

# AUBURNDALE ELEMENTARY SCHOOL

2018 - 19

## STUDENT/PARENT HANDBOOK



### Auburndale School District

#### **Vision**

To establish a caring partnership of home, school, and community to insure personal and academic excellence so every child can reach his or her full potential.

#### **Mission**

To produce life long learners with the capacity to succeed in the global community and enable students to contribute as productive citizens in a changing society.

#### **Goals**

To maximize each students learning by:

- Partnering with parents, community and businesses;
- Implementing high quality, focused curriculum addressing essential learning;
- Ensuring best practices in instruction & assessment;
- Using data to drive instructional decision-making;
- Recognizing and meeting the unique needs of individuals;
- Inspiring lifelong learning for all students and staff; and
- Promoting character traits of honesty, respect, responsibility, kindness, and fairness



**AUBURNDALE PRIDE**

**PREPARING STUDENTS FOR WHAT COMES NEXT!**

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## **CALENDAR** **2018-19 SCHOOL YEAR**

August 27 – Teacher Planning Day  
August 28 – Teacher Inservice Day  
August 29 – Teacher Work Day (10:00 a.m. - 6:00 p.m.)  
August 29 – Elem. Open House, Grades 4K through 5th, 3:00 – 6:00 p.m.  
August 30 – Teacher Inservice Day

September 3 – **NO SCHOOL** – Labor Day  
September 4 - First Day For 4K Tu/Th - 5<sup>th</sup> Gr. Students, **1:00 pm dismissal**  
September 5 – First Day For 4K M/W Students

October 12 – **NO SCHOOL** – Teacher Inservice Day  
October 15 - **NO SCHOOL** – Parent/Teacher Conf., 11:00 a.m. – 7:00 p.m.

November 6 - Last Day of First Quarter  
November 7 - First Day of Second Quarter  
November 21 – Teacher Inservice Day  
November 21 - 23- **NO SCHOOL** - Thanksgiving Break

December 24 thru January 1 - **NO SCHOOL** - Christmas Break

January 2 - School Resumes  
January 18 - Last day of Second Quarter  
January 21 - **NO SCHOOL** - Teacher Work Day  
January 22 - First day of Third Quarter

February 15 – Solo/Ensemble – No School at M.S./H.S.  
February 22 – **NO SCHOOL** – Teacher Inservice Day  
February 25 - **NO SCHOOL** – Parent/Teacher Conf., 11:00 a.m. – 7:00 p.m.

March 22 – **NO SCHOOL** – Teacher Inservice Day (PLC)  
March 26 - Last Day of Third Quarter  
March 27 - First Day of Fourth Quarter

April 18 - 22 - **NO SCHOOL** – Easter Break

May 27 – **NO SCHOOL** - Memorial Day  
May 30 - **LAST DAY OF SCHOOL FOR STUDENTS, 1:00 pm dismissal**  
May 31 – Teacher Work Day

- Any student makeup days due to inclement weather, emergencies or athletic contests will be scheduled before the last teacher inservice day.

## Student Lunch Purchases

### **FROM THE PRINCIPAL'S DESK**

Dear Parents/Guardians and Students,

Welcome Back!

I hope your summer was a time of rest and jubilation as we get ready to start another school year full of excitement and learning! There are some new faces you will see around the building, as well as many familiar ones. This year we are going to continue focusing on not only reading, writing, and math but also being a good person. We will work hard on making good choices on the bus, on the playground and during school. We have positive character, yes we do! The start of a school year is always filled with excitement and a little nervousness. New journeys are about to begin and we are ready for one filled with curiosity, learning, and fun!

Auburndale Schools: Preparing You For What Comes Next!

Have an amazing year everyone!!

Mr. Scharenbroch

The District shall provide a quality and nutritious school lunch program which will be in compliance with state and federal guidelines established by the national School Lunch Program. Annually, the District will post in the District Mirror newsletter free and reduced lunch information. This will include income guidelines and an application for free and reduced meals.

Parents/guardians are expected to keep a positive balance in their child's school lunch account. The district will not initially deny a student access to a hot lunch due to insufficient funds and will allow the student to charge for a lunch. The parents/guardians will be notified when the student has a negative balance in their lunch account.

Students who have five unpaid lunch charges will be denied further access to the lunch program until their account is paid. Parents/guardians will be responsible to provide a carry-in lunch for Elementary and Middle School students who have lost the privilege of receiving school lunch due to lack of payment.

Action will be taken by the school to guarantee that no Elementary student miss a meal at lunchtime. This action may include providing the student a free sandwich/water and notification to the proper authorities to enforce parents' responsibilities to their child.

At the end of the school year, any money remaining in the student's lunch account will be carried over to the next school year unless the parents/guardians make other arrangements with school/district office staff.

The School District of Auburndale shall not discriminate against any person on the basis of an individual's age, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap in the educational programs or activities which it operates.

## SCHOOL BREAKFAST & LUNCH PROGRAM

An excellent breakfast &/or lunch program is available to all students at Auburndale Elementary School. Breakfast is served from 7:45-8:05 a.m. For those students who prefer to bring a sack lunch from home, we do have milk available. The cost is 35¢ per carton.

We feel that the entire school day is a time of learning, including the breakfast and lunch period. We encourage our students to eat healthy and nutritious foods. Also, State law prohibits the purchase of soda pop during the school day. Therefore, we are asking parents to only send nutritious foods and drinks with their child's cold lunch. (For example, boxed juices would be appropriate.) Do not send soda pop for lunch. Milk is available for purchase as described above. Note – your child's teacher will not heat up student lunches.

We use a computerized record keeping system. This system credits the individual students account, so one check will be split according to your directions for each child's breakfast/lunch or milk in grades 4K-5.

When your account gets low, you will receive a text message or phone call. Low breakfast/lunch texts/phone calls are sent home every Tuesday & Thursday. Parents may send a check or cash with their child to the elementary office. Breakfast/lunch/milk checks may also be sent anytime to: Auburndale Elementary School, % Meal Program, 10564 School Ave., PO Box 139, Auburndale, WI 54412.

Remember, you can log onto Infinite Campus at any time and keep track of your child's breakfast/lunch/milk balance. Parents will receive a letter at the beginning of the school year with directions on how to set up an account with Infinite Campus.

### **ELEMENTARY BREAKFAST & LUNCH COSTS**

The cost for each student breakfast in grades 4K - 5<sup>a</sup> is \$1.00.

The cost for each student lunch in grades 4K – 5<sup>a</sup> is \$2.70.

If your child(ren) are on the free or reduced lunch program, there is no charge for a breakfast meal.

Free and reduced lunches are available to students of qualifying families. Applications for free or reduced lunch are available at the school office, and must be filled out each new school year and returned by September 30<sup>a</sup> in order for a student to receive free or reduced-price lunches. Reduced lunches are 40¢ per day, or \$2.00 per week.

If you are coming to school to eat with your child, the cost for an adult lunch is \$4.05.

## SCHOOL SUPPLIES

Each student needs certain supplies throughout the school year. These needs change as the student grows older.

It is recommended that the student acquire the needed supplies as soon as possible at the beginning of each school year. *Please mark the student's name on all school supplies, as well as on all personal belongings.*

Some supplies will need to be replaced during the course of the year. There may also be times that students need additional supplies for special projects and activities. The following are lists of supplies needed at each level. If you need clarification on these items, please check with your child's teacher.

For safety reasons, all students must wear tennis shoes for PhyEd or they will not be allowed to participate that day.

