

North Crawford



TROJANS

Elementary Family/Student Handbook 2023-2024

TABLE OF CONTENTS

Automatic External Defibrillator (AED)-2
Arrival - 2
Attendance Policy-2
Behavior Expectations-4
Bullying Policy- 5
Bus Policy- 8
Class List Development Process- 8
Custodial/Non-Custodial Parent Rights- 9
Delayed Start, Early Dismissal & School Closing- 10
Directory Information- 11
Discrimination Complaint Procedures-12
Dress Code-13
Early Admission-14
Education of Homeless Children and Youths - 14
Electronic Devices-15
Equal Educational Opportunities-15
Facility Schedule-16
Field Trips-16
Food Service-16
Head Lice -17
School Insurance - 18
Lockers -18
Notes from Guardians-18
Nursing Services-118
Pets-20
Phone Numbers-20
Placement Procedures-20
Pupil Progress-21
Special Education Process-21
Student Sexual Harassment-23
Visitation-24
Staff-25-26
Calendar-27

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

An Automatic External Defibrillator (AED) is located on the wall in the hall across from the main gym between the two offices. The AED is a medical device, which provides verbal instructions, and an instrument to deliver an electric shock to a person whose heart has stopped beating.

Arrival

When arriving at the school, we ask all students to proceed to the Elementary playground no sooner than 7:45 when staff arrives. If children are eating breakfast, they are asked to go into school right away to eat. To facilitate a seamless transition for all students, we kindly request that families bid farewell to their children before they enter the playground or at the front office after the first week of school. If necessary, the school staff is more than willing to assist students in transitioning from these areas to their classrooms.

ATTENDANCE POLICY

Regular and punctual attendance is necessary to ensure success and establish good work habits. To maximize the educational benefits of school, regular and consistent attendance is essential. According to state law, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter or semester in which they become 18 years of age unless they have a legal excuse.

The elementary principal will determine if the student's absence is excused or unexcused. Thus all attendance/absence communication must be first made with the elementary office by calling the building administrative assistant. This information will then be distributed to the teacher.

Attendance:

10 total days	Guardians have the authority to excuse their students for up to 10 days, which can be attributed to either illness or with the guardian's permission. However, it is important to note that if a student misses 8 or more days within the year, we will send a letter home as a reminder of our policy. In such cases, we may also suggest a meeting to collaboratively address any
---------------	---

	<p>challenges and explore potential solutions to support the child's attendance. After 10 missed days, any additional days must be medically excused (5). See below for further explanation.</p>
<p>5 additional day</p>	<p>There are an additional 5 days available for medical appointments or circumstances that are documented with a note from a medical professional or office explaining the absence. According to the guidelines set by the Department of Public Instruction (DPI), we have the flexibility to consider partial days if your child attends school either before or after a medical appointment. For instance, if your child misses only half a school day for an appointment but returns afterwards, it will be recorded as ½ day absent under the medical category, leaving your child with 9.5 days remaining.</p> <p>In rare cases, children may need extra days for medical appointments. The decision to allocate these additional days will be made in consultation with the child's medical provider, along with the building principal and/or the student's Individualized Education Program (IEP) team, if applicable.</p>
<p>If a student has more than 10 days of guardian excused (illness or personal days) and have also exhausted their 5 medical appointments an attendance meeting will be scheduled. School staff and families will work collaboratively with Crawford County Human Services through the Truancy procedures and plans.</p>	

Excused Absences

Students may be excused from school for the following:

1. Sickness/injury (extended sickness may require a doctor's excuse). **After 10 sickness absences, a doctor's slip will be required to excuse the absence.**
2. Doctor, dental and counseling appointments that cannot be arranged outside of school hours. Written verification from the professional will be needed to excuse every absence. **All medical appointments without a doctor's slip will count towards sickness absences.** Written verification will need to include specific dates of coverage.
3. Emergencies (death, funeral, court, legal appointments, etc.).
4. Religious holidays.

5. The total absences may not exceed 10 days. (5 additional days allocated for medical appointments with documentation)

Excused Absences From Guardians

A guardian may excuse, for any reason, a child for up to ten days in a school year. The guardian **must** excuse the child **in writing before** the absence.

Absences After Programs

Families of students participating in a school program/concert must sign the student out with their teacher or the office. This will not be counted as an absence.

A written note must be submitted to the elementary office before non-participating students are taken home after school programs/concerts and for participating students in a classroom program/concert since this is considered a guardian permission absence.

Excessive Absences

A guardian may submit 10 excuses for their child's illness during the school year. This will include illness for any part of a school day. After 8 days of guardian excused days, a letter will be sent as a reminder of the policy. After 10 days total of family permission days, (not including the 5 medical) we will schedule a formal meeting.

Families can expect the following communication:

- After 8 days absence a letter will be sent via mail, reminding families of our policies
- After 10 days absence, a letter will be sent and a phone call meeting (or in person) will be scheduled.
- After 10 days, all other days must have a medical note (up to 5). After those 5 days are exhausted - another meeting will be scheduled including Crawford County to explore options to support attendance (unless waived due to medical needs by the Elementary Principal / IEP team).

Unexcused Absence

An unexcused absence is an absence from school for any reason other than mentioned above. An unexcused absence causes a student to be considered truant. Students who have an unexcused absence will not be allowed to attend or participate in after school activities or events.

Guardians have 5 school days from the date of the unexcused absence phone notification to provide a written excuse or phone the school office for an unexcused absence. For

unexcused absences which occur at the end of the second semester, guardians will have 5 working days from the date of the unexcused absence letter to provide a written excuse for an unexcused absence.

Guardian Responsibility

Guardians must notify the school between 7:00 AM & 9:00 AM on the day their son or daughter is to be absent via phone or email. The only exception will be the parent or guardian with no phone. Upon returning to school, the student must bring a **written** excuse from his/her parent or guardian stating the time period for which it is effective. Failure to do so will result in an unexcused absence for the student.

Truancy

Each school attendance officer will notify the parent or guardian of a child who is a simple or habitual truant when the child initially becomes a simple truant. “Simple Truancy” means a student who is absent from school without an acceptable excuse for part or all of 3 school days during a semester. “Habitual truancy” means a student who is absent from school without an acceptable excuse for part or all of 5 school days during a semester.

Late Arrival

Classes begin at 8:05AM. Students arriving after 8:05AM **must** report to the office to receive an admit pass. An unexcused tardy is a late arrival for any reason other than those listed under excused absences. An unexcused tardy does count towards truancy for a student.

