

Elementary Student Handbook

*School District of Mauston
2024-2025*

"Committed to Excellence"

West Side Elementary School

Early Childhood – Grade 2

Mauston Montessori School

Children's House – Elementary 1 & 2

Grayside Elementary School

Grades 3 – 5

Lyndon Station Elementary School

Grades 1 - 4

Introduction

This Handbook will acquaint you with the student code of conduct, school guidelines and the school calendar. We hope this new school year will be a pleasant and very successful one for your child.

The various sections of this Handbook are intended to comply with local, state, and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it shall be revised.

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**School District of Mauston
Elementary Calendar for the 2024-2025 School Year**

August 28	Elementary Open House - 4:00-6:00p.m.
September 2	Labor Day – NO SCHOOL
September 3	First Day of School for Students
October 2	Parent Teacher Conferences – *EARLY DISMISSAL
October 11	Professional Development Day – NO SCHOOL
November 1	Professional Development Day – NO SCHOOL
November 27	*EARLY DISMISSAL for Students and Staff
November 28-29	Thanksgiving Break - NO SCHOOL
Dec. 23-Jan. 1	Winter Break – NO SCHOOL
January 2	Classes Resume
January 17	Professional Development Day – NO SCHOOL
February 14	Professional Development Day – NO SCHOOL
March 14	Professional Development Day – NO SCHOOL
March 24-28	Spring Break – NO SCHOOL
April 18	NO SCHOOL
April 21	Professional Development Day – NO SCHOOL
May 16	Professional Development Day – NO SCHOOL
May 26	Memorial Day – NO SCHOOL
June 3	**Last Day for Students

* Early dismissal time is 12:30p.m. at West Side, Mauston Montessori and Lyndon Station and 12:45p.m. at Grayside.

**Last day of school is subject to change pending any additional snow days to be made up.

Parent Conference Dates
October 2 - (Early Release Day) 1:00-6:00p.m.
October 3 - 4:00-6:30p.m.
January 21 – 4:00-6:30p.m.
January 23 - 4:00-6:30p.m.
January 29 - 4:00-6:30p.m.

Trimester End Dates
1 st Trimester – November 27
2 nd Trimester – March 7
3 rd Trimester – June 3

Parking Lots and Vehicle Traffic

All Schools

If you drive to school to drop off or pick up your child at arrival or dismissal time, please do not park in the bus loading/unloading area directly in front of the school. This is a no parking zone; violators are subject to being fined. We also request that you observe speed limits in our parking areas and school zones.

We are making changes to enhance the safety of our students, as well as improve the efficiency of dropping off and picking up students. We have put up signs to indicate the 10 mph speed limit and yellow signs along the sidewalk to indicate drop-off and pick-up zones. *Please be considerate of other vehicles, and try to park close together and move forward to maximize the number of students being loaded and unloaded.*

Drop off:

Students can be dropped off anywhere along the sidewalk highlighted yellow in the photo starting at 7:30 a.m. Please ONLY have them exit your vehicle from the passenger side to avoid children being on the roadway with the cars. This allows for more cars to be unloaded at the same time, making the process more efficient.

Pick up:

Students will be able to load along the sidewalk in the yellow areas. This will allow for more cars to load their students along the sidewalk, speeding up the process. Please do not arrive before 3 p.m.

Once you have loaded/unloaded your student, please move forward and proceed with caution on the inside lane. **The speed limit on the entire district property is 10 mph.**

At no time are cars to stop and drop-off/pick-up/park on the 'inside' lane where there are no sidewalks. Students will need to be loading/unloading from the vehicle's passenger side.

As always, do not use the front parking lot to drop off or pick up students. It is not safe. If everyone follows the rules in the pick-up/drop-off loop, it will be more efficient and safer for everyone.

Lyndon Station Elementary School

Buses load and unload in the area directly in front of the main entrance. Drivers who are picking students up after school line up on Trainer Avenue and pull up in front of the school after the buses leave. Please do not park directly in front of the building.

Thank you for your cooperation with these guidelines and for making student safety a priority.

Arrival and Dismissal

School starts at 7:45 am. Bus release time is 3:15 pm for West Side, Mauston Montessori, and Grayside. Lyndon Station dismissal is at 3:05 pm. Exterior doors will remain locked for security purposes. There will be supervision beginning at 7:30 am.

We encourage you to schedule your child's doctor and dental appointments outside of school hours. Students will not be allowed to leave school during the school day without the following four conditions being met:

1. Written or verbal confirmation of the leave by parent or guardian.
2. Excusable reason for leaving.
3. Provisions for makeup.
4. The parent/guardian is required to report to the office to pick up his/her child.

All students are required to remain in school until the official dismissal time. **We ask parents/guardians to wait outside to pick up children because the end of the day is very busy for the teacher and class.** We don't want to distract children from important announcements and instruction at the end of the day. Doors to the instructional wings will be closed until students are dismissed. This procedure significantly reduces the congestion and noise levels in the halls as teachers are completing the day with students. Your cooperation is appreciated. Should you wish to meet with the teacher, please arrange a conference.

After School Routines

Your child's teacher and school office need to be informed of the routine you wish your child to follow after school, whether it be to ride a bus, walk, or wait to be picked up. Teachers are instructed to send children home according to the routine parents/guardians have established unless they receive a note or phone call from the parent/guardian stating different plans.