**4K  
& Early Childhood:** School bag – large enough to hold a folder  
Glue sticks – 8 to start the year  
Box of 24 Crayola crayons – regular size  
1 small school supply box  
1 pair Scissors – Fiskars preferred  
1 box Kleenex  
1 pkg. napkins  
\$7.00 for photo developing  
Folding rest mat – no sleeping bags or blankets

**Kindergarten:** Boys – Gallon size Ziploc bags  
Girls – Quart size Ziploc bags  
School supply box Backpack  
2 boxes of 24 crayons - Crayola preferred  
4-pack Dry erase markers 2 large erasers  
Scissors (Fiskars preferred)  
12 glue sticks  
1 bottle of Elmer's glue  
2 large boxes of Kleenex  
Kindergarten rest mat  
2 boxes of markers – Crayola Classic preferred  
24 pencils (regular size) sharpened  
1 set headphones (in a Ziploc bag) (**no earbuds**)  
2 Clorox Disinfecting Wipes  
\$20.00 for portfolio & photos  
White t-shirt 100% cotton (to fit all year)

**Grade 1:** 8-10 sharpened pencils  
2 - 2" pink erasers  
Pencil pouch  
1 notebook - wide rule  
School bag  
2 boxes of 24 crayons

**Grade 1 – continued**

2 boxes washable markers  
2 bottles white Elmer's glue- no glue sticks

*2 large boxes of Kleenex*

Scissors (Fiskars - not pointed)  
1 red & 1 blue folder (with bottom pockets)  
1 set of headphones or earbuds (in a Ziploc bag)

**Grade 2:**

1 highlighter  
12 or more sharpened pencils – each semester  
Scissors  
Crayons  
1 large white Elmer’s glue  
3 Folders (1 red, 1 blue, 1 your choice)  
Washable markers  
3 spiral notebooks for journals  
School Supply Box  
1 large box of Kleenex  
Ruler with inches & centimeters  
2 pink erasers – 2” size  
1 set of earbuds or headphones (in a Ziploc bag)

**Grade 3:**

24 or more pencils each semester  
Scissors 1 red pen  
Crayons 4 large erasers  
Colored pencils  
Glue – 4 sticks & 1 bottle  
Markers  
4-pack Dry erase markers  
2 Folders  
1 Highlighter  
School supply box (small)  
4 spiral notebooks – wide rule  
1 set of headphones or earbuds (in a Ziploc bag)  
1 large box of Kleenex  
1 Clorox Disinfecting Wipes

**Grade 4:**

Pencils – 2 dozen per quarter  
Erasers - 2 large, 12 pencil top  
2 Red pens  
Scissors  
2 glue sticks (Mr. Weinfurter’s homeroom only)  
1 bottle glue (Ms. Seibel’s & Mrs. Berg’s homeroom)  
Crayons (box of 24)  
1 pack dry erase markers  
1 hand pencil sharpener

(continued on next page)

**Grade 4 – continued**

Colored Pencils – box of 12 or 24  
2 Highlighters  
1 Set Headphones in a Ziploc bag  
2 boxes Kleenex

**For Art Class:**

1 pack markers  
1 bottle glue  
1 paint shirt

	<u>Folders</u>	<u>Notebooks</u>	<u>Color</u>
Math	1	2	Red
Science	1	0	Green
Writing	1	1	Blue
Social Studies	1	0	Yellow
Music	1	0	Choice

Ms. Seibel’s Homeroom – 4 composition notebooks – any color  
Mrs. Berg’s Homeroom – 4 composition notebooks – any color  
Mr. Weinfurter’s Homeroom – 3 composition notebooks – any color

**Grade 5:**

Scissors  
Glue  
Pencils – 2 dozen  
6 Pens - blue or black  
Erasers  
Calculator- basic  
Colored pencils  
Markers  
Loose leaf or theme paper  
2 large boxes of Kleenex  
Ruler with inches & centimeters  
Dry Erase markers – fine line – 2 sets of 4  
1 set of headphones or earbuds (in a Ziploc bag)

	<u>Folders</u>	<u>Notebooks</u>	<u>Color</u>
Math	1	1	Red
Science	1	1	Green
English	1	1	Blue
S. Studies	1	1	Yellow
Reading	1	0	Purple
Spelling	1	1	Lt. Blue
Music	1	0	Choice



## Auburndale Elementary School Goals

To maintain a safe, caring, and positive learning environment that continues to teach children the core values of respect and responsibility, while challenging students to excel in their academic knowledge.

Auburndale Elementary School will continue to use technology, collaboration, and the questioning of “why” to achieve positive student growth in an environment where each child feels warm, welcomed, and will have fun while learning!

### Electronic Media Opt-Out (Policy 347)

#### E. Release of Directory Data

1. Except as otherwise provided, directory data may be disclosed to any person after the school has: (a) notified the adult student or parent, legal guardian ad litem of a minor student of the categories of information which it has designated as directory data with respect to each student, (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent, and (c) allowed 14 days for such persons to inform the school, in writing, of all the directory data items they refuse to permit the District to designate as directory data about that student. The District will not release directory data earlier than 14 days after the initial written notice to the adult student or parent/guardian or after the District has been restricted from doing so by any of those parties.

A letter will be sent home each fall at open house explaining where we would publish photos of your child. Examples are: yearbooks, school newsletter, Auburndale website, etc.

If we don't receive the consent form back from you within 14 days of your receipt, we will release directory data to any party requesting it in accordance with state and federal statutes.

## ARRIVALS AND DEPARTURES

The student's school day will begin at 8:05 a.m. and end at 3:05 p.m. For any students that are dropped off, the main entrance doors are unlocked at 6:30 a.m. The students must then wait in the cafeteria until 7:45 a.m., at which time they are allowed to walk to their designated areas. If there are any behavior issues, your child may not be allowed to come to school until 7:45 a.m. The district is not responsible for students prior to 6:30 a.m. or after 3:20 p.m. All students who walk home, or are being picked up at the end of the day, should remain in the library until dismissed. Walkers should leave the school grounds immediately upon dismissal from the supervisor.

We have a group of 4<sup>th</sup> & 5<sup>th</sup> grade students that have volunteered to do safety patrol. They will be at the crosswalks leading to the school, both in the morning and at the end of the school day. Please be observant of students walking and respect the safety patrol children.

Students who arrive at or after 8:10 a.m. or leave before 3:05 p.m. must report to the office. *Students must have on file with the classroom teacher a current Dismissal Form. All students leaving school other than the prearranged dismissal procedure must have a signed note from a parent or guardian.* That note is to be given to the homeroom teacher at the beginning of the school day. Should a situation arise where a student cannot bring a note, a telephone call must be made to the office. No student will leave the school grounds before 3:05 p.m. without permission.

Persons picking up students prior to the end of the school day or bringing students late during the school day **MUST** report to the school office. This information is necessary to maintain state attendance records and for security reasons. Anytime a student is to leave school with anyone other than a custodial parent or legal guardian, that person must have signed permission from the custodial parent or legal guardian.

All students who are being picked up from school at the end of the day will be sent to a designated area. Parents/others picking up students at the end of the day must stay in the designated area in front of the office lobby to wait for the students to be dismissed. This is for the safety of all our children. **Any student that is not picked up by 3:20 p.m. will be sent to our daycare – Helping Hands. There will be a charge for the use of the daycare. Please call the school if there is a valid reason if you will be running late for your child's pick up and you will not be charged by Helping Hands.**

The west side of the building is closed to all traffic during the school day from 7:30 a.m. to 3:30 p.m. Picking up students or dropping them off **MUST** be done from the east side of the building using the entrance off Brickle Street.

All entrance doors will be locked during the school day. The main entrance on the east side and the south side doors by the district office have a buzzer system that you must use to gain entrance. This is for the safety and protection of your children. Immediately upon entering the school, please sign in at the office. The main entrance is unlocked at 3:00 p.m. daily **for end of the day student pick-ups.**

## **APPROPRIATE CLOTHING FOR SCHOOL**

The purpose of a dress code is for the protection of the health and safety of the students and to remove any disruptions from the daily educational process. Students should always be neat and clean in their dress and appearance. The following is a summary of the school board policy on appropriate clothing.

1. Student dress must be appropriate for the occasion. The main torso of the body (stomach, side, front, shoulders, or back) must be covered. The wearing of mesh shirts, tank tops or tops with spaghetti straps is inappropriate. Waistbands shall be worn at or above the hips. Undergarments shall not be visible. Pants and shorts must be appropriately sized for width and hemmed to a safe length.
2. No student shall be permitted to wear clothing associated with a gang or gang-related activities such as: accessories, headwear, tattoos, and jewelry.
3. No student shall be permitted to wear clothing or accessories that contain pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references or symbols, profanity and/or illegal drugs.
4. Hats, coats and headwear (i.e. scarves and bandannas) are to be removed and placed in the student's coat storage area after entering the building.
5. Any article of clothing or accessories that display profanity, violence, discriminatory messages, or sexually suggestive phrases are not to be worn at school. Any accessories that may cause injury to another student such as, jewelry with spikes, dog collars, wallet chains, chains on belts, etc. may not be worn to school or school functions.
6. Shoes must be worn at all times. Shoes with laces should be laced and tied at all times. Tennis shoes must be worn for Phy. Ed. to ensure the personal safety of all students.

