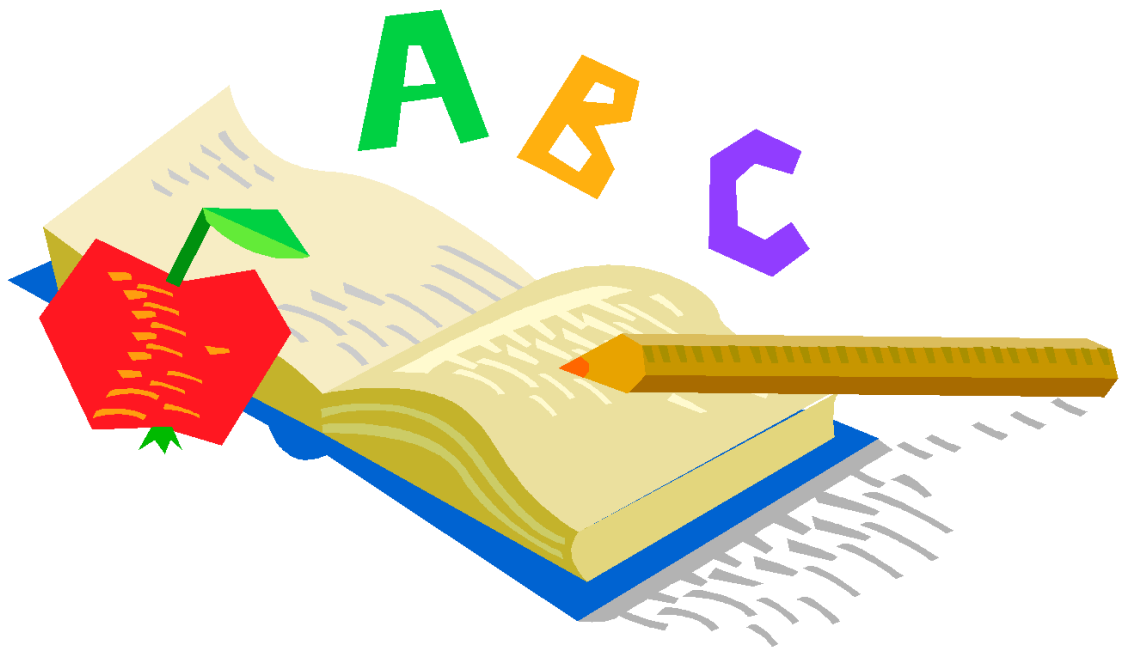


**2018-2019**

# **Oconto Elementary School Family Handbook**



**810 Scherer Avenue  
Oconto, WI 54153**

**Phone: 920-834-7808**

**FAX: 920-834-9883**

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

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2018-2019 School Year

Dear Students and Families:

This Family Handbook contains useful information about the daily operation of Oconto Elementary School (OES). The guidelines and policies it contains are necessary in order for us to maintain a safe and orderly academic environment. Please utilize this handbook as a reference when questions arise about policies or procedures at OES. If you can't find what you are looking for, please feel free to call us or stop by our office and we will do our best to help you.

On behalf of OES, I would like to take this opportunity to extend a warm welcome to all of our students and their families. Many fine traditions have already been established over the years! Not only do we intend to keep those going strong, but we also hope to build on them and establish new ones in the coming years.

In order for us to achieve our goals and carry on our traditions, we need parents and family members to join with us. Parents and grandparents, please consider joining the Kids First P.T.O. or becoming a volunteer in our school. If you have other ideas or ways you can help, please don't hesitate to share them with us.

In closing, I look forward to working with you and your children so that all have a very successful school year!

Sincerely,

Mr. Ben Bourassa  
*Principal, Oconto Elementary School*

# The Mission

OF OCONTO ELEMENTARY SCHOOL IS  
TO PROVIDE A SAFE, SUPPORTIVE, ACADEMIC  
ENVIRONMENT THAT ENABLES CHILDREN TO ACQUIRE THE  
KNOWLEDGE & LEADERSHIP SKILLS  
*TO BE SUCCESSFUL LIFE-LONG LEARNERS.*

## NONDISCRIMINATION STATEMENT

The Oconto Unified School District is committed to providing an equal educational opportunity for all students in the district.