Students with a change in bus plans must receive a Request for Bus Change Card from the office and present it to the driver when boarding the bus. Parents/guardians are instructed to send a note or call the office **before 2:00 pm** with information regarding the bus change. All requests for change must include a destination address and bus number. The address must be one of the destinations listed on the Bus and Dismissal Information Form completed at the beginning of the year.

Attendance Expectations

State Law under Articles 118.15, sub-sections 1-5 state: "Any person having under control a child who is between the ages of 6 and 18 years of age shall cause such a child to attend school regularly during the full period and hours."

It is important for all Mauston Area Elementary students to establish a positive attendance record. Absence from school, whether excused or unexcused, often has an adverse effect upon a student's academic progress. The learning atmosphere in a classroom is such that optimum conditions for education should result for the student. The exact situations, demonstrations, and activities can never be repeated for those pupils who miss a class or day of school. Substitute assignments for time missed will help, but keep in mind they are just that, substitute assignments. **When a student must be absent for illness or other emergency reason, parents/guardians are to contact the school office.** If the parent/guardian does not notify the attendance line, parents/guardians are required to send a signed note stating the reason for absence with the student when he/she returns. The note must be presented to the office the day he/she returns to school. Students returning during the day must be checked into the office by their parent/guardian before returning to class.

Presently the only acceptable excuses for absences are:

- a. Illness, hospitalization, medical care. A doctor's excuse is necessary when a pupil is absent for three consecutive days or ten total days in a year.
- b. Medical, eye or dental appointments. A doctor's note must be brought to verify this appointment.
- c. Death or serious illness in the immediate family.
- d. Approved school activity during class time.

- e. Absence resulting from parent/guardian request for their child to participate in a family vacation, with the **request submitted and approved in advance**. Forms are available in the school office. They are to be signed by the student's parent/guardian and teachers and returned to the office for approval prior to the absence. Please allow five school days for approval.
- f. Absence resulting from confidential problems or emergency situations, with the request submitted and approved by the building principal in advance whenever possible.

Unexcused Absences

1. If no excuse has been received in the office either by note or phone on the day of the absence, an unexcused absence will be recorded and a phone call will be made to the parent/guardian if possible. Unexcused absences will remain unexcused unless the office receives a parent/guardian note or phone call within two school days of the unexcused absence.
2. A student with an unexcused absence is required to make up missed work.
3. Students with unexcused absences may be subject to further disciplinary action.
4. By State Statute, students with five or more unexcused absences per semester (all or part of a day, including unexcused tardies) will be deemed to be "**habitually truant**." A meeting will be set up with the parent/guardian, student, building attendance team.
5. According to the Wisconsin Compulsory Attendance Laws, students are allowed to be excused from school for a total of 10 school days in a school year. Any absence beyond 10 days will be deemed unexcused unless approved by the Attendance Team. Any unexcused absence is considered truant. This includes tardiness to school, as well as leaving school early. Again, it is important to establish and maintain the habit of being on time and attending school every day. The Attendance Team will try to maintain consistency when handling potential unexcused absences. There will always be special circumstances for absences, and those will be approved on an individual basis.

Tardiness

Students will be marked tardy if they arrive shortly after the school day begins or if they are picked up early from school.

Attendance Philosophy

Pursuant to Wisconsin Statute, **5** or more **unexcused absences** for **any part or all of a school day** in a 90-day school semester, pursuant to Wis. Stats. s.118.16 (2), is considered **habitual truancy**. This may result in a citation and referral to social services. It is also important to understand that Wis. Stat. s.118.15 (1) (a) requires "any person having under [their] control a child who is between the ages of 6 and 18 years shall cause that child to attend school regularly..."

Enforcement of student attendance policies and truancy procedures shall be a shared responsibility between the schools, social service agencies, law enforcement officials, students, parents/guardians, and the community at large.

Steps to Parent/Guardian Notification of Absences and Tardiness

Stage 1 After 5 days of absences or tardies, an attendance letter will be sent to parents or guardians.

Stage 2 After 10 or more days of absences, a second attendance letter is sent to parents and guardians. The letter will include a copy of the student's attendance records along with contact numbers and names of school staff members who can assist parents/guardians with questions. It will also serve as a reminder that absences without a doctor's excuse beyond 10 days must be approved by administration. An Attendance Team Member may call to arrange a formal parent/guardian meeting to discuss absenteeism.

Stage 3 A letter will be sent indicating a student has exceeded the maximum number of absences allowed by state law. In order to discuss this situation and avoid future legal action, a required parent/guardian meeting will be scheduled with our Attendance Team. The meeting will address ongoing attendance concerns and inform parents/guardians of possible next steps including potential citation and/or referral to Juneau County Human Services for truancy.

Pursuant to Wisconsin Statute, **5** or more **unexcused absences** for **any part or all of a school day** in a 90-day school semester, pursuant to Wis. Stats. s.118.16 (2), is considered **habitual truancy**. This may result in a citation and referral to social services. It is also important to understand that Wis. Stat. s.118.15 (1) (a) requires “any person having under [their] control a child who is between the ages of 6 and 18 years shall cause that child to attend school regularly...”

Food Service Program

The School District of Mauston offers breakfast and lunch to students. Milk is offered during meals and at milk break. Student breakfast is free to all Elementary students and will be offered from 7:30-8:00 am.