It is recommended that students **not** wear flip flops to school. They have become a safety issue at recess and a health issue in the classroom.

If a student dresses in a manner inappropriate for school, they will be required to change or cover up inappropriate clothing before returning to class. This policy is for all students, male and female, grades 4K-12. Decisions on acceptable clothing will be made by the principal. The cooperation of parents is essential and will be requested when necessary.

## **WEAR WARM CLOTHES**

Outdoor activity is an important aspect of our instructional program. Except during periods of rain or extreme cold, students will be expected to remain on the playground during the noon hour and during recess periods. *Please insure that your child is dressed appropriately for the weather. Warm caps, mittens or gloves and waterproof footwear are a must during winter months.* In addition, please remember to put your child's name on all pieces of clothing. This will allow us to find the owner of lost items.

If it is necessary, for medical reasons, for your child to remain indoors, we ask that you send a note to your child's teacher explaining the circumstances. It is essential that such notes be limited to those situations when it is absolutely necessary.

## **ASSIGNMENT NOTEBOOK REPLACEMENT**

For any student in grades 3, 4 or 5 that has lost their original assignment notebook, a new one can be purchased for a \$2.00 charge in the office.

## **TEXTBOOK/LIBRARY BOOK RESPONSIBILITIES**

Students are responsible for the textbooks assigned to them and all library materials they check out.

If a textbook, workbook or library material is lost, the student will report it to his/her teacher. After all attempts in and out of school are made to locate the missing book, a prorated price based on age and condition will be charged.

A prorated price will also be charged for damages to textbooks or library material in the student's possession.

## **LOST AND FOUND**

Each year we have many, many pieces of clothing that are lost or misplaced by the students. These items will be placed on our "lost and found" table in front of the office. Students and parents are encouraged to look here first when something is lost.

## **INSURANCE**

The school district does not purchase insurance for students. Information relating to optional insurance, which can be purchased by the parents, is sent home with the students at the beginning of the school year.

Movies and videos will be shown in the classrooms according to school board policy.

4K – Gr. 3      G-rated movies  
Gr. 4 - 8      G & PG rated movies

Often videos are shown at recess due to inclement weather. These videos will be shown in accordance with the school board policy also.

### **THE HEALTH CARE COORDINATOR**

Students will be sent to the Health Care Coordinator by their teacher if they become ill or are injured. The Health Care Coordinator will then provide first aid for these cases. If the student needs to be sent home for additional care, the HCC will contact the parents/guardians.

The HCC will distribute prescription medication to students only with the written consent of parents/guardians and written orders from a physician. Aspirin or other non-prescription medicines will only be given with a written consent of parents/guardians. If Tylenol, or other pain reliever, is administered to a student, a note will be sent home detailing the time and dosage of the medicine.

*All medications **must** be sent to school in the original container identifying the student, the medication, and instructions as directed by the physician, and accompanied by a written note signed by the parent/guardian..*

### **WHEN TO KEEP A CHILD HOME**

The child who is not feeling well should not be in school. If necessary, the school does have the right to exclude the pupil from attending class to protect other children from illness. Many of the childhood diseases start with a fever and are most contagious when in this stage. Your child will benefit if kept at home in the very beginning of an illness. The child has the opportunity to rest at home, where recovery is more rapid. Thus, there is less loss of school time and a decrease in the risk of picking up a more serious illness while resistance is down.

Please have your child remain home from school if they have any of the following symptoms: fever (greater than 100 F), lethargy, persistent crying, difficulty breathing, influenza, diarrhea or vomiting. Some illnesses are contagious. Often children return to school too quickly and become ill again. Your child will be sent home immediately if they experience fever (greater than 100 F), difficulty breathing, influenza, diarrhea or vomiting while at school.

If your child is prescribed an antibiotic, he/she should remain home for 24 hours after the first dose is given. If your child has an illness, he/she should remain home for 24 hours after the fever and

other symptoms have stopped.

Please notify the school before 9:00 a.m. if your child is absent.

### **IMMUNIZATION LAW**

The American Academy of Pediatrics and the U. S. Public Health Service requires all students enrolling for the 2018-19 school year to have the following immunizations:

#### **PreK/4K (ages 2-4 yrs)**

4 DTaP/DTP/DT    3 Polio    3 Hep B    1 MMR    1 Varicella

#### **Kdgn. through Grade 5**

4 DTaP/DTP/DT    4 Polio    3 Hep B    2 MMR    2 Varicella

#### **Grades 6 through 12**

1 Tdap  
4 DTaP/DTP/DT    4 Polio    3 Hep B    2 MMR    2 Varicella

### **VISION AND HEARING SCREENING**

A vision check is given yearly to all students by our health care coordinator with the help of student and parent volunteers. Parents will be notified if their children show vision problems.

Individual audiometric hearing tests are given annually to students in grades K, 1, 2, and 3. If a child appears to have a hearing problem, the parents will be notified.

### **Suicide Prevention**

The School District of Auburndale recognizes that youth suicide is preventable and that education is a critical element in the prevention effort. Suicide prevention educational material and units of study are incorporated into the K-12 health and developmental guidance curriculums. The district further accepts that youth suicide prevention and intervention is a community-based school focused effort that necessitates coordination between county agencies, schools, parents, and other community members.



**Screening For Head Lice**

School officials, parents, and community members must understand that head lice do not spread disease, pets do not spread head lice and head lice are not an indication of poor personal hygiene or living in an unclean environment, as anyone can get head lice.

Lice: Tiny grey to brown insects about the size of a sesame seed that live in human hair and feed on human blood to survive. Lice do not fly or jump, but crawl quickly with head to head contact. Without a human host they can only live for about one day.

Nits: Tiny white oval-shaped louse eggs about the size of a knot of thread attached to strands of hair.

Any student suspected of having head lice through demonstration of symptoms or close contact (head to head) with another person who has had an infestation of head lice, shall be checked by the Health Care Coordinator or designee.

**Screening and Follow-Up Procedure**

If a student shows signs of possible head lice, such as scratching excessively, they will be screened for by the Health Care Coordinator or designee to determine if they have head lice.

Students who are found to have head lice will return to class for the remainder of the school day. A parent/guardian will be contacted. Students are expected to receive appropriate treatment and return to school the following day.

Students who have been determined to have head lice will be checked daily for two weeks by the Health Care Coordinator or designee. If an extended break is scheduled during this time period, another check will be made upon return from break.

Students with three or more incidences of head lice in a short period of time will be excluded from school until proper treatment is received. A "no-nit" procedure may be implemented.

Any student or family who has multiple lice infestations will be referred to the Public Health Department for further assistance.

Classrooms with determined cases of lice will be cleaned thoroughly at the end of the school day.

**Prevention And Treatment Measures**

Educate staff and students that lice is mainly spread through direct head to head contact, and though unlikely, can be spread through sharing of personal items such as hats, combs, etc.

Send information home for treating lice and further prevention for families who have had a lice infestation.

Inform parents when there have been multiple cases of lice infestation in a classroom or grade.

The surest way to kill lice and prevent further re-infestation is to treat the infested student with a product that is both a pediculicide (head louse) as well as ovicidal (eggs). However, treatment is only advised for students who have been determined to have head lice in order to prevent resistance to treatment.

Parents may choose to have written verification from a health care provider in lieu of the Health Care Coordinator's head check.

Parents/guardians shall make every effort to notify the school prior to a student's absence. Otherwise, the school should be notified the day of the absence. Upon return, the student will bring with them a signed, specific, written excuse explaining their absence. If this excuse is not received on the day of the student's return, the absence will be considered unexcused.

If the student is gone for more than one day, parents may request homework to be picked up at the end of the school day. This request must be submitted by 9:00 A.M. the day of their absence.

**STUDENT ATTENDANCE:** In accordance with Wisconsin State Statutes, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter or semester in which they become eighteen (18) years of age unless they have received a legal excuse as defined by District policy, have graduated from High School or fall under one of the exceptions outlined in the State Statutes.