Planned Vacation

Traveling with children can provide valuable hands-on learning experiences, promote vocabulary development, and foster family bonding. To strike a balance between the potential negative effects of missed school days and the positive aspects of family travel, we have established a procedure that allows guardians to request permission for their child to engage in asynchronous work while on vacation. This enables them to avoid counting those days as absences. To obtain permission, the following requirements must be met:

1. Completion of the vacation absence form, with signatures from both the classroom teacher and principal. This form should be submitted at least three weeks prior to the first day of the planned vacation.

2. The teacher will provide the necessary work at least three school days before the vacation starts. The work will include a cover sheet indicating the tasks that need to be completed each day to stay on track with the class.
3. To minimize additional workload for the staff, guardians are responsible for reviewing the assigned work and contacting educational staff for any necessary clarification before the vacation begins.
4. All assigned work must be completed and turned in within three days of the child's return to school following the vacation. Not completing the work will result in the absence being changed into a guardian permission excused day and will count towards the 10 days.
5. Families may seek approval for a maximum of five days of vacation absence as excused days.

By adhering to these guidelines, we aim to ensure a smooth process for families seeking educational opportunities during travel while maintaining accountability for academic progress.

Permit To Leave School Early

In the interest of safety, no student is to leave school during school hours, unless the guardian has given permission. Please adhere to the following procedure: Guardians should pick up the child. Please report to the office and we will have your child meet you there. If you are unable to pick up your child, send a note to the office indicating the time that you want your child to be excused. Students leaving anytime prior to the end of the regular school day will be considered leaving early and will be marked accordingly.

BEHAVIOR EXPECTATIONS

At North Crawford, we believe in fostering a positive and respectful learning environment for all students. We build positive student behaviors through purposefully teaching expectations through a PBIS framework. Our discipline approach follows a progressive discipline model, which aims to teach students responsibility, accountability, and self-discipline while addressing behavioral issues effectively. This model allows us to maintain a safe and supportive atmosphere conducive to academic growth.

Key Principles of Progressive Discipline:

1. Clear Expectations: We establish clear behavior expectations and rules that are communicated to both students and families.. These expectations serve as a guide for appropriate conduct within the school community. Families will receive a copy of the discipline matrix, flow chart, and a behavior contract to be signed and returned to school - indicating an understanding of the policies.
2. Prevention and Education: We believe in the importance of preventing behavioral issues before they occur. Our educators prioritize proactive measures such as

- character education programs, social-emotional learning, and conflict resolution strategies to equip students with the necessary skills for positive interactions.
3. **Intervention Strategies:** When behavioral issues arise, we employ a range of intervention strategies tailored to each situation. These strategies may include verbal reminders, warnings, redirection, reflection time, or restorative practices. Our goal is to address the behavior while providing opportunities for growth and learning. *See Behavior Flow Chart
 4. **Consistency and Fairness:** We strive to apply discipline measures consistently and fairly to all students. This ensures that consequences are predictable, just, and appropriate for the offense committed. *See Behavior Flow Chart / Discipline Matrix
 5. **Progressive Steps:** The progressive discipline model emphasizes a gradual progression of consequences for repeated or more severe infractions. This approach allows students to learn from their mistakes and make positive changes in their behavior. Consequences may include additional reflection time, loss of privileges, behavioral contracts, and parental involvement. *See Discipline Matrix
 6. **Support and Guidance:** Throughout the discipline process, we offer support and guidance to students. Teachers, administrators, and counselors are available to discuss behavioral issues, provide guidance, and help students develop strategies to make better choices.
 7. **Family Involvement:** We recognize the importance of a strong partnership between families and the school. We encourage open communication and collaboration with guardians to address behavioral concerns. Families will be notified of any significant disciplinary incidents involving their child and will be given opportunities to provide input and support the student's growth.
 8. **Restoration and Reintegration:** Our aim is to help students learn from their mistakes, make amends, and reintegrate into the school community. Restorative practices may be employed, allowing students to understand the impact of their behavior and take responsibility for their actions.

By implementing a progressive discipline model, we promote a culture of respect, responsibility, and accountability. We strive to create an environment where students can learn from their mistakes, grow as individuals, and become positive contributors to our school community.

Under this model, it is important for families to understand their important role and responsibilities in supporting their child's behavior. Classrooms will be safe places for all students to learn without major disruptions. When behavior may rise to an office level category, it is expected that families participate in the process of supporting positive behavior growth as a team approach. Families will have mandatory meetings with school staff after a suspension occurs or level 3 or level 4 behavior incident*. By getting all of us around a table, we are able to problem solve and move forward.

*Under our Elementary Progressive Discipline Matrix

Behavior Flow Chart

North Crawford Elementary School

OBSERVE PROBLEM BEHAVIOR

MINOR

Teacher Managed Problem Behaviors

MAJOR

Office Managed Problem Behaviors

Is the behavior a
**Teacher/Staff
Managed or Office
Managed?**

POSITIVE PREVENTION:
Always acknowledge students who are following rules within the matrix consistently.

POSITIVE PREVENTION:
Always acknowledge students who are following rules within the matrix consistently.

#1: FORMAL WARNING+RETEACH
- Reteach appropriate behavior to meet RISE expectations
- Repeat a minimum of 2 times

#2: RETEACH + INTERVENTION
- Discuss behavior one-to-one, restorative conversation
- Utilize intervention strategies from Tier 1 Intervention menu
- Repeat a minimum of 2 times
- Document

#3: WELLNESS REFERRAL
- Submit a SEL Check in for a 15 minute restart to school counselor within 24 hours
- Verbal follow up the next day

#4: TIME OUT + REFLECTION
- Time out to another classroom with reflection worksheet
- Document
- Parent contact within 24 hours
- Utilize this option no more than 2 times per semester per behavior

#5: MINOR TO MAJOR
If minor behavior is still occurring despite the above interventions, please move to the "major" referral column for next steps.