Payment for meals and milk may be made at your child's school or at the District Office. Money is deposited in a family account. **Please send the money in an envelope labeled “lunch money” and include your name and names of students in your family.** The costs of milk and meals purchased by family members are deducted from this account. More information regarding school meal programs, including prices and free and reduced lunch forms, are provided at District-wide Registration or sent home with students at the beginning of the year. Forms are also available on the District Website.

All families are encouraged to complete the free and reduced lunch form. If you qualify but choose not to participate, you still help many other families by being counted in our eligible number of families. Should your financial status change, a new application can be submitted. Forms are available in your school office or online throughout the year.

Account information is available on our District Website through the Skyward Family Access link. If you have questions about your lunch account, please contact our District Office at 847-5451.

Healthy Drink Choices

The elementary staff continues to help our students make healthy nutritional choices. Therefore, soda, coffee, hot chocolate, specialty teas/ juices, sports drinks and energy drinks are not allowed in school.

Student Responsibilities

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this school district.

The Superintendent shall establish guidelines to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents/guardians responsible for the conduct of students in schools, in school vehicles, and at school-related events.

Student conduct on or adjacent to school premises, in school vehicles, and at school-related events and activities shall be governed by the rules and provisions of the *Student Responsibilities Handbook*. In addition, student conduct on internet-based social media outlets, such as Facebook, X, Snapchat, Instagram, YouTube, etc., when such conduct forms a sufficient connection to school or staff, is governed by the Student Handbook. This Handbook shall be reviewed and approved annually by the Board of Education.

See Board Policy 5500

Student Support Services

In keeping with the philosophy of serving every child's needs, the School District of Mauston provides an array of student support services. School counselors assist students with their personal, social, and academic needs. The school psychologist assists the student grade level teams with interventions and learning assessments tiered by individual student learning needs. The District offers adaptive physical education, speech and language, occupational therapy, physical therapy, audiology, vision, and assistive technology when the student's individual education plan outlines these services.

Students identified with special education needs participate in the general education curriculum unless their disability is such that they are utilizing an alternate curriculum. Identified students participate in all school activities and special classrooms with general education teachers and peers. Co-teaching is practiced to enhance each student's school achievement.

The Early Childhood program is provided for three to five year olds identified as having special education needs. This program consists of a continuum of services in the student's natural environment.

If you would like more information about special services, you may contact our special education office at 608-847-5451, extension 6601.

Home and School Communications

Communication is an essential part of the educational program. We provide several avenues for sharing and receiving information between home and school.

Report Cards

Parents/guardians will be kept informed of their children's educational progress through report cards, notes, and conversations. Report cards will be issued in December, March, and June.

Parent-Teacher Conferences

It is very important for parents/guardians to keep in close contact with their children's teachers concerning progress. A parent-teacher conference is scheduled for each child periodically throughout the year. Parents/guardians are urged to make every effort to attend conferences. Individual conferences may be scheduled at other times during the school year when needed. Please call the school when you wish to meet with a teacher.

Newsletters

Many teachers send home periodic newsletters with their students. These newsletters help to keep parents/guardians current on what is happening in the classroom. A monthly school newsletter is sent home with each student to promote awareness of what is happening at school and remind parents/guardians of important dates.

District Website & Facebook Page

Calendar events, announcements, general information, and access to forms and Skyward Parent Access are available on our school website: <http://www.maustonschools.org> and on the District Facebook page.

Skyward

Skyward is the name of our student information and grading system. Family Access allows parents/guardians to access information in this system. It can be used to access lunch account information, report cards, attendance, etc. Family Access may also be used to communicate announcements and information about special events. Details, including login information, are available at registration or by calling your school office. Skyward will also send messages to your phone and to your home email to give you information about snow days and about upcoming special events.

Security Procedures

School security is an important element in any public building, especially an elementary school, and the School District of Mauston takes this very seriously. All outside doors will remain locked during school hours. All visitors must be buzzed into the building and check in with the office during school hours.

Safety Drills

As a proactive measure, our school will practice fire, tornado, and violence safety drills throughout the school year. We urge you to talk with your children about these drills at home. Safety drills are explained as practicing how to stay safe if a stranger comes into school without checking into the office. As the District continues to improve the safety plan, please know that there may be additional procedures put into place to ensure the safety of all.

Visitor Procedures

Visitors are defined as any person not assigned to that particular school. This includes parent/guardian volunteers, student volunteers, contractors, visiting district staff, school board members, parents/guardians, siblings and relatives not attending our school.

The following procedure will be used as it relates to school visitors:

1. Visitors are required to report to the office and sign in using the Raptor System. The system will generate a Visitor Badge.
2. Please know that since safety is one of our highest priorities, we need everyone to stop in the school office. If you are dropping items off for students or need to speak to your student, it will be managed through the school office.
3. If staff members do not see a Visitor Badge, they will stop you and ask you to return to the office to check in.
4. Before leaving the school, visitors will need to report back to the office to check out.

Curriculum

Reader's/Writer's Workshop

Mauston Area Elementary Schools' literacy instruction includes instruction in writing, grammar, shared reading, guided reading, interactive reading, independent reading), spelling, and phonics using the HMH *Into Reading* curriculum. Please encourage reading and writing for authentic purposes at home.