State Statutes stipulate that a student is allowed to miss up to 5 days per semester/10 days per year. This includes any illness in which a doctor is not seen, family vacation, emergency or death in the family, or other special circumstance. If absences due to illness exceed 5 days per semester/10 days per year, the school reserves the right to expect a doctor's note before an absence is excused.

Absences beyond the 5 days in a semester/10 days per year that cannot be cleared with an acceptable form of documentation will be considered truant days and may be subject to local ordinances, state laws, and subsequent legal sanctions.

**Truancy** means any absence, regardless of the length of time, from school which the Principal has not been notified of the absence by the parent. Habitual truant means a student who is absent from school without an acceptable excuse for part or all of 5 or more days on which school is held during a school semester. It is the parent's responsibility to ensure that each student is present within the classroom setting. Students must attend at least one-half of the school day in order to participate in after-school events, including athletic contests or practices, held that day. The reason for the absence must be "excused".

- The student must be in school by 11:30 A.M. to be considered present for a half day.
- Students may not attend after school activities if they are not present for the afternoon session of school.

**PRE-EXCUSED ABSENCES:** Parents may request that their student be absent from school for a valid reason (see below). Parents and students will

be required to follow all rules and procedures established by the building Principal and published in the Student/Parent Handbook regarding pre-excused absences.

**EXCUSED ABSENCES:** The student will contact the teacher(s) to make arrangements to make up missed assignments, class work and tests.

The student will be allowed the number of days absent plus one to complete missed assignments, class work and tests without penalty. Exceptions may only be granted by the Principal. The District recognizes the following reasons for valid excused absences.

1. Illness of Student: Written verification by parent required. The district may request a written statement from a physician. The physician's statement shall include the time period, not exceeding thirty days, for which the absence is valid.
2. Dental, Medical & Valid Appointments: Written verification by parent required. District may also request a signed appointment card.
3. Family Emergency: A family emergency is defined as an unusual occurrence that requires a student's attendance with the family. Work at home or private employment does not constitute a family emergency. Authority to grant an excused absence for a family emergency rests solely with the Principal.
4. Unique Situations (family vacation, school visitation, etc): Preapproval from the Principal and written verification by parent required. Course work will be completed prior to absence if required by the teacher. A trip without parental accompaniment will not be considered a valid excused absence.
5. A death/funeral of a family member, close relative or friend: Written verification by parent required.

**UNEXCUSED ABSENCES:** Students who are absent from school with the consent of their parent/guardian, but whose absence does not meet the aforementioned criteria of excused absence, shall be considered unexcused. In such cases, the student will be expected to submit a written statement signed by his/her parent/guardian explaining the reason for the absence. On the basis of this statement, the Principal will determine whether credit for the makeup work will be granted. Absences determined to be unexcused may result in loss of credit for missed assignments, class work or tests during the period covered under this absence.

**TRUANCY PROCEDURES:** A student who has been absent for five or more days in a semester shall be judged a habitual truant and may be referred to the Juvenile Court Intake Worker. The student may be taken to truancy court and penalties may be imposed..

## **ELECTRONIC DEVICES**

Electronic devices are allowed prior to the start of school, but not during the school day, or on the playground. Students may use electronic devices in classrooms only with teacher permission.

**SCHOOL DISTRICT STAFF ARE NOT RESPONSIBLE FOR ANY DEVICES THAT ARE STOLEN OR BROKEN.**

### **TELEPHONE USE**

Telephone use by students will be limited to emergency use only. Each caller must have the permission of his/her classroom teacher. The students will use the telephone in the office.

### **FIELD TRIPS**

Field trips are an important part of education. The school will notify you when such trips are planned and ask for your signed permission for your child to make the trip. There may be a small fee to cover the cost of the field trip. If this is an issue, please contact the guidance counselor.

We discourage siblings under 18 years of age from chaperoning on field trips.



### **INTERNET & E-MAIL USE**

E-mail and the Internet are powerful educational resources and tools provided by the district for student use. Use of these resources is a privilege and not a right. All students entering the district must sign an Internet Acceptable Use Agreement before access to e-mail and the Internet is allowed.

The use of school computers must be consistent with the educational objectives of the district. Accessing or transmitting inappropriate materials, as well as bullying, harassment, hate mail or other offensive messages are prohibited. Any user committing acts of this kind will face disciplinary action by the school and/or legal action. Consequences may include loss of computer privileges.

## **GRADE AND CLASS PLACEMENT**

Students will be assigned to grades, classes and small groups according to their individual needs. Every effort will be made to ensure that students are appropriately placed.

Programs are available for children who have needs beyond what the regular classroom provides. These programs include services to children with special educational needs resulting from a cognitive, physical, emotional, speech and language, or learning disability handicap.

In addition to special education programs and services, Auburndale Elementary provides Title I services for Language Arts and reading remediation.

Anytime you as a parent feel that your child needs special help in any way, you can make such a request to either your child's teacher or the principal.

### **STUDENT CLASSROOM ASSIGNMENTS**

The School District of Auburndale views the assignment of students to classes as a major and important factor in the success of all the students. The makeup and balance of students in a classroom affects the educational productiveness of the students assigned to that particular classroom. Class assignments shall be fair and in the best interests of the overall effective functioning of the school community.

The building principal will be responsible for the supervision and proper placement of the students in his/her school building. The following placement criteria will be considered in the placement of students to classes.

- \* Special needs of students
- \* Social, behavioral, and academic needs of each individual student
- \* Reasonable gender and intelligence balance
- \* Separation of specific students to avoid a potential conflict
- \* Academic compatibility
- \* Adaptability of student to instructor's teaching style

A parent may request not to have their son or daughter in a specific classroom. This request should be in writing and signed. Such requests must be made prior to April 1<sup>st</sup> of the preceding school year. These requests will be honored when they are practical and possible.

A parent request against a specific teacher will be responded to by the school in the form of a face-to-face communication, phone call, e-mail, or written communication. This response from the school shall be delivered prior to the end of the school year. If a denial is a result of the determination that the request cannot be honored because it is not practical or possible, the student classroom assignment will continue as planned unless some other factor or circumstance changes the balance of the situation.

### **PROMOTION/RETENTION**

Students will be promoted to the next grade upon satisfactory completion of skills and subjects of the previous level. In some cases promotion may be made under specified conditions.

If satisfactory completion of skills and subject matter, after all attempts to overcome deficits, is not made, the teacher will notify the child's parent of the possibility of grade retention. At this time the teacher will review the child's retention report with the child's parents. Final decisions concerning grade retention will be based on current School Board Policy

### **GRADING POLICY**

If letter grades are used, the following grading scale will be used:

A – 100-93% ..... Is making excellent progress, displays very high levels of interest, originality, and initiative; does work of excellent quality.

B – 92-85% ..... Is making very good progress; displays above average effort, does very good work promptly and neatly, has very good study habits.

C – 84-75% ..... Is making good progress; makes a response on definitely assigned work, is developing satisfactory study habits.

D – 74-65% ..... Needs to improve, can do better work with more effort; should improve study habits and daily work; should prepare required work with more thoroughness.

E – Minimum Passing ..... Indicates that although a student has not met minimum achievement requirements, credit is being granted for this course because the student has tried with reasonable effort and lacks the ability to improve by repeating the course.

F – 64% & below ..... Is making unsatisfactory progress; displays little effort to achieve; lacks interest; work is too poor to justify passing in this subject.

### **REPORT CARDS**

Report cards will be issued at the end of each nine-week grading period. These documents are reports of a student's progress and effort in several academic and non-academic areas. It is important to remember that we use a *returnable* report card envelope. The envelope must be returned to the school, except for the final quarter.

Midterm reports for grades 4 & 5 will be sent home with your child midway through the quarter.



## **SCHOOL-WIDE DISCIPLINE POLICY**

### **I. PHILOSOPHY**

The Board of Education believes that the primary obligation for developing self-discipline, responsibility, and respect for other people rests with the home and parents. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning; therefore, it strives to work cooperatively with parents in the pupil's development. Teachers want all students to learn, but disruptive students can thwart their efforts. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and the other students in the school.