It is the policy of the Oconto Unified School District, pursuant to s.118.13, Wis. Statutes, and PI 9, that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation, or physical, mental, emotional or learning disability. This policy also prohibits discrimination as defined by Title VI of the Civil Rights Act of 1964 (race, color and national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act of 1973 (disability), and Age Discrimination Act of 1975 (age).

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 under this policy even if they are not covered under the district's special education policies and procedures.

The District shall also 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 are not limited to; release from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodation granted under this policy shall be provided to students without prejudicial effect.

Questions and complaints pertaining to this policy should be directed to:

Mrs. Emily Miller (s. 118.13 Designated Employee)  
Oconto Unified School District  
400 Michigan Avenue  
Oconto, WI 54153

Ms. Christine Williams  
Oconto Unified School District  
400 Michigan Avenue  
Oconto, WI 54153

Cross Ref:            Student Anti-Harassment Policies

## **OES E-Mail Addresses**

**ALL** district employee emails will follow the following format:

**firstname.lastname@oconto.k12.wi.us**

**Be sure that you have the correct spelling for the person's first and last name and also the correct name the employee is using, for example James could be Jim or vice versa. Please call our office if you are having trouble emailing any employee.**





Oconto Elementary School  
DAILY TIME SCHEDULE  
 2018-19

7:45 AM	.....	Breakfast begins
7:58	.....	Remaining students enter school
8:10	.....	Tardy Bell Rings
11:25 & 2:40	.....	Recess Grade K
9:25 & 11:35	.....	Recess Grade 1
9:25 & 11:55	.....	Recess Grade 2
11:10 & 2:00	.....	Recess Grade 3
11:15 & 1:40	.....	Recess Grade 4
11:10 - 11:25	.....	Lunch – Grade K
11:55 - 12:10PM	.....	Lunch – Grade 1
12:10 - 12:25	.....	Lunch - Grade 2
10:55 - 11:10	.....	Lunch – Grade 3
11:35 - 11:50	.....	Lunch - Grade 4
3:10	.....	Dismissal

**BREAKFAST & HOT LUNCH PRICES – GRADES EC-4**

Breakfast:	Weekly -	<b>\$5.50</b>	Hot Lunch:	Weekly	<b>\$14.50</b>
	Per Day	<b>\$1.10</b>		Per Day	<b>\$2.90</b>

**Daily Adult Breakfast - \$1.75      Daily Adult Lunch: \$4.15**

Ala-Carte Milk - **\$0.35** daily or **\$1.75** per week

# Oconto Elementary School

## Family Handbook

### 2018-19

#### **ATTENDANCE**

Participation in class is necessary for academic achievement. Good attendance will result in greater student success. It is important to establish a regular pattern of attendance and maintain it.

**Excused Absences** -Wisconsin Law allows a parent to excuse his/her child for a specific number of school days, provided written permission is received by the school at least one full day prior to the absence.

The following are acceptable reasons for an absence:

1. Illness of the student.
2. An illness in the immediate family which requires the absence of the student because of family responsibilities.
3. Medical, dental, chiropractic, optical or other valid professional appointments. It is recommended that, if the absence is due to a medical/dental appointment, the student return to school with an appointment card and presents that to the attendance secretary. Parents or guardians are requested to make student appointments during non-school hours.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays.
6. A court appearance or other legal procedure which requires the attendance of the student.

After three (3) consecutive days of excused absences, or if excused absences exceed 10 per semester, the school may notify parents that further absences would require a doctor's excuse. This authority is granted school administrators under State Statute 118.15.

Our academic day begins promptly at 8:10 A.M. with the Pledge of Allegiance and all school announcements. **It is imperative that your child be on time.**

**A call to the school (834-7808) is expected before 9:00 AM if your child will be absent.** This is the active line and voice mailbox of our attendance secretary, so calls can be received at any time of the day or night. If we do not receive a call from you, the office will attempt to reach you at home or at work.