Math

Ready Math is a comprehensive Kindergarten through 5th grade mathematics curriculum which focuses on specific math concepts needed at each grade level. Ready Math also has both intervention and enrichment components that help to meet the personalized learning needs of each student.

All grade levels are also engaged in curriculum built around the state standards in Science, Social Studies, Health, Art, Music, Library, Technology and Physical Education.

Assessments

HMH Into Reading provides many assessment tools that can be used both for planning instruction (formative assessment) and for determining progress (summative assessment).

Ready Math provides many assessment tools that can be used both for planning instruction (formative assessment) and for determining progress (summative assessment).

iReady Assessments are formative math and reading assessments used three times during the year for grades K-8. The fall (September) assessment provides us with information early in the year and helps our students establish goals for growth in reading and math. Our mid-year (January) assessment is used to measure student growth and progress, consider instructional changes, and revise learning goals. The spring (May) assessment helps our students and teachers measure progress throughout the year and set new goals for the following year. This is a nationally normed assessment used to gauge student growth and inform instruction (areas of strength and areas needing focus).

Forward Exam (Grades 3, 4, 5) – Wisconsin’s statewide assessment will include extended response and technology-enhanced English, Language Arts, and Math items, as well as performance tasks challenging students to apply their knowledge and skills to demonstrate critical thinking and respond to complex real-world problems. The performance tasks are intended to measure depth of understanding, writing and research skills, and complex analysis.

Volunteers

The Mauston Area Elementary Schools welcome all volunteers. In order to keep our students safe, and for each school to keep safety as its primary goal, all volunteers will be asked to complete a Volunteer Form which will include a criminal background check. **The Volunteer Form must be completed and turned into your school office by September 30.** This allows the school to plan for field trip safety requirements in advance. Even if you are planning to volunteer in the spring we ask that you honor the September 30th deadline. You will be contacted when your volunteer paperwork has been approved. **Parents/Guardians must fill out a Volunteer Form every school year.**

Mauston Area Elementary Schools Volunteer Expectations

1. Students, teachers, and chaperones represent the Mauston School District. Their behavior should be polite, respectful, and project a positive image of our school.
2. Volunteers should encourage good behavior by being positive role models and reinforcing rules.
3. Have fun, but remember that student safety is a priority. Notify your child’s teacher if you have concerns.
4. Dress appropriately.

Thank you for your time and dedication to helping our students learn and grow. If you are interested in volunteering, please request a Volunteer Form from the school office or go to the District Website. See Board Policy 861 for specific volunteer guidelines.

Parents and Teachers for Children (PTC)

Parents/guardians are urged to become members of our parent teacher organizations. Lyndon Station, West Side, Mauston Montessori and Grayside Elementary schools have such groups. The PTC works hard to acquaint parents/guardians with the functions of our schools, plan activities for children, and aid parents/guardians and teachers in forming positive and collaborative relationships. In order for these organizations to be successful, all parents/guardians are urged to volunteer some time to help out when needed. When parents/guardians get involved, they are able to be more knowledgeable about what is happening in the school.

Student Behavior

Our Elementary Schools believe in a fair and firm student management approach that supports District Board Policy and encourages our students to take responsibility for their own actions. This is essential in order to further student learning. Respect for others, their safety, their property and their feelings is to be demonstrated by our students at all times. As a school, we will address student behaviors that are unsafe or disrupt the school learning environment.

During the first week of school, each of our teachers will develop class expectations for their classroom and a program of consequences, both positive and negative. These rules and consequences will then be shared with the students. Teachers will teach these rules and procedures so their students know how to behave responsibly in each type of classroom activity.

In all cases, parents/guardians will be asked to reinforce appropriate behavior. We cannot emphasize enough how important it is for parents/guardians to discuss the need for good behavior and a good attitude while at school. We expect our students to take responsibility for their own behavior and to be focused on four basic expectations:

1. Be Respectful
2. Be Responsible
3. Be Safe
4. Be Kind

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on developing a safe and positive environment in which all students can learn. The foundation of PBIS at Mauston Area Elementary Schools is the four building-wide expectations: Be Respectful, Be Responsible, Be Safe, Be Kind.

In addition to our behavior expectations, PBIS has four other components:

1. A **Behavior Matrix** which explains the behavior expectations in each school setting
2. **Direct Teaching** of the expectations
3. **Golden Eagle Awards**
4. **Behavior tracking forms** to record and address inappropriate behaviors

The behavior matrix is a detailed description of expected behavior in each setting of the school. For example, at arrival and dismissal it is expected that students will be on time, be prepared and wait quietly in the designated area. The matrix will be posted in classrooms and around school.

Throughout the school year, students will be taught how to behave according to the four expectations. Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year and become a regular part of our school community. Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. In our Mauston Area Elementary Schools, each student will earn awards for meeting behavior expectations. When goals are met, students will enjoy classroom incentives and participate in periodic school-wide celebrations.

Even with clear expectations and positive reinforcement, sometimes children will misbehave. Discipline issues are divided into major and minor infractions. Major and minor infractions are described below:

- **Major infractions** are issues that may result in office time. Parents/guardians may be notified by school personnel about major infractions.
- **Minor infractions** are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member. If a child receives three minor infractions in one month, it becomes a major infraction. School personnel will address the behaviors, and parents/guardians may be notified.