### **II. PURPOSE**

To insure an atmosphere, which is conducive to learning, it is necessary to carefully balance a student's individual rights with his or her responsibilities for good citizenship. It is in an effort to preserve this proper balance that the school board has approved this code. The intended effect is to create an educational climate conducive to learning, to responsible and considerate behavior, and one in which the safety of students and all persons is assured.

### **III. POLICIES AND PROCEDURES**

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the student spends the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency.

Second, disciplinary problems occur which are beyond the scope of the classroom teacher's areas of responsibility (i.e., between classes, lunch time, before and after school, school bus) or are of a serious enough nature to require referral to the principal. Through administration of the school-wide discipline program, the principal sets the tone for acceptable behavior throughout the school. The principal also must operate from a carefully developed set of rules and consequences that insure fair treatment, consistency, and due process.

1. Students should be respectful of themselves and others.
2. When in school, use quiet voices.
3. Walk in school.
4. Respect school property.
5. Teacher's permission is needed to bring toys, games, and electronic equipment to school.
6. Children will play safely on the playground.  
For example, No snow balls, face-washing, "king of the hill", or tackle football.
7. Gum, candy, and pop are allowed for special treats only, with teacher permission.
8. **NO DOGS ARE ALLOWED ON SCHOOL GROUNDS**  
Dogs for those who are working for handicap adults & students are exempt. If a student chooses to bring a dog in for show and tell, it is allowed under the following conditions:
  - A. The sharing of the pet takes place OUTSIDE of the school.
  - B. The dog **MUST** remain on a leash at all times and be close to the owner.
  - C. The teacher must check allergy reports of all students.
  - D. Students may pet the dog **IF** the owner allows, and the dog is in a calm manor.
  - E. Principal must be notified of date/time.

This part of the policy is designed to describe the approach to classroom and school-wide discipline adopted by the Board of Education of the School District of Auburndale.

#### **A. Individual Classroom Discipline**

A positive learning atmosphere is the responsibility of both the teacher and students. Teachers will maintain fair, consistent, and effective discipline in their classrooms. Each teacher will establish rules and expectations for within his/her classroom. Your child will be bringing home his/her teacher's classroom management plan during the first week of school, or it will be posted online.

Teachers will both reward positive behavior and discourage inappropriate behavior. Listed below are some of the options commonly used:

#### **To Encourage Appropriate Behavior:**

- praise and recognition
- extra privileges
- reward tokens like stars, happy face sticker
- positive notes/ phone calls to parents/ guardians
- positive visits to principal

**School Wide Rules (Continued)**

**To Discourage Inappropriate Behavior:**

- time out
- loss of recess / privileges
- parent contact
- in school counseling
- conference with parents
- referral to the principal
- temporary withdrawal from classroom

**B. School Wide Discipline Matters (Playground, hallways, lunchroom,...)**

The following are broad guidelines, which will be followed in most situations; however, the principal may alter the consequence depending on the situations.

**1. Fighting:**

- First occurrence ..... Loss of recess, apology, phone call to guardian.
- Second ..... Kindergarten and Primary Students (K-3)  
Loss of recess, apology, phone call and letter to guardian.
- Intermediate Students (Grades 4-6)  
Loss of recess, apology, phone call and letter to guardian, guardian conference
- Third occurrence... Kindergarten and Primary Students (K-3)  
Loss of recess, apology, phone call and letter to guardian, guardian conference with counseling staff.
- Intermediate Students (Grades 4-6)  
Suspension from school, apology, phone call and letter to guardian, guardian conference with counseling staff.

**2. Disrespect to Teachers/Staff/Property**

- First occurrence....Loss of recess, apology, phone call to guardian.
- Second .....Loss of recess, apology, phone call & letter to guardian.
- Third.....Loss of recess, apology, phone call & letter to guardian, guardian conference with counseling staff.

**3. Using foul language**

- First occurrence....Loss of recess, apology, phone call to guardian.
- Second .....Loss of recess, apology, phone call & letter to guardian.
- Third.....Loss of recess, apology, phone call & letter to guardian, guardian conference with counseling staff.

**4. Use of tobacco, drugs, or alcohol at school** Student detained in office until parent conference. Wood County authorities notified. Counseling is recommended to parents.

*Please note that imitation tobacco substitutes, such as herbal chew, will be confiscated because the spitting associated with their use is both a health and safety hazard.*

**5. Weapons are not allowed in school.** A student found in possession of a weapon, and/or implements the use of a weapon will be immediately suspended from school. Weapons shall be defined as firearms, knives, BB guns, toy imitations, replicas, and/or any apparatus used or designed to inflict bodily harm. This also includes live ammunition. A student who verbalizes the potential use of a weapon will result in suspension grades 3-5. Grades 4K-2 will result in parent phone call / letter/ warning. If reoccurrence in grades 4K-2, it will result in suspension.

**6. Harassment/bullying** Any harassment or bullying will not be tolerated and will be dealt with immediately. Name calling and excessive teasing are considered harassment or bullying.

First occurrence...Loss of recess, apology, phone call to guardian.  
Second ..... Loss of recess, apology, phone call & letter to guardian.

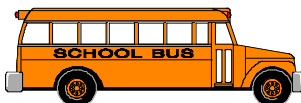
Third ..... Loss of recess, apology, phone call & letter to guardian, guardian conference with counseling staff.

**Suspension**

In cases where there is a severe, continuous disruption in school or when a student represents a potential threat to the safety of other students, the principal may suspend that student for up to three days. Parents will be immediately notified and may appeal this suspension to the school superintendent. A personal conference with the parents or legal guardian and the principal will be necessary for the student to return to school. Any specific threats made toward another student may result in immediate **suspension**.

**MANDATORY REPORTING OF THREATS**

Under new state law, when an individual indicates the threat of violence (health and safety) towards the school or an individual, the mandatory reporter **MUST** contact local law enforcement regarding the incident. Local law enforcement may come and talk to that individual regarding the incident. Consequences will occur after law enforcement is contacted.



## RULES WHILE RIDING ON THE BUS

1. Listen and obey the drivers' instructions at all times.
2. Stay in your seat at all times.
3. Keep your head, hands, feet and objects inside the bus and to yourself.
4. No loud talking, profanity, eating or drinking

### Dept. of Transportation / Trans 300.17 Passengers

School bus passengers shall comply with any lawful order given by the driver in carrying out the driver's responsibility of transporting passengers safely.

History: Cr. Register, February, 1983, No. 326, eff. 3-1-83

## SCHOOL BUS DISCIPLINE

Just like in school, a safe, positive atmosphere is important on the bus. To achieve this, students must behave appropriately, respectfully, and responsibly at all times.

Should unacceptable conduct occur, students will be referred to the principal. Parents will be notified and discipline procedures implemented. Discipline procedures include, but are not limited to:

First Offense: Verbal warning & a phone call to parent or guardian

Second Offense: Detention or restitution if applicable, phone call and letter to parent or guardian.

Third Offense: Temporary loss of bus ridership privileges, phone call and letter to parent or guardian.

Fourth and Recurring Offense: Extended loss of bus ridership privileges, phone call and letter to parent or guardian.

\*School administration reserves the right to modify any of the aforementioned consequences after consideration of the violation. In those cases where state or local statutes are broken, the Sheriff's Department may be contacted. Repeat offenders will be subject to increasingly severe consequences that may culminate in the loss of bus ridership privileges for the remainder of the school year.

## SCHOOL BUS RIDERSHIP RULES

Parent support of these rules is necessary to ensure safe transportation of all pupils in the school district. Please read all of the listed rules completely as they are updated yearly.

A school bus is considered an extension of the school building/site.

Therefore, anyone riding on a school bus is under school jurisdiction the entire time they are on the bus. Pushing or crowding before entering the bus can result in injury. Be considerate.

Parents/guardians are asked to call the bus garage before 6:30 a.m. if their child is not riding for the day. The telephone number for the bus garage is 652-2412.

Students are to be ready and waiting at their designated bus stop 1-3 minutes before the bus arrives. The buses use Auburndale District Office time as a standard.

Students in grades 4K through 3<sup>rd</sup> will be picked up where their driveway meets the state, county or township road. Students in grades 4-12 will be required to walk a maximum of .25 (one quarter) mile, if necessary, to accommodate the efficient routing of buses. (Policy 751)

4K and Kindergarten students will not be allowed off the bus unless the parent/guardian or a responsible person is viewed as present by the driver. See Policy 751 (Bus Routing and Scheduling).