MINOR Teacher Managed Problem Behaviors	MAJOR Office Managed Problem Behaviors
DEFIANCE - Saying "No" repeatedly - Not doing any work - Not listening	DEEFIANCE - Sustained defiance of 15 minutes or more where the class is unable to keep learning - Leaving campus or classroom without permission
DISRESPECT - Talking back - Making faces - Body gestures	DISRESPECT - Verbal threats of aggression against a teacher or student - Harassment of any kind
DISRUPTION - Talking/Screaming - Throwing an object - Pounding their fist	DISRUPTION - Sustained interruption of 15 minutes or more
BULLYING - Teasing - Messing around	BULLYING - Seeking to harm or intimidate - Repeated bullying towards student
INAPPROPRIATE LANGUAGE - Cussing to self - Name calling - Using unkind words	ABUSIVE LANGUAGE - Hateful/racist comments - Sexual harassment - Profanity (including gestures) directed towards adults
MINOR PHYSICAL CONTACT - Purpose: Playing Around / Reaction - Hitting/Pushing - Pinching - Tripping/Kicking	MAJOR PHYSICAL CONTACT - Purpose: Intent to Harm - Hitting, Pushing, Biting or Punching - Tripping or Kicking - Sexual Harassment
PROPERTY MISUSE - Throwing an object - Dropping an object - Breaking an object	VANDALISM - Of personal or school property of a high value
POSSESSION OF INAPPROPRIATE ITEM - Non-school appropriate items	POSSESSION OF ILLEGAL ITEMS - Drugs/Alcohol - Vape/Lighter - Weapons
TECHNOLOGY VIOLATION - Use of cell phone, headphones, or other technology without permission	TECHNOLOGY VIOLATION - Cyber-bullying - Inappropriate image/sites
STEALING (PETTY) - Petty theft with little or no value - Item returned to individual	STEALING (MAJOR) - Major theft with high value - Minor theft without item returned

#1: DETENTION IN OFFICE
- Turn repeated minor referrals into a major office referral
- Designate that it is a detention in the write up report, and how long the child should spend. (max 30 minutes). Call to ensure office staff coverage.
- Teacher parent, contact within the same day.. Admin is not involved in this step so it is imperative that families know their child spent time in a detention.
- Class Detentions can be repeated,

#2: REFERRAL TO ADMIN
- Submit for a major behavior and/or repeated minor behaviors, marking ADMIN Support Needed
- Admin progressive discipline and/or discretion for discipline from this point

#3: PTC + CICO
- Determined by administration for repeat offenders
- Behavior PTC with administrator and teachers
- Implementation of a Check-In / Check-Out system or other behavior intervention

Major Behavior Progressive Discipline Matrix

North Crawford Elementary School

Levels are determined by both the frequency and the level of severity of incident. Principal discretion is used to determine the level and which of the consequence options within each level best align with the infraction. The North Crawford School District may assign consequences outside of this framework at any time per professional discretion. Families can expect that there will be communication, restorative conversations, and reflection on causation for each major behavior referral that indicates referral to the administrator. Guardians are required to attend a reentry meeting with their child upon completion of an Out of School Suspension.

Offense	Level 1	Level 2	Level 3	Level 4
DEFIANCE - Sustained defiance of 15 minutes or more where the class is unable to keep learning - Leaving campus or classroom without permission	<input type="checkbox"/> Student calls home w/ admin <input type="checkbox"/> Modified Recess <input type="checkbox"/> Detention	<input type="checkbox"/> Detention <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Family Meeting	<input type="checkbox"/> Detention <input type="checkbox"/> Reverse Suspension <input type="checkbox"/> ISS <input type="checkbox"/> SIT Team Referral	<input type="checkbox"/> ISS <input type="checkbox"/> OSS <input type="checkbox"/> Alternative Learning Environment Consideration
DISRESPECT - Verbal threats of aggression against a teacher or student - Harassment of any kind	<input type="checkbox"/> Student calls home w/ admin <input type="checkbox"/> Detention <input type="checkbox"/> Support Plan	<input type="checkbox"/> Detention <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Family Meeting	<input type="checkbox"/> Reverse Suspension <input type="checkbox"/> ISS <input type="checkbox"/> SIT Team Referral	<input type="checkbox"/> ISS <input type="checkbox"/> OSS <input type="checkbox"/> Involvement of SRO <input type="checkbox"/> Alternative Learning Environment Consideration
DISRUPTION - Sustained interruption of 15 minutes or more - Refusal to Relocate	<input type="checkbox"/> Student calls home w/ admin <input type="checkbox"/> Modified Recess <input type="checkbox"/> Detention	<input type="checkbox"/> Detention <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Family Meeting	<input type="checkbox"/> Detention <input type="checkbox"/> Reverse Suspension <input type="checkbox"/> Alternative Learning Environment Consideration <input type="checkbox"/> ISS	<input type="checkbox"/> ISS <input type="checkbox"/> OSS <input type="checkbox"/> Alternative Learning Environment Consideration <input type="checkbox"/> SIT Team Referral