**Homework requests must be received before 9:00 AM. Homework is due in a timely manner to the teacher. For example, if a child is absent one day then he/she has two days to make up the work.**

When a student returns from an absence, **he/she must bring a parental note explaining the absence or an unexcused absence will be recorded.** If you know your child will be absent in advance, you must e-mail or send a written note directly to the attendance secretary or principal prior to the absence. **Please try to make appointments when they will not interfere with classes.** Students without a valid reason are marked unexcused.

Family vacations can be good learning experiences. If your child finds school difficult, however, it may not be appropriate to remove him/her from classes for any length of time. If you decide to take your child out of school for a family vacation, you should make a written request through the building principal at least one week prior to the absence if homework is being requested. These days are counted in the parent excused category. The student is responsible for assignments missed during the absence.

The school will notify you by mail when the total number of unexcused/unverified absences for all or parts of days reaches five and ten at any time during the school year. If ten or more days are recorded as unexcused and/or unverified, a mandatory meeting will be scheduled with the parent(s) and school officials to determine the cause and hopefully correct this pattern. A truancy petition will be filed with Human Services if additional days are recorded as unexcused and/or unverified. We may require a medical excuse from a doctor to verify further days of illness after the meeting.

## **AWARDS**

### **President's Award for Educational Excellence (The)**

This prestigious award is sponsored by the U.S. Department of Education in partnership with the National Association of Elementary School Principals (NAESP) and The National Association of Secondary School Principals (NASSP). To be eligible for the President's Award for Educational Excellence at OES, students must meet the following criteria. First, students must be exiting the elementary school at year's end and/or advancing to a middle or junior high school. Second, students must have an A- or better average in all subjects for the first three quarters of the school year. Finally, to qualify for this honor, students must have test scores in the 85<sup>th</sup> percentile or better in reading and math on their latest standardized test. Award winners will receive a certificate and pin from the President of the United States at the Leadership Assembly, which is held at the end of the school year.

## **BEHAVIOR PLAN**

See document: [\*Oconto Elementary School Progressive Discipline Plan\*](#)

## **BICYCLES/ SCOOTERS**

Students may ride their bicycles or scooters to school but **not on the sidewalks or parking lots on school grounds for the safety of those walking.** They are to be placed in the bike racks and **locked.** The school is not responsible for any theft or damage.

## **BIRTHDAY CELEBRATIONS (STUDENTS)**

Students at the elementary level enjoy celebrating their birthdays, and we understand this is a special occasion for them. In celebration, students may bring a special snack to share with their class on or near the day of their birthday. Students also receive a birthday card and pencil from the OES staff.

**Because personal birthday parties are celebrated outside of the school day, we ask that birthday invitations NOT be brought to school to be distributed to students.** This practice has caused emotional unrest for those that realize they haven't been invited and can also create undue excitement for others.

Gifts, balloons, and/or flowers sent to school for a student's birthday or other occasion will be held in the office until the end of the school day. This is to reduce distractions during learning.

## **BOOK FINES**

When a student either damages a book or it is lost, a fine is assessed based on the current value of the text. It is important that students learn to take responsibility for school property and that of others. Teaching students to value our resources is an important life skill and positive character trait. When accidents happen, such as loss or damage to someone else's property, students must learn to correct the situation and do right by taking responsibility for the accident, which, in this case would be to pay the fine.

## **BREAKFAST PROGRAM**

OES offers a Breakfast Program for students in grade Kindergarten through Grade 4. The price for a full breakfast is \$1.10/day, and for students who just wish to consume milk during this time, the price is \$0.35/milk. Students who qualify for free/reduced lunches can receive the full breakfast for no charge. Students who eat breakfast will be allowed into the school at 7:45 AM to begin breakfast so they get to class by the tardy bell at 8:10 AM.