Students will ride only on their assigned buses and be left off at their assigned stop. Students will not be allowed to ride any other bus except for extenuating circumstances as determined by the Principal or his/her designee. Stay-overs, ball games, etc. will not be considered extenuating circumstances. A waiver form to get off at a different stop on your assigned route can be obtained from the elementary and high school office. This must be done at least one day before the new departure occurs.

Students will sit in their assigned seats. Students are expected to conduct themselves in a manner that will not distract a driver from driving the bus. The bus driver is responsible for maintaining order on his/her bus. The district's "No Bullying Policy" will be enforced on all buses.

Food and beverages are not allowed on daily bus routes. They may be allowed on extra-curricular trips if deemed necessary by the trip coordinator and only if the bus is kept clean.



Be quiet at all railroad crossings. Cooperate with your bus driver and keep noise levels at a minimum at all times.

The person or persons responsible for damage to the personal property of others will be held accountable to make restitution to the grieved parties.

Bus drivers will report discipline problems in writing to the Principal.

Cross Reference: Policy 751 (Bus Routing & Scheduling) and Policy 443.71 (Bullying)



### **SCHOOL CANCELLATION**

If, for reasons of severe weather or other emergency, it becomes necessary to cancel school, the following radio stations will be notified at the earliest possible time:

**WSPT -----1010 AM/97.9FM -----Stevens Point**  
**WFHR/WGLX -----1320AM/103.3FM -----Wisconsin Rapids**  
**WAXX -----104.5FM -----Eau Claire**  
**WDLB/WLJY -----1450AM/96.7FM -----Marshfield**

If it is necessary to cancel school during the course of the day, the above stations will be notified immediately. Have a plan for your child on days when school is cancelled early.

In addition to the above radio stations, parents/guardians will be directly notified via phone with the district's Infinite Campus Instant Parent Contact program.

## **Student Harassment**

The School District of Auburndale seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

“Student harassment” means behavior toward students based, in whole or in part, on sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap which substantially interferes with a student’s school performance or creates an intimidating, hostile or offensive school environment.

It is the responsibility of students, staff and others to help enforce this policy so that these prohibited activities do not occur in our school environment. The principals are responsible for disciplining the offenders. The Board believes that when it comes to student discipline, each individual situation needs to be addressed according to the severity of the incident, along with the intellectual and emotional stage of each student as well as all of the relevant facts and circumstances.

Any student who believes that he/she has been the subject of harassment, or any parents/guardians who believe their child has been subjected to harassment, shall report the matter in accordance with established procedures. There shall be no retaliation against students who file reports under this policy. All reports shall be investigated in a timely manner.

In order to ensure dissemination of this policy, this policy will be included in all future student handbooks. Discussion of harassment shall be included at an age appropriate level through the District’s developmental guidance program. Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.

Legal Reference: Section 118.13, Wisconsin Statutes  
PI 9, Wisconsin Administrative Code  
Title VI of the Civil Rights Act of 1964  
Title IX of the Education Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990

## SCHOOL DISTRICT OF AUBURNDALE

It is important for these procedures to respect and advance the rights of all parties, including personal privacy interest and the protection of the reputation of all concerned and involved parties. In order to ensure fair procedures to protect these interests, all parties are encouraged to keep these matters confidential. All investigating individuals are charged with the responsibility to hold these matters in the strictest confidence, to the extent authorized by law, in order to guard against the unnecessary or inadvertent disclosure of information relating to any pending charges or investigations.

Students who believe they are the victims of harassment, or parents/guardians who believe their child is a victim of harassment, should immediately report their concerns to the principal, a guidance counselor, or a teacher. If an adult other than the principal receives the complaint, the adult shall forward the complaint to the principal/designee for review and action as necessary. If the principal is the subject of the complaint, the complaint should be forwarded to another designated administrator. The principal or other administrator will compose a written record of any verbal complaints.

Formal complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving officer or designee. While time periods are established below for the completion of various actions, the principal shall provide prompt written notice to concerned parties of the expected time period for completion of the required action when exceptional circumstances do not allow completion within the expected time period.

The following procedures will be used:

1. If informal discussions do not result in the initiation of formal disciplinary procedures, the offending parties may be asked to explain their conduct or behavior to the reviewing officer at the request of the complainant.
2. Complaints may be made either verbally or in writing to the principal/designee. The complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location and circumstance of each alleged incident.

3. The principal/designee shall make an initial determination of the complaint which shall include investigating the complaint, notifying the person who has been accused of harassment; permitting a response to the allegation; arranging a meeting; and responding to the complaint. Since the District takes these complaints seriously, they will be subject to immediate review and investigation. The District Administrator will be called immediately when a complaint has been filed. Every effort will be made to complete this initial review within fifteen (15) calendar days. The principal/designee shall give a written report to the complainant after the completion of the initial review.
4. If any party is not satisfied with the report of the principal/designee, a written appeal may be submitted to the District Administrator/designee indicating the nature of the disagreement. The appeal must be filed within twenty (20) calendar days after receipt of the principal's/designee's decision. The District Administrator/designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal.  
  
The District Administrator/designee shall provide written response outlining the findings and disposition of the appeal within ten (10) calendar days of the date the appeal is filed or ten (10) calendar days after the meeting, whichever is later.
5. If either party is not satisfied with the decision on the appeal, the party may file a request for formal review by the Board of Education. The appeal must be filed within ten (10) calendar days of the receipt of the prior decision. The Board shall conduct a hearing within thirty (30) calendar days of the request for formal review of the prior decision.
6. If either party is not satisfied with the decision of the Board, the party may pursue further review by filing a request with the State Superintendent of Public Instruction within thirty (30) days of the Board's decision in accordance with state law and regulations.

Nothing in these procedures shall preclude persons from pursuing other avenues afforded by law to deal with a student harassment complaint in addition to or in lieu of these procedures.



General Statement of Policy Prohibiting Student Harassment:

The School District of Auburndale values and respects the human diversity of members of the school community. In order to maintain a school environment which encourages optimum human growth and development for students, students and others acting in the District’s behalf, it is the policy of the Board to maintain and ensure a learning and working environment free of any form of student harassment or intimidation.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Date of alleged incident(s): \_\_\_\_\_

Describe the incident(s) as clearly as possible: \_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has personally harassed me. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Complainant Signature)

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

The intent of this anti-bullying policy is to ensure that pupils learn in a supportive, caring, and safe environment without fear of being bullied at school or school related activities. Bullying is anti-social behavior and effects everyone; it is unacceptable and will not be tolerated. Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased, contracted or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Bullying is defined as deliberately hurtful behavior, where it is difficult for those being bullied to defend them self. Bullying may be done by anyone. The three main types of bullying are:

\* Physical (Physical bullying involves harmful actions against a person’s body. Some examples are hitting, pinching, kicking, tripping, spitting, touching inappropriately. It also involves interfering with another person’s property and stealing.)

\* Verbal (Verbal bullying is speaking to a person or about a person in a way that is unkind and hurtful to that person e.g. teasing, name calling, insulting, threatening, spreading rumors, and making racist remarks.)

\* Non-verbal (Non-verbal bullying refers to the types of behaviors that upset, exclude or embarrass another person e.g. leaving a person out of a game or activity on purpose, making rude gestures such as poking out tongue, writing hate notes about a person that will be upsetting to that person, using technology in a hurtful manner, cyber bullying, etc.)

Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity. Any communication of this form which disrupts or prevents a safe and positive educational environment may be considered cyber bullying. Cyber bullying is unacceptable and a violation of the district’s technology acceptable use policy and procedures.

Students who are being bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences, or clinging to adults. There may be evidence of changes in work patterns, lack of concentration, or truancy from school. Students must be encouraged to report bullying in schools. There shall be no retaliation against the complainant. Any person who engages in retaliatory conduct against a complainant shall be disciplined.

Teaching and support staff must be alert to and aware of the signs of bullying and act promptly and firmly against it in accordance with this policy. If bullying is suspected or reported, staff will deal with the incident immediately.