When a child repeatedly receives minors or majors, school personnel will meet parents/guardians to build an effective behavior intervention plan for that child.

Discipline and Confidentiality

Parents/guardians are asked to understand that student discipline incidents are considered confidential. If your child is involved in a group disciplinary action, we will investigate each child's actions. Out of respect for your child's privacy, the school personnel will not share his/her name with the parents/guardians of other children involved in an incident, and information about other students should not be shared with you. When speaking with you about an incident, the school personnel's focus will be on your child's behavior.

Accidents/Insurance

If your child is injured at school, we will administer first aid. If the injury is serious and medical attention is needed, we will first call 911 and then you will be contacted. If you cannot be reached, we will attempt to contact the emergency number you have provided.

Parents/guardians are responsible to see that their children are adequately covered for accidents that may occur during school-sponsored activities. Since children are particularly susceptible to injuries, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate.

Inclement Weather

If weather becomes threatening prior to the beginning of classes, school may be delayed or cancelled. Announcements of school closings will be made on our District Website, Facebook page, and via our automated phone system. Announcements will also be broadcast on the following radio stations between 6:00 and 7:30 a.m.: WRJC, Mauston, 1270 AM or 92.1 FM; WRDB, Reedsburg, 1400 AM or 104.9 FM; WTSO Radio, Madison, Z104 FM; WDKM, Adams-Friendship, 106 FM; and WBOG, Tomah, 96.1 FM, and WCOW, Sparta, 1290 AM or 97.1 FM. Television announcements are made on WISC, Madison, Channel 3; WMTV, Madison, Channel 15 or Cable Channel 2; WKOW TV, Madison, Channel 27 or Cable Channel 4; and WKBT TV, La Crosse, Channel 8. If the weather should deteriorate during the school day resulting in early dismissal, an announcement will be made via an automated phone system and on the television and radio stations indicated above.

Bicycles, Roller Blades, Scooters, Skateboards

While riding to and from school, students will follow the instructions of the crossing guards. Bikes must be walked when on school grounds and parked in the bicycle racks. There will be no bicycle riding during recess or noon hour. Scooters and skateboards must be walked or carried on school grounds. Roller blades, scooters and skateboards on school grounds will be kept in the office area. Students who rollerblade to school must follow all safety rules. Heelys (shoes with a wheel in the heel) are not allowed in school unless the wheels have been removed. We encourage students to wear helmets when using bikes, rollerblades, and skateboards.

Mauston Elementary Personal Communication Device Procedures

Our elementary schools recognize that personal communication devices (cell phones, smart watches, etc) have become a common tool for communication. However, those devices have also become a major distraction to the learning environment and are vulnerable to theft. We ask that you allow your child to carry a cell phone or device only if absolutely necessary. Devices must be turned off, stored in cubbies

and out of sight during school hours. Devices may not be used to talk, take pictures, play games, record or communicate with families, or text during school hours, during recess or on field trips. Consequences for violating the Personal Communication Device Policy 5136 are as follows:

First Infraction - Students will have their personal communication device taken away and returned at the end of the day.

Second Infraction - Students will have their personal communication device taken, and it will be kept in the office until a parent/guardian can come to school to retrieve it.

Third Infraction - Students will no longer be allowed to bring a personal communication device to school. Mauston Area Elementary Schools are not responsible for lost, damaged or stolen phones, electronic gaming devices, iPods, iPads, smart watches, or any electronic devices students may choose to bring to school.

Non-Academic Personal Property

Items such as iPods, iPads, smart watches, video games, and other expensive items are not allowed at school because they may be misplaced or stolen and are a disruption to learning. Students may not bring balls and jump ropes for recess. The District is not responsible for lost or damaged items that are brought to school.

Bus Rider Rules

The School District of Mauston is committed to providing a safe and enjoyable riding experience for its bus riders. The School District of Mauston is responsible for the safety of its riders while they are on the school bus.

Parents or guardians are responsible for the safety of their student(s) until they are on the school bus. The District's student bus rider responsibilities section has been established by the District. Please review this information and discuss it with your child(ren). This information is being provided so that your child(ren) will clearly understand bus behavior expectations.

Riding the school bus is a privilege that can be revoked if a student chooses not to comply with the rules for bus riders.

Bus Schedules

Bus schedules are mailed from JEVCO to each home in early August. In the event there is a question about the bus route, please contact JEVCO Transit at 608-847-7493. Parents/guardians will have the opportunity to visit with JEVCO Transit on District Registration Day.

Student Safety Training

All students will receive school bus safety training in the fall. Some schools complete bus safety training at other times during the school year as well.

4K and Kindergarten Students – End of Day Drop

Students in 4K and Kindergarten are required to have a parent/guardian or a designated individual at the bus stop at the end of the day when students are returning home. If a parent/guardian or designated individual is not present, all attempts will be made to contact the family. If a parent/guardian or family contact is not reached, it is possible local law enforcement may be contacted to intervene.

Student Bus Rider Responsibilities

The District's goal is to provide safe and enjoyable transportation for our students. This occurs when we work in cooperation with students, parents/guardians, teachers, and drivers. For the safety of all riders, please review the following rider responsibilities with your child(ren) before the school year begins.