## **BUSES**

The Oconto School District contracts for bus service through **Kobussen Bus Company**. If you want to establish or change service, or have a question, please contact Blaise Bodway at 920-473-4143. See **Appendix C** for bus rules and regulations.

At 3:10 PM elementary students may ride a bus to Oconto Middle School. Students riding a bus home may have to change to another bus at the middle school. Great care is taken to make sure that all students are on the correct bus before any bus departs. **Students should have their name, and bus number clearly marked on the OUTSIDE of their backpack to aid in this process. Addresses and phone numbers should be marked on the INSIDE of their backpacks.** Kindergarten and first grade students will also have name tags that indicate their bus number.

If you have made arrangements with another parent, your child may accompany another child home. **Your child must have a note to give to the bus driver**, so the driver knows why your child has appeared on his/her bus.

## **CELLULAR PHONES**

It is recommended that students not have cell phones in school. If however, a parent wishes their child to possess a cell phone for after-school calls for rides, etc. the student may possess a cellular phone. Such phones must be kept in the student's locker and/or book bag and turned off at all times during the regular school day. Loss, theft, or damage of the cell phone while on school property is the responsibility of the student. Any use of such phones during the regular school day, could result in the confiscation of the cell phone and loss of the privilege to possess one in the future.

## **CHILD ABUSE (Suspected)**

Wisconsin law under section 48.981(2), Stats. requires that teachers, counselors and administrators "who [have] reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall, except as provided under sub. (2m), report as provided in sub. (3)."

The personnel listed above are required by law to report any suspected abuse or neglect or threatened abuse or neglect. Although this is a rare occurrence, please be advised that this is one of our responsibilities under Wisconsin state law.

## **COMMUNICABLE DISEASE AND INFECTION CONTROL - GUIDELINES FOR PARENTS**

- ◆ All PE clothes and athletic practice clothes should be washed on a frequent basis.
- ◆ Encourage your child to avoid sharing personal items i.e. athletic clothing, towels, uniforms and skin lotions.
- ◆ Use good hygiene, including showering before and after games/practices.
- ◆ Wash hands frequently, with soap and warm water for 30 seconds, including under fingernails. If soap and water are not available, use an alcohol-based, waterless hand sanitizer.
- ◆ Wash uniforms separately.
- ◆ If your child has a wound especially if it appears infected, please make sure the wound is covered and monitor closely.

## **CONCERT / PROGRAM ETIQUETTE**

Several musical concerts and programs are scheduled throughout the school year at Oconto Elementary School. Please remember that students and staff work very hard in preparing for the concert. It is expected that all members of the audience will refrain from talking during the performance. **As an added courtesy, students and parents should stay in their seats and remain there until dismissed.**

Non-performing students, unaccompanied by a parent or supervising adult, will not be allowed to attend evening concerts and will be asked to leave.

## **DRESS CODE-STUDENTS**

All students are expected to dress in clean, appropriate clothing. Hats are not to be worn inside the building unless permission is granted for a health issue or we have a building wide hat day. Shorts/skirts/dresses must be longer than the fingertips when arms are held at sides, and outfits exposing the midriff are not to be worn. Shoes with wheels or “heelys” are not to be worn at school. No one will be allowed to wear a chain hanging from the pants or any other part of the clothing. Clothing with inappropriate language, alcohol, tobacco, or drug advertisements are prohibited. Parents will be contacted to bring a change of clothing or a student will be provided with appropriate clothing to wear for the remainder of the day.

**It is further expected that students dress appropriately for the weather. Boots and snow pants are required for all students to play on the playground and snow hills when snow is present. Snow pants are also required when the temperature with wind chill is 10 degrees or colder.** Often in the early part of the fall we have snow when other areas of the city do not or snow may fall after the school day has begun, so please have your child prepared.

## **DRUG-FREE SCHOOLS**

Oconto Elementary School is a drug-free school. The possession or use of tobacco, alcohol, and/or other illegal drugs is prohibited on school grounds. Consequences for possession or use range from suspension to expulsion. All over-the-counter and prescription drugs, with the exception of inhalers, are required to be in the health room with the completed permission form(s) for administration on file.