<p>BULLYING</p> <ul style="list-style-type: none"> - Seeking to harm or intimidate - Repeated bullying towards student 	<ul style="list-style-type: none"> <input type="checkbox"/> Detention <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Family Meeting 	<ul style="list-style-type: none"> <input type="checkbox"/> Detention <input type="checkbox"/> Reverse Suspension <input type="checkbox"/> ISS 	<ul style="list-style-type: none"> <input type="checkbox"/> OSS <input type="checkbox"/> Alternative Learning Environment Consideration <input type="checkbox"/> SIT Team Referral 	<ul style="list-style-type: none"> <input type="checkbox"/> LTS <input type="checkbox"/> Expulsion <input type="checkbox"/> Involvement of SRO
<p>ABUSIVE LANGUAGE</p> <ul style="list-style-type: none"> - Hateful/racist comments - Sexual Harassment - Profanity (including gestures) directed towards adults 	<ul style="list-style-type: none"> <input type="checkbox"/> Student calls home w/ admin <input type="checkbox"/> Detention <input type="checkbox"/> Family Meeting <input type="checkbox"/> ISS 	<ul style="list-style-type: none"> <input type="checkbox"/> Reverse Suspension <input type="checkbox"/> ISS 	<ul style="list-style-type: none"> <input type="checkbox"/> OSS <input type="checkbox"/> Alternative Learning Environment Consideration <input type="checkbox"/> SIT Team Referral 	<ul style="list-style-type: none"> <input type="checkbox"/> LTS <input type="checkbox"/> Expulsion <input type="checkbox"/> Involvement of SRO
<p>MAJOR PHYSICAL CONTACT</p> <ul style="list-style-type: none"> - Purpose: Intent to Harm - Hitting, Pushing, or Punching - Tripping or Kicking - Sexual Harassment 	<ul style="list-style-type: none"> <input type="checkbox"/> Detention <input type="checkbox"/> Family Meeting <input type="checkbox"/> ISS 	<ul style="list-style-type: none"> <input type="checkbox"/> Reverse Suspension <input type="checkbox"/> ISS <input type="checkbox"/> OSS 1-2 days 	<ul style="list-style-type: none"> <input type="checkbox"/> OSS 3-5 days <input type="checkbox"/> Consideration for virtual <input type="checkbox"/> SIT Team Referral 	<ul style="list-style-type: none"> <input type="checkbox"/> LTS <input type="checkbox"/> Expulsion <input type="checkbox"/> Involvement of SRO
<p>MAJOR PHYSICAL CONTACT AGAINST STAFF</p> <ul style="list-style-type: none"> - Purpose: Intent to Harm 	<ul style="list-style-type: none"> <input type="checkbox"/> Reverse Suspension <input type="checkbox"/> ISS <input type="checkbox"/> OSS 	<ul style="list-style-type: none"> <input type="checkbox"/> OSS 1-2 days <input type="checkbox"/> Consideration for virtual <input type="checkbox"/> SIT Team Referral 	<ul style="list-style-type: none"> <input type="checkbox"/> OSS 3-5 days <input type="checkbox"/> Alternative Learning Environment Consideration <input type="checkbox"/> Safety Plan <input type="checkbox"/> Involvement of SRO 	<ul style="list-style-type: none"> <input type="checkbox"/> OSS <input type="checkbox"/> LTS <input type="checkbox"/> Involvement of SRO
<p>VANDALISM</p> <ul style="list-style-type: none"> - Of personal or school property of a high value 	<ul style="list-style-type: none"> <input type="checkbox"/> Detention <input type="checkbox"/> Family Meeting <input type="checkbox"/> ISS 	<ul style="list-style-type: none"> <input type="checkbox"/> ISS <input type="checkbox"/> Involvement of SRO 	<ul style="list-style-type: none"> <input type="checkbox"/> OSS <input type="checkbox"/> Involvement of SRO 	<ul style="list-style-type: none"> <input type="checkbox"/> Expulsion <input type="checkbox"/> Involvement of SRO
<p>POSSESSION OF ILLEGAL ITEMS</p> <ul style="list-style-type: none"> - Drugs/Alcohol - Vape/Lighter - Weapons 	<ul style="list-style-type: none"> <input type="checkbox"/> Reverse Suspension <input type="checkbox"/> ISS <input type="checkbox"/> OSS 	<ul style="list-style-type: none"> <input type="checkbox"/> OSS 3-5 days <input type="checkbox"/> SIT Team Referral 	<ul style="list-style-type: none"> <input type="checkbox"/> LTS <input type="checkbox"/> Expulsion <input type="checkbox"/> Involvement of SRO 	<ul style="list-style-type: none"> <input type="checkbox"/> Involvement of SRO <input type="checkbox"/> Expulsion

TECHNOLOGY VIOLATION - Cyber-bullying - Inappropriate image/sites	<input type="checkbox"/> Detention <input type="checkbox"/> Family Meeting <input type="checkbox"/> ISS	<input type="checkbox"/> Reverse Suspension <input type="checkbox"/> ISS <input type="checkbox"/> OSS	<input type="checkbox"/> OSS 3-5 days <input type="checkbox"/> Alternative Learning Environment Consideration <input type="checkbox"/> SIT Team Referral <input type="checkbox"/> Involvement of SRO	<input type="checkbox"/> SRO managed
STEALING (MAJOR) - Major theft with high value - Minor theft without item returned	<input type="checkbox"/> Reverse Suspension <input type="checkbox"/> ISS <input type="checkbox"/> OSS	<input type="checkbox"/> OSS 3-5 days <input type="checkbox"/> Consideration for virtual SIT Team Referral	<input type="checkbox"/> LTS <input type="checkbox"/> Expulsion <input type="checkbox"/> Involvement of SRO	<input type="checkbox"/> SRO managed

Acronyms: ISS: In-school suspension; OSS: Out-of-school suspension; LTS: Long-Term Suspension

Reverse Suspension: Guardian supervises student in detention room for the day

Birthday Invitations

The elementary staff recognizes the importance of celebrating birthdays in a child's life. We ask that all invitations be handled outside of school. It causes a major disruption, hurt feelings, and a challenge to the learning environment. If during the school day staff witness or hear of disrupted invitations, they will be collected from students and a family meeting will be scheduled to remind and review our policies.

Vending

Students are not permitted to purchase items from the vending machines during the school day including immediately before or after school.

BULLYING POLICY

Introduction

The North Crawford School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, on school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. 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.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

CYBER BULLYING

The District'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 viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit 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 email messages, instant messages, text messages, digital pictures or images, or 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.

Students 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 or Director of Technology.

The administration shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy **AND WILL BE REFERRED TO LAW ENFORCEMENT**. 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 others at school, a District employee or school board member.

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

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building administrator or guidance counselor.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building administrator or guidance counselor (a school staff member or administrator designated by the Board of Education to be a recipient of such reports.)

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following North Crawford School District employees have been identified as the investigator: Brandon Munson, Max Moderski, and Amanda Killeen. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Guardians of each pupil involved in the bullying will be notified of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and

school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their Guardians and employees. It will also 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.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

BUS POLICY

Guardians requesting their student to ride a different bus from school must provide a written note/phone call to the office by 3:00PM to ensure timely transportation notification. As soon as the students arrive at school in the morning, they are asked to turn their bus request into the office and return to the office to pick up the note before riding on the bus. Students or guardians need to contact the transportation director to ensure that there is sufficient room for the student to ride on the different route.

We ask that guardians/child care providers meet young students, or give a visual sign to the bus driver after the students have departed from the bus.

Please remember that if you send a note for your son or daughter to be picked up or dropped off at a different location, the location should be on an established bus route. Bus notes requests need to include the exact address of location.

If your child(ren) is/are not riding the morning bus route, please call the bus garage by 7:00 a.m. at 624-3484. This message will then be relayed to the bus driver, to assist with efficiently running the bus route.

CLASS LIST DEVELOPMENT PROCESS

Whenever possible, a student shall be placed in the teaching learning situation in which he/she shall receive the kind of instruction best suited to his/her ability to progress in

school. Placement shall be based on the child's academic achievement, chronological age, mental ability, social and emotional adjustment, physical characteristics, and guardian request.

Guardian input forms will be sent home with students in April. These forms will provide families an opportunity to share valuable input on an ideal learning environment for their child. Direct teacher requests will not be permitted. The district has the final say in the assignment. Guardians will be notified of this policy through the district newsletter one month before the deadline.