A. Going to the Bus Stop

1. Use sidewalks where provided.
2. If there are no sidewalks, walk single file on the left shoulder of the street facing traffic.
3. Cross streets only at corners.
4. Use a direct route, but avoid crossing yards or empty lots.
5. Arrive at your bus stop no more than five minutes before the scheduled stop. The bus driver cannot wait for late students.
6. Be aware of suspicious individuals on foot or in motor vehicles. Report these persons to your bus driver or School Principal. Even if you have missed the bus, do not accept rides from strangers.

B. Waiting at the Bus Stop

1. Wait away from the traffic. Stay at least five feet off the road or street.
2. Respect the property of others while waiting at the bus stop. Do not pick flowers, disturb shrubs, throw stones or snowballs, litter, etc.
3. Use appropriate language at all times.
4. Respect other students by not pushing, shoving or fighting.
5. Stay back from the street until the bus is actually stopped. A push at the middle or end of the line can send the front person into the bus or under its wheels.
6. Older students should be helpful to younger ones.

C. Boarding the Bus

7. Wait until the bus has stopped and the door is opened before starting to board.
8. Board the bus single file.
9. Continue to show respect for others by not pushing or shoving.
10. Use the handrail to keep from slipping, falling, or tripping.
11. Greet the bus driver.
12. Move directly to your seat and sit down.
13. Put large items (e.g. musical instrument, packages) in seat area or under the seat, but not in the aisle.

D. Riding on the Bus

14. Follow all District policies and school rules.
15. Follow the bus driver's instructions.
16. Remain in your seat until the bus arrives at your stop.
17. Speak in a quiet voice. Your voice should not be heard above others.
18. Keep hands, feet, and objects inside the bus.
19. Do not throw objects inside the bus or out the window.
20. Do not use profanity, including words or gestures.
21. Do not tease or harass others.
22. Do not eat, drink, chew gum, or spit.
23. Do not vandalize the bus.
24. Use the proper door for entering and exiting. Nonemergency use of the emergency door is not tolerated.

E. Getting Off the Bus

1. Wait for the bus to be completely stopped and the door to be opened before standing up.
2. Stay respectful of others – no shoving or pushing.
3. Walk five big steps away from the bus, turn and look at the bus driver.
4. Wait until the bus is at least a half a block away before proceeding home.
5. Do not go in back of or underneath the bus for any reason.

F. Student Consequences for Misbehavior

1. Riding on a school bus is a privilege, not a right.
2. The District's student behavior policies, guidelines, and rules are in effect for all students on school buses and riding to school field trips and all other after school activities.
3. If misbehavior occurs, the bus driver will give the student a verbal warning.
4. If misbehavior continues, the bus driver will complete a bus incident report. JEVCO Transit will notify parents/guardians of bus incident reports. The building administrator will contact the parent/guardian.

Consequences will be administered in accordance with the District's discipline policy.

(Updated May 2019)

Health - School Nurse

The District currently employs two school nurses who serve the five school buildings across the Mauston School District. In addition to promoting wellness and safety, the nurse supervises the care of ill or injured students, supervises the distribution of medications taken at school, manages care and health planning for students with chronic and acute health conditions, conducts hearing and vision screenings, and ensures compliance with state immunization requirements.

The student information form that is updated at the beginning of every school year is an important tool. Parents/guardians must fill it out carefully, noting any special health conditions or medications needed. If there is a change in your child's physical condition during the school year, please notify the nurse. It is also important for you to list your work phone and the phone numbers of two people who can serve as emergency contacts in the event that you cannot be reached.

All medication to be administered to children in school must be accompanied by a Medication Request/Consent Form. Non-prescription medications require the parent/guardian signature. **Prescription medications require both the parent/guardian and physician's signature.** This includes inhalers, EpiPens and glucagon. School personnel may administer topical relief such as antibiotic ointment, calamine, A & D ointment, and sting kill. Medication must be personally delivered to the school by a parent or guardian.

District Board Policy requires written parent/guardian permission and delivery for administration of over the counter (non-prescription) medication; therefore, a medication request/consent form must be completed and accompany the medication in order for the medication to be administered to children in school.

Each year, children in kindergarten and first grade are screened for possible hearing problems; and children in grades one, three, five, and seven are screened for possible vision problems. Parents/guardians are notified by letter when a further examination is necessary.

Please notify the school office if your children have a communicable disease so we can watch for similar symptoms in classmates.

Illness

Students are **NOT** to come to school ill. Any student complaining of illness and running a temperature of 100 degrees Fahrenheit or above will be sent home at the discretion of the school nurses, health office staff, or other appropriate school personnel. A parent/guardian or someone designated by the parent/guardian is expected to pick up an ill child when called. Please thoroughly complete your emergency contact information at registration and call to update all changes throughout the year. Any

student who has been home due to an illness (i.e., vomiting, diarrhea, fever higher than 100 degrees, etc.), should not return to school until they are symptom free and fever free for a full 24 hours.

Recess/Cold Weather Policy

Elementary age students have daily recess except in extreme weather conditions such as rain or severe cold/wind chill.

The cold weather policy is:

- If the temperature is 0 degrees F or below, the students will not go outside for recess.
- If the wind chill is between 0 degrees F and –5 degrees F, outdoor recess may be shortened or canceled by the Principal based on local conditions.