## **E-MAIL**

Parents are encouraged to communicate with their child’s teacher using electronic mail. A list of staff addresses is included with this handbook. Please remember the following:

- o **Sending harassing or discriminatory e-mail is illegal.**
- o **E-mail and Internet use should be related to business/school functions.** Please do not abuse this list and use it for business purposes.

## **EXPULSION**

In accordance with Wisconsin statutes, the school board may expel a pupil from school whenever it finds him/her guilty of repeated refusal or failure to obey the rules, or finds that he/she is engaged in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, and is satisfied that the interest of the school demands his/her expulsion. Expulsion is a very serious measure, but if a student continues to violate the policies and procedures of the school, expulsion proceedings will be initiated. Under state law, a student will be expelled for a period of not less than one year, if that student is "determined to have brought" a weapon to school. Each case will be studied on an individual case-by-case basis. The Code of Conduct policy can also be referenced for information on expulsion.

## **EXTENDED LEARNING OPPORTUNITY**

The Oconto School Board recognizes that some students need more time to achieve the high academic learning standards that have been set by the State of Wisconsin for students. Students who are in need of extra help may attend after school tutoring and academic summer programs. Information will be provided for students on academic summer classes in the spring.

## **FAMILY INVOLVEMENT / VISITING SCHOOL**

Parents and other family members are encouraged to be involved with the educational process. Reading to your child(ren), listening to them read, and asking them about specific details about the day's events are good ways to get involved in your child(ren)'s education. We encourage you to get to know your child(ren)'s teachers and other members of the Oconto Elementary staff.

Parents and grandparents are welcome to visit and should discuss such a visit with their child(ren)'s teacher(s). All persons entering the building must report to the office. The office staff will give you a visitor or volunteer pass, and you may then go to the room you wish to visit.

**Volunteers are welcomed and much appreciated. If you would like to help in a classroom or chaperone a class trip, please:**

- contact the teacher you would be willing to help.
- complete a volunteer form.
- give permission for us to do a background check.

**If you are able and willing to give of your time and talents in other ways, contact the school office.**

## **FEES**

Students may be assessed fees for some items and activities at school. If there is an economic hardship, assistance may be gained by contacting the main office at (920) 834-7808 ext 3101.

## **FIELD TRIPS**

Students benefit greatly from experiential learning. We are fortunate that the Oconto School Board and the PTO have shown such support for this type of learning. Students need to bring home a field trip permission form if the trip is out of town or on public transportation. Students must ride to and from field trips on the buses provided by the school district unless the child's parent provides the transportation and it is authorized by the principal. Due to the small nature of our community and the opportunities that sometimes arise spontaneously, **students may go on walking field trips with their classroom without parent permission forms being completed.**

Traditional Field trips may include:

### **Kindergarten**

- ◆ Fire Station
- ◆ The Pumpkin Farm

### **First Grade**

- ◆ Fine Arts Event
- ◆ NEW Zoo
- ◆ Local Community Outing

### **Second Grade**

- ◆ Bay Beach Wildlife Sanctuary / Meyer Theater Production
- ◆ Appleton Children's Museum
- ◆ Local Nursing Home

### **Third Grade**

- ◆ Area Environmental Trip
- ◆ Theater performance in Green Bay

## **Fourth Grade**

- ◆ Peshtigo Fire Museum and Historical Day
- ◆ Green Bay Neville Public Museum / Wildlife Sanctuary
- ◆ Local Business

## **FIRE DRILLS**

Directions for exiting the building are clearly posted near each classroom door and are explained by the teacher of each class. The following regulations are for everyone's safety during a drill or actual emergency.

- o Movement through the hallway and away from the building must be in an orderly fashion.
- o Students must remain with their class and listen for instructions.
- o Stay off of private property bordering the school.
- o Do not re-enter the building until requested to do so over the public address system.

**Parents:** Please talk to your child(ren) about fire drills. Sometimes younger children are frightened when drills occur or something out of the regular routine takes place. Please assure your child(ren) that the teachers and other staff members at Oconto Elementary School will take care of them and make sure they are safe.