Notification of teacher assignment for the following year will be communicated through a Summer Registration Day occurring in August. Adjustments to the class lists will be made based only on students moving in or out of the district. If an imbalance in class size results from this movement, some students may be reassigned to a new teacher.

Students recommended for placement in special education programs shall be placed upon consent of the child's guardians. If specific special education programs are not available within the district, arrangements shall be made with other school districts or the Cooperative Educational Service Agency (CESA).

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS

The North Crawford School District will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It will be the responsibility of the custodial parent to provide the school principal with a copy of such a court order if restricted access to students or student information is requested.

Both custodial and non-custodial parents have the right to:

- a. View the student's school records.
- b. Receive school progress reports and all school mailings
- c. Attend parent/teacher conferences
- d. Visit the student briefly at school

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.

Except as otherwise provided, only the custodial parent will be permitted to remove a student from school. If a non-custodial parent asks to remove a student from school, established procedures will be followed.

Guidelines For Non-custodial Parent Visits With A Student At School/Removal Of A Student From School

A. Visits With A Student At School

If a non-custodial parent asks to visit with a student at school, the following steps will be taken:

1. The principal will contact the custodial parent and inform him/her of the request and the conditions under which the visit will occur.
2. The student will be summoned to the office and remain in the office area for the duration of the visit. (The school may require the visit to be in the presence of a guidance counselor or principal.)
3. The student will be returned to class at the end of the visit by the guidance counselor or principal.

B. Removal Of A Student From School

If a non-custodial parent asks to remove a student from school, the following steps will be taken:

1. The principal will contact the custodial parent and inform him/her of the request.
2. Only if the custodial parent agrees with the request will the school release the student.
3. If the custodial parent cannot be reached or if the custodial parent objects, the student will not be released.

DELAYED START, EARLY DISMISSAL & SCHOOL CLOSING

In case of poor weather conditions and school is closed, a delayed start or an early dismissal occurs, an announcement will be made on the following *radio and television* stations:

WVRQ--102.3 FM--1360 AM-----VIROQUA
WPRE--94.3 FM--980 AM---PRAIRIE DU CHIEN
WRCO--100.9 FM--1450 AM---RICHLAND CENTER
WIZM/Z-93.3 FM---LA CROSSE--As time & phone lines permit
WKBT—CHANNEL 8—LA CROSSE

WXOW—CHANNEL 19—LA CROSSE
North Crawford School District website at www.northcrawford.com
Automated phone message from North Crawford Schools through Skylert

On the day of a late start, the bus drivers will begin their route 10 minutes earlier to account for slower travel.

Please do not call the school to determine if school is closed, delayed or closing early.

Breakfast will not be served on the morning of an unplanned late start.

DIRECTORY INFORMATION

Information such as the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student shall be considered public information and may be released unless guardians or adult students refuse the release, in writing, of their own initiation.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The primary purpose of directory information is to allow the North Crawford 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;
- The school web page;
- 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 guardian'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 three directory information categories—names, addresses and telephone listings—unless guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.) If you do not want North Crawford School District to disclose directory information from your child's education

records without your prior written consent, you must notify the District in writing. North Crawford School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- The most recent educational agency or institution
- Dates of attendance
- Grade level attended

DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following complaint procedures:

1. Any student, guardian, or resident of the district complaining of discrimination against a student as described in Policy #411 in school programs or activities shall report the complaint in writing to the principal.
2. If the complaint is against a building principal, the complaint shall be reported in writing directly to the District Administrator who shall assign the investigation to a different building principal or other person of his or her choosing for initial investigation and other action as provided in paragraph 4.
3. If the complaint is against the District Administrator, the complaint shall be reported in writing directly to the Board which shall assign the investigation to a person of its choosing who shall report his or her findings to the Board, which shall decide the merits of the case, determine the action, if any to be taken, and report in writing to the complainant.
4. The principal, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The principal will review, with other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the principal shall decide the merits

of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.

5. If the complainant is not satisfied with the building principal's decision, he/she may appeal the decision in writing to the district administrator. Within 15 days, the district administrator will review the case and make a written decision regarding the case. Copies of the written decision shall be mailed or delivered to the complainant and the building principal.
6. If the complainant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant, the principal and the district administrator.
7. If the complainant is dissatisfied with the Board's decision, he/she may within 30 days to appeal the decision in writing to the State Superintendent of Public Instruction
8. Discrimination complaints relating to the identification, evaluation, education placement or the provision of free appropriate public education of a child with exceptional educational needs shall be processed in accordance with procedures established by the district's special education director/coordinator.
9. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
10. Discrimination complaints based on federal discrimination laws may be referred directly to the Office of Civil Rights or appealed to such agency.

DRESS CODE

DRESS AND GROOMING

The responsibility for the appearance of the students rests with the guardians and students. They have the right to determine a student's dress providing that such attire is not destructive to school property, complies with the health code of the State of Wisconsin and does not interfere with the educational process.

A student should be appropriately dressed and groomed for school. In establishing a policy of student dress and grooming for North Crawford Elementary, such factors as health, hygiene, safety, indecency, and the disruption of the educational process are considered.

The following are the minimal dress requirements: 1) Shoes are to be worn except by request of a teacher. 2) No coats, hats, or other types of headgear are allowed to be worn by males or females in the classrooms or hallways between the hours of 8:10 a.m. to 3:30 p.m. with the exception of head coverings worn for religious purposes 3) No clothes that promote drugs or alcohol or inappropriate, offensive, or suggestive language or symbols will be permitted. (i.e. Alcohol, drugs or tobacco symbols.) 4) Tube tops, and exposed midriffs (no belly skin) , shorts/skirts that reveal undergarments or any body part that these garments cover, and low-rise jeans that expose underwear are prohibited unless covered by a blouse or shirt.

EARLY ADMISSION

A child is eligible to enter 4-year-old kindergarten if they have become four years of age, or kindergarten if they have become five years of age, or first grade if they have become six years of age on or before September 1 in the year he/she proposes to enter school. There is no early admittance to any of these programs.

Education of Homeless Children and Youths

Annual Notice

It is the policy of the North Crawford School District and the duty of the Homeless Liaison to ensure homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging State Of Wisconsin and SASD academic standards, are not segregated on the basis of their status as homeless, are provided with comparable services, and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

If your family lives in a shelter, motel or campground due to lack of an alternative adequate accommodation, in a car, park, abandoned building, or bus or train stations, or doubled up with other people due to loss of housing or economic hardship, your school aged children may qualify for certain rights and protections under the federal McKinney-Vento Act. If they qualify your eligible children have a right to:

- Receive a free, appropriate public education.

- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is your preference. (If the school district believes that the school you select is not in the best interest of your children, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin if you requested this.

Questions may be directed to the District Homeless Liaison, Cara Wood, Director of Pupil Services.

ELECTRONIC DEVICES

No student shall be permitted to use or possess an electronic paging or two-way communication device (i.e. beeper, cell phones, picture phones, etc.), laser pointers, trading cards or any other objects of significant value on school premises, except as specifically authorized by the building principal.

Students must obtain advance permission from the principal to be in possession of a cell phone during school hours for such purposes as medical or other legitimate use. Prior approved cell phones will be kept off in backpacks for the duration of the school day. There is an adherent risk to bringing items of value to school as they are kept in unlocked lockers. All unauthorized communication devices may be checked in the elementary office for use before and after school. Students violating this policy shall be disciplined according to the following procedures: 1st offense – removal of phone, 2nd offense – detention & phone returned to parent, 3rd offense – family meeting with student, Principal, and guardian & phone returned to parent. (Re: Wisconsin Statutes)(Ref.: 443.2)

EQUAL EDUCATIONAL OPPORTUNITIES

The North Crawford School District is committed and dedicated to the task of providing the best education possible for every student in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin,

ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

Complaints regarding the interpretation or application of this policy shall be referred to the building principal/unit leader and processed in accordance with established procedures

Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled even if they are not covered under the district's special education policies and procedures.

The district will provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, being excluded from participation in an activity, alternative assignments, release time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Notice of this policy and its accompanying complaint procedures shall be published annually in the Crawford County Independent and posted in each school building in the district.

FACILITY SCHEDULE

Students should arrive at school between 7:45 & 8:10 AM and will be dismissed by 3:30 PM. Do not arrive prior to 7:45 as there will not be supervision available. **Students staying after school must be under the direct supervision of a staff member.** Students will not be allowed to stay after school to wait for a sibling.

Elementary Office hours are from 7:30 AM to 4:00 PM during the school year.

FIELD TRIPS

Field trips are planned to enrich the school curriculum. You will approve or deny one general permission slip as part of your online registration at the beginning of the year. You will be notified of all bus field trips in advance and will not receive additional permission slips. Chaperones are chosen per teacher discretion, Chaperones are supporting

teachers in the supervision of students while they are outside of the school building. For this reason, siblings may not accompany parents on field trips under any circumstance. We ask that parents supporting trips actively engage in supervision and refrain from excessive use of their phones. Chaperones and volunteers must adhere to the confidentiality of students and student records under FERPA and Wis. Stat. § 118.125. Chaperones and volunteers should not administer any student discipline, verbally or in any other manner. Disciplinary concerns should be brought to the attention of district staff. Chaperones and other volunteers participate in events at their own risk, and the district does not assume any liability for injury, illness, or damage to or loss of personal property resulting from a chaperoning/volunteering.

FOOD SERVICE

The food service program provides a breakfast and lunch program. The cost of a breakfast is \$1.10 and a lunch is \$2.60. Students that qualify for Reduced Meals eat breakfast for free, and pay \$.45 for lunch. Extra milk can be purchased at a cost of \$.35. Each student will be issued a pin number to be used to purchase breakfast and/or lunch. When the student passes through the lunch line, he/she will input their pin number in the numerical keypad.

The computer will deduct the appropriate fee from the family account. Your family will be notified when you reach a negative balance. Meals are to be paid for in advance. Please maintain a positive food service balance. Please send your lunch money to the office with your child to deposit in your family account. The program offers free or reduced priced meals to income eligible families. Applications may be obtained from the office and are found in the Back to School newsletter.

Food service money should be brought to the elementary office upon arrival at school. If possible, please send the lunch money in the form of a check. If payment is made in cash, please enclose the money in an envelope, write on the envelope the amount of deposit, the account name and indicate that the money is for the food service program. In an effort to increase student wellness, we ask that students do not drink soda during lunch.

Milk Break

Students in pre-kdg. through 5th grade may elect to participate in the milk program. The cost will be \$0.35 per carton. Milk break is part of the lunch account and will be deducted accordingly.

Student Insurance

The North Crawford School District does not offer a student insurance policy.

LICE

Head lice are present in the community at all times and can be particularly prevalent among pre-school and elementary school-age children. Lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.

Communication from the school to guardians directly and through guardian and classroom education to the students will help increase the awareness for both guardians and the child. It is the responsibility of the guardian(s) to check their child's head on a regular basis for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.

If a child in the District is found to have head lice or untreated nits, school staff will notify the guardian and ask to pick the child up at the guardian's earliest convenience and administer an FDA-approved lice treatment (pediculicide/ovicide). The child will remain in the classroom until able to be picked up by the guardian.

Students may return to the classroom after the appropriate use of an FDA-approved pediculicide/ovicide treatment. After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal. The District practices a policy of "no live lice" as a criterion for return to school.

LOCKERS

Lockers are provided for student use. The lockers are the property of the school and can be entered by school personnel at any time. Do not store money or valuables in the lockers.

Locker Rules

1. No locks.
2. No unauthorized signs, posters, stickers, etc. on the inside or outside.
3. Do not leave anything in the locker overnight.
4. Only use your locker.
5. Locker use is limited to: before school, recess and after school.

NOTES FROM GUARDIANS

A written parental note giving permission for your child to go home with another child or guardian should also include the first and last names of the students involved. Also, please be sure that both sets of guardians are aware of the arrangements.

NURSING SERVICES

The school nurse will be available on a limited basis to assist students if they become ill or injured during school. Office staff will support nursing needs for children on an as needed basis when the nurse is not in the building. Guardians should annually notify the school of any specific health needs of their child. Students with a recorded temperature during the school day will not be permitted to attend school until 24 hours after their fever has subsided.

Medication

Whenever possible, medications should be administered to students at home rather than at school. Before any prescription medication may be administered to a student, school personnel must receive written guardian consent and written instructions from the child's physician, dentist or podiatrist. A Medical Administration Form is available in the office or from the school nurse. The prescription medicine must be in the original medicine bottle, labeled with the child's name, the name of the drug, the dosage, the time to administer and the physician's name. Written instructions and guardian consent must also be obtained before administering any nonprescription medications to students.