Please consider these factors related to weather as you and your child make your daily decisions on winter clothing. Hats, scarves, boots and mittens or gloves are necessary. Most playground games are played in the snow. If students do not have boots on, they are restricted to play on the pavement. Also, as the snow melts, the grassy areas of the playground can become muddy or soggy. Boots are necessary if feet are to stay dry. In the event that you are unable to provide hats, mittens, boots, coat, etc. for your children, please contact the Principal or your child's teacher.

Here are clothing guidelines:

- If the temperature is below 55 degrees, you should wear your jacket.
- If the temperature is 55 degrees or higher, it is your choice!
- In the fall and spring when it is wet and muddy, wear boots.
- If it is snowy, wear snow pants, mittens, boots, and hat.

Students are not permitted to stay indoors during recess time, except at the teacher's or Principal's request, without a written request from a physician.

Dress Conduct

The community takes pride in the appearance of its youth. A high correlation exists between dress and attitudes. Boys and girls who are proud of their appearance usually take pride in their behavior as well. Students are encouraged to be clean and dress comfortably. Parents/guardians should be aware of their children's attire and make sure that clothing is appropriate for school. Because our playgrounds have muddy areas, boots are required during wet and snowy weather. The following will apply:

1. Shirts with designs or writing on them should not be offensive (for example, racial slurs, sexual implications, obscenities, or alcohol and tobacco promotions).
2. Shirts must cover the entire torso. Bare midriffs are not appropriate for school.
3. All shorts and skirts must be at fingertip length.
4. The appearance and clothing of the student should not cause interference or disruption of the learning atmosphere of the school.
5. Students who wear inappropriate clothing will have to make arrangements for appropriate clothing to be delivered to school or be asked to change.
6. Caps, hats, hoods, and bandanas must be removed upon entering the building.
7. No wigs are allowed at school. Exceptions will be considered on a case by case basis..
8. Please see the Dress Conduct section of the *Student Responsibilities Handbook* for additional information

Physical Education

Each student in kindergarten through fifth grade is required to take physical education **unless a written excuse is presented from a medical doctor**. Athletic shoes are required of all children. These shoes should be kept at school.

School District of Mauston Elementary Field Trip Procedures

Educational field trips will occur for students throughout the school year. Field trips are a privilege. Our intent is that all students will attend all field trips. If a student does not attend a field trip, that decision will be made on a case by case basis based upon the safety interests of the individual student or groups of students. At times, parents/guardians may be asked to attend the field trip with their student when the school staff deems it necessary. Eligibility for student participation will be determined by the Principal and classroom teachers.

During field trips, all School District of Mauston guidelines and policies regarding student safety and behavior are expected to be followed. Students are to cooperate fully and follow the instructions of all chaperones and other supervisory personnel. Once students arrive at school, those students who have phones are expected to keep their phone in their lockers. Student phones will not be permitted on field trips. It is the District's expectation that if a parent/guardian needs to get in touch with a student, all communication will be managed by the school office. This permits the school to be aware of parent/guardian requests for their child and will in turn help support a safe and secure collaborative home/school approach. Please encourage your child to leave all cell phones and electronic devices at home.

Parents/guardians who wish to attend a field trip with their child at any time during the school year will be asked to complete a **Volunteer Form** which will include a follow up criminal background check. The Volunteer Form must be completed and turned into your school office by **September 30**. This allows the school to plan for field trip safety requirements in advance. Even if you are planning to volunteer in the spring, we ask that you honor the September 30 deadline.

As field trips are communicated to parents/guardians, teachers will send out requests for chaperones two weeks prior to the field trip date. If you are interested in attending a field trip, please complete the **Chaperone Form** and return it no later than one week before the field trip is scheduled. If you do not return the form within the week, you will run the risk of not being able to chaperone on that field trip. The Volunteer Form is separate from the Chaperone Form.

Permission to attend walking field trips that may occur as part of the curriculum will be covered under the general Field Trip Permission Form provided to you during District Registration and available in school offices. Those field trips that require bus transportation require a parent/guardian signature for each field trip in order to participate in that field trip.

We look forward to having parents/guardians join us on these wonderful learning opportunities.

Lost and Found

A lost and found area is located in all three elementary school buildings. You and your child should check this area for lost items. Be sure to check for lost items at conference times and throughout the year. To help avoid losses, put names on all clothing, shoes and school supplies. Unclaimed items are donated at random times throughout the year and at the end of the year.

Birthdays

All Elementary Schools discourage handing out party invitations at school. Also, sending flowers, candy bouquets, or balloons to school is discouraged. These items prove to be a distraction to school day routines and are often difficult to transport home. If the school receives deliveries of these items, they will remain in the office until the end of the day when your child can pick them up. If you would like to bring in a treat, please arrange that ahead of time with your child's teacher.

Bullying/Harassment Policy Policy 5517.01 – Bullying

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional wellbeing. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to, such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Bullying is aggressive behavior that involves unwanted, negative actions. It involves a pattern of behavior repeated over time and involves an imbalance of power or strength.

Harassment is unwanted behavior that interferes with your life. It limits and denies the rights of students to study, work, and play in the school setting. Harassment makes people feel bad. Everyone has a right to not be harassed, and our staff feels strongly that all students should feel safe at school.

Sexual harassment is unwelcome behavior of a sexual nature.

Racial harassment is unwanted comments regarding a person's ethnic background.