## **FUNDRAISING**

Our school board has a policy regarding school-related fundraisers. Students should not make cold calls or canvass neighborhoods. Fundraising cannot interfere with the academic day, and is strictly voluntary. If your child participates in a school-related fundraiser, please read the guidelines very carefully. According to state statute, no child under 12 may solicit for a fundraiser without signed parent permission.

Students often participate in other community organizations and have items to sell for fundraising. Our district does not allow fundraising to interfere with the academic day. Children should not ask staff members other than their present year classroom teacher to purchase items. Students may not come into school early for such purposes. Office staff members may be asked after school to purchase items. Items brought to school for distribution should be presorted and carefully labeled.

We are very fortunate to have a cadre of parents and staff members raise funds for our PTO at our school. These funds go to support many exciting projects that benefit **all the children** whether they have raised funds or not. These include lyceum programs, student planners, field trip ticket or admission costs, and items for classrooms that are not in the district budget.

All students will participate in fundraiser classroom or all school reward activities, whether they have sold or not. Before your child sells items please sign the fundraising permission form included with the beginning of school materials or gained from the main office. **Items will not be ordered for a student without a signed permission form on file.**

## **GRADE QUESTIONS/CHANGES**

Students or parents/guardians that believe a mistake has been made in posting a grade to a report card or progress report must bring the issue to the attention of school officials in a timely manner. The teacher issuing the grade should be contacted for clarification. If there is still a question, parents/guardians must complete and sign a grade investigation form and hand it in to



the building principal within five (5) school days of the posted take-home date of the grade report in question. The principal will then investigate, and issue a decision on the matter.

## **GUIDANCE**

Students in grades K through 4 receive regularly scheduled guidance lessons from the guidance counselor in their exploratory rotations. Students that want to see the guidance counselor on other occasions should ask their teacher for a pass to the office. In the office, the student will set up an appointment to meet with the counselor. Emergency counseling will be available as needed.

## **HARASSMENT / BULLYING**

Students who intimidate or harass other students will be subject to disciplinary action. Students who join forces with other students to enforce their own rules will be disciplined. Such discipline will include, but is not limited to warnings, loss of privileges, detention or suspension. In extreme cases, expulsion may be warranted. Please see **Appendix E and/or Board Policies: 411.1, 411.1A Rule, 411.1B Rule, 411.1C Rule, and 411.1 Exhibit**. To review these policies, please stop in our main office or to file a formal complaint, you may pick up a form in the office.

## **HATS**

Students are asked to remove their hats while in the building unless there is a special event taking place that includes hats.

## **HEAD LICE**

Problems of head lice exist worldwide. If a child has lice or nits, he/she will be sent home with directions to aid in the treatment. Other students in that child's class will be checked and parents notified, in writing, that a lice case was discovered in their child's class or grade level.

### **Head Lice Protocol**

- Students diagnosed with head lice must be sent home from school. As long as they are treated at home, they may return to school the following day.
- School staff must provide parents/guardians with information on how to treat lice and remove nits.
- Students will be checked for signs of re-infestation the morning upon returning to school and on the 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> non-viable nits will be allowed to return to class after nits are removed.
- If the student presents with live lice, the student will be sent home retreatment.
- Notification letters should be sent home to alert parents of the entire grade level of the infested student.

**If you have additional questions or concerns, please contact our school nurse or office staff at the school (920)834-7808 Ext. 3103 or 3102.**

## **HEALTH ISSUES**

There are guidelines from the Oconto Public Health Department for the exclusion of children and staff with respiratory and contact illnesses from school. They include but are not limited to pink eye, hand-foot & mouth disease, cold sores, impetigo, or other contagious rashes, head lice, ringworm, scabies, and blood pathogen diseases, hepatitis B, and HIV. Students with a fever (100.0 degrees F) and/or are on medications for a viral or communicable disease should remain at home 24 hours following the beginning of a medication, cessation of vomiting or diarrhea, and 24 hours after a fever has returned to normal.