**REPORTING**

Victims of bullying, observers of bullying, and parents or guardians of students who have been bullied are encouraged to report incidents of bullying to the building principal, a school guidance counselor or other school employee. All reports of bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Retaliation against individuals for filing reports under this policy or assisting in the investigation of such reports is prohibited.

SCHOOLS - The following steps will be taken as appropriate when dealing with incidents:

- \* A clear account of the incident will be recorded and given to the principal.
- \* The principal will interview all concerned and will record the incident.
- \* Parents will be kept informed.
- \* Punitive measures will be used as appropriate and in consultation with all parties concerned.

STUDENTS – Students who have been bullied will be supported by:

- \* Being offered an immediate opportunity to discuss the experience with a guidance counselor/school social worker or other staff of their choice.
- \* Offering ongoing support with the goal of restoring self-esteem and confidence.

Students who have bullied will be helped by:

- \* Being offered an immediate opportunity to discuss the experience with a guidance counselor/school social worker or other staff of their choice.
- \* Discovering why the student became involved.
- \* Identifying the bullying behavior and the need to change.
- \* Developing a plan to make amends for the incident.
- \* Informing parents or guardians to help change the attitude/behavior of the student.

The following disciplinary steps may be taken as appropriate:

- \* Official warnings to cease the offending behavior.
- \* Detention.
- \* Exclusion from certain areas of school premises.
- \* Short-term in-school suspension.
- \* Out-of-school suspension.
- \* Expulsion.

STAFF – All adults involved with the school, including bus drivers, administrators, custodians, teachers, coaches, office personnel, paraprofessionals, and food service staff need to help in the prevention of bullying. Any adult witnessing any form of bullying must fill out an incident report and give it to the building principal.

If a District employee has been found to have bullied or retaliated against a student in violation of this policy, he/she shall be subject to disciplinary action up to, and including discharge.

DISCLOSURE AND PUBLIC REPORTING – The policy will be annually distributed to all students enrolled in the school district, their parents and/or guardians and employees. It will be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

The school board recognizes that volunteers can make useful contributions in the schools of the district. The Board endorses and supports the concept of a volunteer program, subject to the rules and limitations imposed. School district volunteers shall be expected to abide by all applicable laws, district policies and administrative procedures when performing their assigned responsibilities.

Each volunteer will be asked to sign the volunteer agreement and this record will remain on file for the duration that the volunteer serves the district. The district shall conduct background checks on all volunteers. Criminal conviction(s), forfeitures or pending charge(s) will make the volunteer ineligible for district volunteer service. Volunteers are subject to annual and/or ongoing background checks.

Volunteering is a privilege not a right. The Building Principal will determine whether an interested community member will serve as a volunteer. Volunteer assignments may be discontinued at the Principal, Superintendent or Board's discretion. The Building Principal will assign general responsibilities and tasks to be performed by volunteers in the respective schools. Specific job-related responsibilities will be defined and explained by the classroom teacher, adviser or head coach.

Volunteers shall be under the direction of the Principal and/or his/her designee and should perform only those tasks as assigned. When volunteers work directly with children, their activities will be under the supervision of the classroom teacher and/or designated employee. Volunteers who use computers will comply with Policy 522.7 (Staff Use of Internet/Electronic Media) and sign a staff member user agreement.

Volunteers will be restricted from access to information in student and employee files. The access to records by a volunteer shall be limited to legitimate educational interests particular to the duty performed and under the supervision of a District employee acting as the volunteer's supervisor; this includes health issues, academic performance and behavior, school problems, and student or staff records in any form. Anyone who violates this rule, shall be immediately dismissed and no longer allowed to serve as a volunteer.

Volunteers will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer. The volunteer shall refrain from discussing school practices, individual students or staff, or stating personnel opinions regarding students, adults and situations observed while volunteering unless there is a legitimate need or safety concern. Volunteers will discuss their concerns with administration.

Volunteers working on a regular basis may assist certified and noncertified staff under the supervision of the Principal by offering supportive and supplemental service under professional supervision and direction such as:

1. Tutoring students under the supervision of the classroom teacher
2. Relieving teachers of non-teaching, clerical tasks
3. Enabling the teachers to increase individual attention in the classroom
4. Providing enrichment experiences for students to supplement the regular educational program
5. Providing services to libraries, lunch rooms, playgrounds, athletic events, music programs, school plays, field trips, 4K programs and similar activities assisting coaches/advisers with activities

Volunteers approved by the District will be covered under the District's liability insurance policy while performing the duties as assigned for the position. Volunteers shall not provide transportation to students in their personal vehicles for any school-sponsored activities without the approval of the Principal. The District does not

provide liability insurance for volunteers who transport students in their own vehicles.

Individuals who volunteer to perform services for the school district are not “employees” for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).

At periodic intervals, the Principal and teachers will meet to evaluate the effectiveness of the Volunteer Program.

**PARENT RIGHTS IN RELATION TO DISTRICT PROGRAMS/ACTIVITIES AND STUDENT PRIVACY**

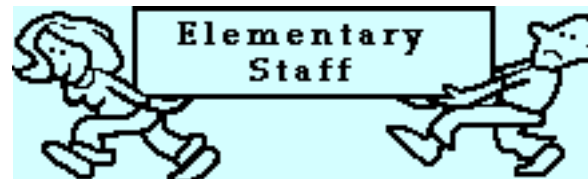
Parents may request a change in, or exemption to their child’s participation in certain District educational programs or activities in accordance with state and federal laws. These laws also grant parents and guardians the right to inspect certain materials that are part of the District’s curriculum or other activities.

Parents or guardians may request that their child not participate in any activities involving the collection, disclosure, or use of personal information for purposes of marketing or selling information.

Parents may request that their child not participate in any survey administered or distributed to students that reveals information concerning any religious, political, sexual beliefs or attitudes; mental or psychological problems; critical appraisals of people who have close family relationships; any privileged relationships (lawyers, physicians, ministers); or income, unless required by law for eligibility purposes.

Parents may opt out of any non-emergency, physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance (vision, hearing, scoliosis), (c) not necessary to protect the immediate health and safety of the student, or of other students; except that this paragraph shall not be interpreted to apply to any examination or screening that is required or expressly authorized by state law.

Parents shall make any of the above requests regarding inspection of materials or student participation in certain activities in writing to the applicable building principal or his/her designee. Other parent requests dealing with student participation in other curricular, instructional, or programmatic activities that are not expressly identified in this policy may be made in the same manner. All requests will be judged individually and shall be based upon any applicable state or federal requirements or guidelines. The principal or his/her designee shall respond to such requests in a timely manner.



**Phone Number: 715-652-2812**

Andrew Scharenbroch.....	Principal	Ext. 1522
Josh Nagel .....	Guidance	Ext. 1502
Sue Richardson .....	Secretary	Ext. 1520
Jenna Johnsrud.....	4K, Early Childhood	Ext. 1525
Mary Jo Krings.....	4K, Early Childhood	Ext. 1512
Corey Bugar.....	Kindergarten	Ext. 1101
Kelly Klawitter.....	Kindergarten	Ext. 1100
Kirsten Sebold.....	Kindergarten	Ext. 1103
Tammy Stichert.....	Kindergarten	Ext. 1102
Loralei Berry.....	Grade 1	Ext. 1206
Michelle Lang .....	Grade 1	Ext. 1207
Jeff Patyk .....	Grade 1	Ext. 1204
Summer Walter.....	Grade 1	Ext. 1205
Peggy Empey .....	Grade 2	Ext. 1301
Debbie Heidmann.....	Grade 2	Ext. 1203
Maria Miller.....	Grade 2	Ext. 1302
Jan Stashek.....	Grade 2	Ext. 1201
Sue Fowler .....	Grade 3	Ext. 1305
Chris Hansen.....	Grade 3	Ext. 1304
Amber Konkol.....	Grade 3	Ext. 1306
Steve Voss .....	Grade 3	Ext. 1303
Lisa Berg .....	Grade 4	Ext. 1403
Kate Seibel .....	Grade 4	Ext. 1401
Chad Weinfurter.....	Grade 4	Ext. 1402
Belva Bowden .....	Grade 5	Ext. 1406
Mark Brost .....	Grade 5	Ext. 1405
Jim Peterson.....	Grade 5	Ext. 1404
Celia Sturzl .....	Music	Ext. 1514
Jenni Nueske .....	Band/Music	Ext. 1513
Heath Novitzke .....	PhyEd	Ext. 1536
Marty Yohn.....	Art	Ext. 1507
Mary Beth Aumann.....	Special Education	Ext. 1307