Verbal harassment is unwanted verbal comments which make a person feel bad or unsafe.

Physical harassment is unwanted behavior of a physical nature.

Intimidation is unwanted threats to cause harm.

What can you do about harassment/bullying?

1. Say stop!
2. Tell someone! Talk to a teacher, counselor or administrator.

Any form of harassment is wrong. Harassment complaints are investigated and the consequences will be determined on a case-by-case basis.

Please see School Board Policy 5517 and 5517.1 for further details.

Cyber Bullying

The School District of Mauston's computer network and the internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the internet, commonly referred to as cyber bullying, are unacceptable and are viewed as a violation of this policy and the District's acceptable computer use policy/procedures.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users, gain unauthorized access to any entity of the system and/or damage the components of any entity on the network is prohibited. Users are responsible for the appropriateness of the material transmitted over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, and web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

School and community members who believe they have been the victims of such misuses of technology as described in this policy should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Building Principal, District Administrator or designee.

The administration shall fully investigate all reports of cyber bullying. This may also include contacting law enforcement.

In situations in which the cyber bullying originated from a non-school computer, but was brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive to the educational process so that it markedly interrupts or severely impedes the day to day operations of the school. In addition, such conduct must also be in violation of publicized school policy.

Such conduct includes, but is not limited to, harassment or making a threat off school grounds that is intended to endanger the health, safety or property of a District employee or school board member, or of others at school.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to law enforcement.

ELEMENTARY SCHOOL POLICIES & PROCEDURES

What follows is a summary of pertinent School Board Policies. For the full text, please see the specific Policy which is available online on the District Website.

Policy 5516 – Student Hazing

Definition of Hazing: The National Federation defines hazing as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.

The Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any district-sponsored activity or event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator.

Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion.

Policy 5517 - Student Anti-Harassment

Prohibited Harassment

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying.

Policy 7540.03 - Student Respectful Use of Technology and Internet Safety

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources to support the educational and professional needs of its students and staff. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct. This policy governs students' use of District technology resources and students' personal

communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment including prejudicial or discriminatory attacks, and the like). Users must not seek information on, obtain copies of, or modify files, other data, or passwords belonging to users, or misrepresent themselves on any network without authorization. Users also must not install unauthorized software or connect unauthorized hardware to District systems.

Users have no right or expectation to privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection). The use of the District network is a privilege, not a right.

All students and their parents/guardians must annually read and sign the **Acceptable Use Agreement**. Students that do not return their agreement will have their computer network privileges suspended. Computer network use would include **all** technology in the building.

Video Surveillance

The Board of Education authorizes the use of video/audio surveillance and electronic monitoring equipment at various sites throughout the District and on school buses. Please see Board Policy 7440.01 for more information.

PUBLIC NOTICE Nondiscrimination Policy

It is the policy of the Mauston School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. 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. 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 Mauston School District. Any questions concerning this policy should be directed to the District Administrator at 608-847-5451.

Searches and Seizures

School cubbies are public property, and school authorities may make reasonable regulations regarding their use. Students have the right to privacy in their cubbies consistent with the rules that have been established. No unannounced inspection of a cubby shall take place unless there is reasonable cause to believe that prohibited articles are kept there. If an inspection takes place, a responsible third party shall be present. Ordinarily, a student's cubby should not be accessed without his/her prior knowledge and consent except in conformity with the spirit of the Fourth Amendment. Exceptions may be made in cases involving a clear danger to health or safety.

An administrator may conduct a search of a student's person, purse, duffel bag or similar articles if the search is based on reasonable suspicion, based on personal observation or reliable information from a third party, that the student has a dangerous or illegal item or substance in his/her possession. Such a search may only occur if there is inadequate time based on the nature of the situation to call the police or obtain a search warrant. In deciding whether a search is appropriate, the following factors must be considered: the student's age, history and school record; the prevalence and seriousness of the problem in the school to which the search is directed; the need to conduct the search without delay; the reliability of the information used as a justification for the search; administrator's prior experience with the student.

Any search must not exceed its original objectives, which are the removal of the illegal or dangerous substances from the student's possession, and may not be excessively intrusive in light of the nature of the infraction.

Please see School Board Policy 5771 for further details.

PUBLIC NOTICE
School District of Mauston
Family Educational Rights and Privacy Act (FERPA)
Directory Information [2015]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Mauston School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Mauston School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Mauston School District to include this type of information from your child's education records in certain school publications. *Examples include:*

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Mauston School District to disclose directory information from your child's education records without your prior written consent, you must notify the District **in writing** by **the 2nd Friday in September**. If you have questions, please contact Mary O'Brien, Director of Student Services, at 847-5451, Ext. 6602. **The Mauston School District has designated the following information as directory information:**

- | | |
|---------------------------|---|
| ● Student's Name | ● Participation in officially recognized activities and sports |
| ● Address | ● Weight and height of members of athletic teams |
| ● Telephone listing | ● Degrees, honors, and awards received |
| ● Electronic mail address | ● The most recent educational agency or institution attended |
| ● Photograph | ● Student ID number, user ID or other unique personal identifier used to communicate in electronic systems that cannot be used to access educational records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) |
| ● Date and place of birth | |
| ● Major field of study | |
| ● Dates of attendance | |
| ● Grade level | |