Inhalers

Assembly Bill 783 allows all students with asthma and other respiratory illnesses to carry their inhalers with them at school. While in school, at a school sponsored activity or under the supervision of a school authority, an asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler if all the following are true; the pupil has the written approval of the pupil's doctor and if the pupil is a minor, the written approval of the pupil's guardian or guardian and the pupil has provided the school principal or nurse with a copy of the approval

SCHOOL REQUIREMENTS

Age/Grade	Number of Doses					
Pre K (2 years - 4 years)	4 DTP/DTaP/DT		3 Polio	1 MMR (5)	3 Hep.B	1 Var (6)
Grade K - 1 (1)	4 DTP/DTaP/DT/Td (1)		4 Polio (4)	2 MMR (5)	3 Hep.B	2 Var (6)
Grades 2 - 5	4 DTP/DTaP/DT/Td (2)		4 Polio (4)	2 MMR (5)	3 Hep.B	1 Var (6)
Grade 6 - 7	4 DTP/DTaP/DT/Td (2)	1 Tdap (3)	4 Polio (4)	2 MMR (5)	3 Hep.B.	2 Var (6)
Grades 8	4 DTP/DTaP/DT/Td (2)		4 Polio (4)	2 MMR (5)	3 Hep.B	1 Var (6)
Grade 9 - 10	4 DTP/DTaP/DT/Td (2)	1 Tdap (3)	4 Polio (4)	2 MMR (5)	3 Hep.B	1 Var (6)
Grades 11	4 DTP/DTaP/DT/Td (2)		4 Polio (4)	2 MMR (5)	3 Hep.B	1 Var (6)
Grade 12	4 DTP/DTaP/DT/Td (2)	1 Tdap (3)	4 Polio (4)	2 MMR (5)	3 Hep.B	2 Var (6)

1. DTP/DTaP/DT/Td vaccine for students entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

PETS

Students are not to bring pets or animals to school without prior administrative approval. Under no circumstances are pets or animals to be transported on the bus.

PHONE NUMBERS

Elementary School-----624-5201

Bus Garage-----624-3484

High School-----735-4311

District Office-----735-4318

District Office Fax-----735-4317

PLACEMENT PROCEDURES

School Admissions

Before admittance to school, every child must present ALL school records. This includes the necessary health and immunization records as required by the Department of Public Instruction, the Department of Health and Social Services and state law.

Parents/guardians who are requesting enrollment of their children in the North Crawford School District must submit the following information before a student may attend school:

1. Identifying information (i.e., name, date of birth, chronological age, address),
2. Summary of developmental background including previous instruction provided or programs attended as found in official school records (Cumulative File), transcripts, summaries of coursework completed or alternative educational

programs completed by the child prior to the request for entrance into the North Crawford School District.

3. Record of immunizations as required by the state of Wisconsin.
4. Record of any health condition that may affect a student's education, i.e. asthma, ADD, ADHD, Diabetes, life threatening allergies, etc.
5. Each student entering kindergarten must provide evidence of a completed basic physical examination.
6. Each student entering kindergarten is encouraged by State Statute 118.135 to provide evidence of an eye exam by an optometrist or physician, by December 31 following the student's enrollment. Evidence of the eye exam will be placed in the student's Cumulative File.

The counselor, school nurse and Director of Pupil Services will review all of the submitted information. A recommendation for grade placement, schedule of courses in which the child will enroll and additional graduation requirements will be presented to the principal for approval. A competency based evaluation may be required in order to ensure proper placement.

PUPIL PROGRESS

Students' academic progress is evaluated on a regular basis. guardians will receive progress reports at the end of quarter 1 and 3 via **family teacher conferences**. A formal report card will be sent home after each semester. Families are invited and encouraged to reach out to their child's teacher at any time for an update on how they are progressing. After each screening window for our universal screener, families will receive a guardian report outlining how their child scored in the area of reading and math.

RECESS WEATHER GUIDELINES

Ideally, recess should take place outdoors on school grounds as weather and safety permit. Outdoor recess allows children to get fresh air, provides an opportunity for children to engage in moderate to vigorous physical activity and gives students more activity options than most indoor spaces. Please make sure your children are prepared for the weather by wearing appropriate clothing so they can enjoy recess. The Elementary will use the following guidelines to determine whether recess is held indoors or outdoors each day:

Warm Weather Guidelines:

We will utilize AccuWeather Real Feel Temperature (accounts for heat index).

<u>Weather</u>	<u>Recess Held</u>
Real Feel of 90F or below	Outdoors
Real Feel between 91F and 94F	Principal Discretion
Real Feel above 95F	Indoors

Cold Weather Guidelines

We will utilize AccuWeather Real Feel Temperature (accounts for wind chill).

<u>Weather</u>	<u>Recess Held</u>
Above 5F Real Feel	Outdoors
5F to 1F Real Feel	Principal Discretion
Below 0F Real Feel	Indoors

SEL

Students at North Crawford will have access to Social Emotional Learning through the school counselor as a weekly lesson. At the elementary-school level, social and emotional learning (SEL) enhances students' abilities to understand and manage their emotions, set and achieve personal and academic goals, show respect and empathy for others, establish and maintain positive relationships, build student resilience and make responsible and ethical decisions. These personal and interpersonal competencies provide a foundation for success in work and relationships as adults. As part of a comprehensive program, curriculum used for this instruction includes components of the following programs/frameworks:

- Elementary Sources of Strength
- Second Step
- Conscious Discipline
- R.I.S.E. related teacher created materials and read aloud titles

SPECIAL EDUCATION PROCESS

The School District of North Crawford solicits and receives referrals on all students and children with suspected impairments or disabilities from all persons who have a

reasonable cause to believe that such a need or condition exists. Prior to making a referral, the person (teacher) who submits a referral must inform the guardian of their intent to make the referral. The referral must be in writing and the form can be obtained from the Student Services Office. It must include the reasons for the referral, the documentation of informing the guardians, and measurable pre-referral interventions that were attempted in the general education environment to meet the child's needs.

When a child is suspected of being a child with a disability the Student Services Director shall appoint an evaluation IEP team and consent for the evaluation will be acquired before the assessment begins. A determination of a disability cannot be based on a lack of instruction in reading or math, Limited English Proficiency, environmental, cultural or economic disadvantage. If the IEP team determines that the child has a disability, an Individualized Educational Program (IEP) is developed. The Individuals with Disabilities Act (IDEA) mandates the School District of North Crawford provide children with disabilities a free appropriate public education in the least restrictive environment that is educationally appropriate.

The composition of the IEP team shall include: 1.) The Guardian(s), 2.) At least one special education teacher, 3.) At least one regular education teacher, 4.) A representative of the Local Education Agency, 5.) An individual who can interpret the instructional implications of the evaluation results, 6.) Other individuals who have knowledge or special expertise regarding the child, and 7.) The child with the disability, whenever appropriate.