**Continued on next page**

## Elementary Staff, Continued

Amanda Spatz .....	Special Education	Ext. 1307
Maddie Lehnert .....	Speech	Ext. 1508
Becky Spencer .....	Reading Teacher	Ext. 1506
Brittany Zieher .....	Reading Teacher	Ext. 1504
.....	Keyboarding	Ext. 1308
Bill Gerbode .....	Psychologist	Ext. 1542
Monica Jewell .....	District Nurse	Ext. 1521
Kris Peplinski .....	Health Care Coord.	Ext. 1521
Diane Fehrenbach .....	Library Aide	Ext. 1517
Tanya Hilgart .....	Aide & Daycare	Ext. 1510
Megan Dieck .....	ELL Aide	Ext. 1511
Ashley Turner .....	Daycare	Ext. 1510
Tenille Tomfohrde .....	Aide	Ext. 1307
Katie Baltus .....	Aide	Ext. 1512
Casey Haas .....	Aide	Ext. 1519
Laura Kieffer .....	Aide	Ext. 1307
Anne Teska .....	Aide	Ext. 1307
Sandy Marth .....	Aide	Ext. 1525
Allison Scheibe .....	Aide	Ext. 1512
Gale Batterton .....	Custodian	Ext. 1531
John Oertel .....	Custodian	Ext. 1532
Dan Snortheim .....	Custodian	Ext. 1532
Kelly Albright .....	Cook	Ext. 1529
Sue Bredl .....	Cook	Ext. 1529
Suzanne Leibl .....	Cook	Ext. 1529
Nancy Prust .....	Cook	Ext. 1529
Wendy Cartledge .....	Special Ed. Director	Ext. 1542
Study Club Room .....		Ext. 1509
Daycare Room (Helping Hands) .....		Ext. 1510
Little Sprouts Learning Garden (Office) .....		Ext. 1503
Little Sprouts Learning Garden - Children's Room .....		Ext. 1505

Andrew Scharenbroch .....	<a href="mailto:ascharenbroch@abschools.com">ascharenbroch@abschools.com</a>
Josh Nagel .....	<a href="mailto:jnagel@abschools.com">jnagel@abschools.com</a>
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Peggy Empey .....	<a href="mailto:pempey@abschools.com">pempey@abschools.com</a>
Debra Heidmann .....	<a href="mailto:dheidmann@abschools.com">dheidmann@abschools.com</a>
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Christine Hansen .....	<a href="mailto:chansen@abschools.com">chansen@abschools.com</a>
Amber Konkol .....	<a href="mailto:akonkol@abschools.com">akonkol@abschools.com</a>
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Bill Gerbode .....	<a href="mailto:wgerbode@abschools.com">wgerbode@abschools.com</a>

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 Tanya Hilgart ..... [thilgart@abschools.com](mailto:thilgart@abschools.com)  
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 Nancy Prust.. ..... nprust@abschools.com  
 Sue Bredl..... sbredl@abschools.com  
 Wendy Cartledge..... wcartledge@abschools.com

In case of a serious illness or medical emergency, every effort will be made to contact the parents immediately for instructions. Forms indicating which doctor to be notified and procedures to be followed in case parents cannot be reached should be filed in the office.

Students will not be sent or taken home unless parents or a guardian are at home.

**Fire Drills:**

All students will proceed, under the direction of their teacher, to the closest exit. Once outside and away from the building, students will line up single file. Roll call will then be taken by the assigned teacher.

**Lock-down Procedures:**

Auburndale Elementary has a carefully planned lock-down procedure that is practiced at least 2 times during the school year in case of such emergencies as an intruder. The procedure is carefully explained to students so as not to scare them.

**Severe Weather/Tornado Drills:**

An announcement will be made over the intercom stating that, "We are under a severe weather /tornado warning." All students will proceed quickly, under the direction of their teacher, to the area designated for their homeroom. The homeroom teacher will take roll call at the assigned area. Students will remain in the designated area until an all clear is announced.

**The safety of our students is our greatest concern.**

**AUBURNDALE ELEMENTARY SCHOOL**  
**10564 School Ave**  
**PO Box 139**  
**Auburndale WI 54412**

**Phone 715-652-2812**  
**Fax 715-652-2836**

**District Web Site** <https://www.abschools.com>  
**InfiniteCampus Parent Site:**  
<https://wicloud1.infinitecampus.org/campus/portal/auburndale.jsp>  
**Infinite Campus Student Site:**  
<https://wicloud1.infinitecampus.org/campus/auburndale.jsp>

**EMERGENCY PROCEDURES**

**Medical Emergency or Illness:**

**NON-DISCRIMINATION AFFIRMATIVE ACTION**

The School District of Auburndale is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, ancestry, creed, pregnancy, parental or marital status, sexual orientation or physical, learning, emotional or mental disability. This policy will prevail in all matters concerning staff, students, the public, educational programs, and services, and individuals with whom the Board does business.

The school district shall establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

- a) Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex, or age;
- b) Respect for cultural differences;
- c) Respect for economic, political, and social rights of others; and
- d) Respect for the right of others to seek and maintain their own identities.

The school district shall continue to re-examine thoroughly all parts of the curriculum to make sure that it emphasizes positive human relationships. The instructional materials used in the schools must accurately portray the history, contributions, and culture of the various ethnic groups in our society.

In keeping with the requirements of federal and state law, the School District of Auburndale shall strive to remove any vestige of discrimination in employment, assignment, compensation, and promotion of personnel; in educational opportunities and services offered students, in their assignment to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

Any complaint shall be reported in writing to the District Administrator if the complaint cannot be resolved through informal discussions with building level staff. All written complaints will have a response within fifteen (15) school days. A Board hearing may be requested in writing if the administrative response is unsatisfactory. See Complaint Procedures for policy.

### **Vision**

To establish a caring partnership of home, school, and community to insure personal and academic excellence so every child can reach his or her full potential.

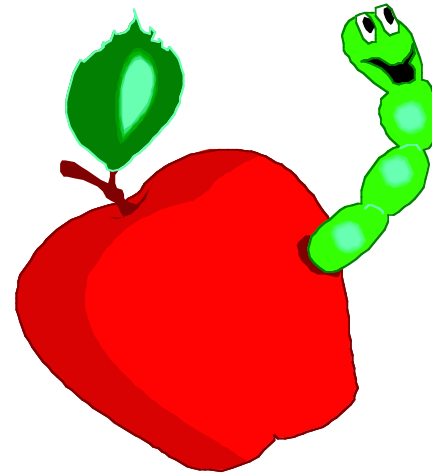
### **Mission**

To produce life long learners with the capacity to succeed in the global community and enable students to contribute as productive citizens in a changing society.

### **Goals**

To maximize each students learning by:

- Partnering with parents, community and businesses;
- Implementing high quality, focused curriculum addressing essential learning;
- Ensuring best practices in instruction & assessment;
- Using data to drive instructional decision-making;
- Recognizing and meeting the unique needs of individuals;
- Inspiring lifelong learning for all students and staff; and
- Promoting character traits of honesty, respect, responsibility, kindness, and fairness.



## **Auburndale Elementary School**

### **Mission/Vision/Values**

#### **Mission:**

We at Auburndale Elementary School believe that all students have the ability to achieve at high levels. We will ensure that all students will learn to their highest capacity. The faculty and staff at Auburndale Elementary School make all accommodations necessary to ensure that all children are equipped with the skills to make positive contributions to society.

#### **Vision:**

Curriculum, instruction and assessment are rigorous, academically challenging, and conscientious of the different learning needs of all students.

All students will be given the necessary time and resources needed to learn important academic content.

Academic teams collaborate to meet the educational needs of all students through innovative and research based teaching techniques.

#### **Values:**

Collaboration is used to create conditions that provide equity and promote student success.

A supportive school atmosphere is provided so everyone feels emotionally, physically, and intellectually safe.

The individual and collective efforts and achievements of Auburndale Elementary School students and staff are recognized and celebrated.

Life-long learning will be modeled through our ongoing professional development.