library books may be withdrawn for one to two weeks with renewal privileges. Fines will be charged for damaged and/or lost books. All fines will be used for the purchase of new books and the repair of old books.

### **Lost/Damaged School Property**

Students will be held responsible for the depreciated cost of replacement of any materials or property that is lost or damaged through their negligence.

### **Lost and Found**

Students are requested to turn in to the office any unclaimed articles found in the building or on the grounds. If you have lost something, please check in the office or in the lost and found, which is located west of the cafeteria. All unclaimed items will be donated/disposed of after the end of the school year.

### **Directory Data**

Directory data includes the student's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently attended. This information may be disclosed to any person without prior consent, except that parents/guardians or adult student may refuse the release of all or any part of the directory data if they inform the school district of their refusal to release such information without prior consent by writing within fourteen days from the publication of this notice to: District Administrator, 2043 Division Street, East Troy, WI 53120, 262-642-6710

*Reference: Board Policy 347*

### **Annual Notices**

Annual notices, including the Non-Discrimination Policy, are posted annually online and in our summer newsletter. Additionally, The Board of the East Troy School District does not discriminate on the basis of sex in its education program of activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Amanda Jones  
Director of Pupil Services  
East Troy School District  
2040 Beulah Ave.,  
East Troy, WI 53120  
262-642-6710 x 1275  
[jonama@eastroy.k12.wi.us](mailto:jonama@eastroy.k12.wi.us)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is

included in Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <http://www.eastroy.k12.wi.us/district/annual-notices.cfm>. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the district will respond.