As appropriate with modifications, children with disabilities shall participate in state and district wide assessments. They shall continue to be required to be taught in the general education environment with supplementary aids and services, to the extent appropriate as determined by the IEP team. A child with disabilities shall be re-evaluated at least every three years, if the guardian or teacher request it, or if the IEP team request it. For a re-evaluation, if the IEP team determines that no additional data is needed to establish whether the child continues to have a disability, the IEP evaluation team shall not be required to conduct an assessment. An IEP must be reviewed at least annually.

The North Crawford School District has a full continuum of special education services. The following programs are an integral part of our education system at the elementary, junior, and senior high levels:

- A. Early Childhood (ECH) (3 to 5 years of age)
- B. Resource Rooms to assist with all disabilities
- C. Speech and Language (S/L)

Related services, which can be provided, include:

- A. Occupational Therapy

- B. Physical Therapy
- C. Transportation
- D. Counseling
- E. Psychological Services
- F. School Health Services
- G. Orientation and Mobility
- H. Specially Designed Phy Ed
- I. Audiology
- J. Educational Interpreting
- K. Rehabilitation Counseling Services
- L. Speech and Language

Students may be eligible to qualify in the following special education disability areas.

Autism
Emotional Behavioral Disability
Hearing Impairment
Specific Learning Disability
Cognitive Disability
Orthopedic Impairment
Other Health Impaired
Significant Developmental Delay
Speech and Language Impairments
Traumatic Brain Injury
Visual Impairment

Further elaboration in each area may be received by contacting the Student Services Director at 624-5201.

STUDENT SEXUAL HARASSMENT

It is the Board of Education's desire to maintain and ensure a learning environment free of any form of sexual harassment or intimidation.

The North Crawford School District shall not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders and referral to law enforcement agencies.

Sexual harassment includes, but is not limited to, the following:

1. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact that is considered unacceptable by another or other individual(s).
2. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or educational status.
3. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes, gestures or actions that offend others.
4. Engaging in any type of sexually oriented conduct that would interfere with another's work or educational performance. This includes extending unwanted sexual attentions to someone such that personal productivity or time available to work at assigned tasks is reduced.
5. Creating a work or learning environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attentions. Also, the existence or display of sexually suggestive or graphic materials including, but not limited to, photographs, magazines and posters.
6. Unwelcome verbal or physical conduct directed at another individual because of that individual's gender, other than the conduct described above, that has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment or has the purpose or effect of substantially interfering with that individual's work or school performance.

Any student who believes he/she has been subjected to sexual harassment by another student or an employee should report the incident to the building principal. It is the intent of the District to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly. If a student is not comfortable with making a complaint to the principal, the complaint may be made to any other administrator or the school psychologist. The employee will report the complaint to the appropriate person. All complaints will be recorded on the North Crawford School District Sexual Harassment of Students Complaint Form (Board Policy 443.5-Exhibit). All complaints shall be investigated and acted upon in a timely manner. Students may appeal decisions regarding

the complaint using the appeal procedure described in Policy #411-Rule. Appeals beyond the District may be made in accordance with state and federal laws.

The identities of the parties involved shall be kept confidential to the extent possible.

No District employee, school board member, or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or their witnesses during or after the presentation, processing, and resolution of a complaint.

VISITATION

Guardians are encouraged to observe their child at work in the classroom. One of the best ways to understand the instructional program is to visit. Advanced arrangements should be made with the teacher. All visitors to the building must stop in the school office to receive authorization to visit elsewhere in the building. Students wishing to bring a guest to school must obtain prior approval from the school office. (Student visitors are not encouraged to visit the classrooms.)

BOARD OF EDUCATION

Mr. James Dworschack
Mr. Ed Heisz
Mr. Jerry Coleman

Mrs. Charissa Richter
Mr. Terry O'Donnell
Mrs. Judy Powell
Mr. Cody Brockway

ADMINISTRATION

Mr. Brandon Munson
Mrs. Amanda Killeen
Mrs. Cara Wood
Dr. Robert Sailer

ELEMENTARY STAFF

ECH

Ms. Olivia Gabrielson

4 Year Old Kindergarten

Mrs. Sharon Jeardeau
Ms. Olivia Gabrielson

Kindergarten

Mrs. Bethany Seiser
Ms. Amy Anderson

First Grade

Mrs. Amanda Wedeberg
Mrs. Amy Dull

Second Grade

Mrs. Erika Wilson
Mrs. Sarah Haefer

Third Grade

Ms. Katelyn Keegan
Ms. Andrea Duncan

Fourth Grade

Mrs. Jessica Dworschack
Mrs. Alyssa Page

Fifth Grade

Mr. BJ Ladwig
Ms. Annie Caldwell

Interventionist

Ms. Karen Podbielski
Mrs. Kristen Klein

Elementary Guidance

Mr. Max Moderski

Physical Education

Mr. Chris Wettstein

Music

Mr. Paul Cota
Mr. Derrick Junker

Nurse

Ms. Rita Fortney

Art

Mrs. Brenda Bell

Cross-Categorical Resource

Mrs. Erin Kruizenga
Mrs. Tanya Miller

Keyboarding

Mr. Scott Hubatch

Library Media Specialist

Mrs. Liz Bransky

Speech/Language Pathologist

Mrs. Sara Fredelake
Mrs. Melinda Biege

Elementary Admin. Assistant

Mrs. Jessica Pugh

Student Services Assistant

Mrs. Erin Konichek

Food Service

Mrs. Jen Kapinus - Director

Mrs. Janet Pittsley

Mrs. Paulette Riley

Mrs. Lisa Stoehr

Paraprofessionals

Mrs. Stephanie Roth

Mrs. Laurie Opprecht

Mrs. Sarah Harless

Mrs. Kim Heister

Ms. Courtney DuCharme

Mrs. Jessy Pugh

Mrs. Jackie Pettit

Miss Grace Roth

Mr. Ray Strong

District Office

Mrs. Tina Volden

Mrs. Angie Boland

Mr. Brandon Munson

Transportation

Mr. Kevin Burke- Director

Mr. Mark Bergemann

Mr. Duwayne Klein

Mr. Cirby Heister

Mr. Gary Schmitt

Mr. Stan Turben

Custodial

Mr. Harry Heisz - Director

Mr. Dan Eitsert

Mr. Richard Robinson

Mr. Jeff Welch