A doctor's excuse must be provided for seriously ill or injured children to be excused from PE or outside recess.

## **HEALTHY SNACK**

Recent research has demonstrated that enhanced learning can occur when the brain is hydrated through good fluid intake and blood sugar levels are kept level with nutritious snacks. Many classroom teachers provide common snacks and parents are asked to donate items for the day. In other classes, individual students are allowed to bring a snack. **Soda, chips, and candy are not permissible for this snack.** **Soda is not appropriate for student lunches or for student consumption between 8:10 A.M. - 3:10 P.M. due to the high sugar content and carbonation, which impedes good bone development.**

**Recommended items are fruit, cookies, trail mix crackers, sandwiches, cereal, veggies, and cheese.** Please see the *Guidelines for Food and Beverages Offered to Students at School Functions* in **Appendix A**.

## **HOLIDAY CELEBRATIONS/GIFTS**

The focus of school is to address the intellectual, physical, and social needs of our students. We are sensitive to the diverse customs and beliefs of our community. Taking this into account, activities for Halloween, Christmas, Valentine's Day, etc. will be voluntary and age appropriate. Celebrations will be limited to 30 minutes of the school day.

Gifts, balloons, and/or flowers sent to school for a student's birthday or other occasions will be held in the office until the end of the school day. This is to reduce distractions during learning. Parents may bring in a special treat, ice cream and/or cake for snack time for his/her child's birthday.

## **IMMUNIZATIONS**

**Wisconsin state statutes determine what immunizations are required of students in order to participate in school. These requirements change. Parents are encouraged to keep the school informed and have proper documentation on file. Children can be excluded from school for not having these records up to date and on file.**

- ◆ EC and kindergarten students must have the chicken pox (varicella) vaccine or a reliable history of the chickenpox disease.
- ◆ MMR vaccine - One dose is required for early childhood students. Kindergarten students need two doses.
- ◆ DTP/DtaP/DT vaccine - Four doses are required for students entering kindergarten.
- ◆ Polio vaccine - Four doses are required for students entering grades K through 12. Three doses are required for students entering early childhood.
- ◆ Hepatitis B - Three doses are required for students in EC through grade 12.

Waivers are available in the health room for religious, health, and personal conviction reasons.

## **INHALERS**

Under Assembly Bill 783 effective September 1, 1999, asthmatic pupils may possess and use a metered dose inhaler or dry powder inhaler while at school, at a school-sponsored activity, or under the supervision of a school authority if all the following are true:

- a) The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate the asthmatic symptoms.
- b) The pupil has the written approval of the pupil's physician and, if the pupil is a minor, the written approval of the pupil's parent or guardian.
- c) The pupil provided the school nurse with a copy of the approval or approvals under paragraph (b).
- d) Students keep the inhaler on their person and not in their desk or locker. It must be brought on all field trips.

## **INSTRUCTIONAL MEDIA CENTER (IMC) / LIBRARY**

The IMC is a place to study, do research, and to read. Food, beverages, and gum are not allowed. All patrons are expected to return magazines, newspapers, books, chairs, and other materials to their proper places before leaving.

A core service of our elementary IMC is to loan materials to our staff and students that enhance and support our curriculum. Borrowing privileges are extended to our parents and members of the school community.

All library records are confidential under Wisconsin Statute 43.30. The library will comply with a parent/guardian's written request restricting their minor child's access to checking out items on a specific subject collection.

The Follett Software Company is the software vendor for the IMC automated card catalog (Destiny) and circulation system. Staff and students can access the card catalog from any computer or device with internet access. Loan periods are for 14 days and can be renewed a maximum of two times.

There are no daily fines charged for overdue items, however, those patrons with overdue items do not have borrowing privileges until all overdue items are returned. If library materials are lost or damaged beyond suitable repair, the borrower must pay for the item.

## **INSURANCE**

The Oconto Unified School District will not offer any insurance coverage for accidents to students that occur on school property or at athletic practices or events. If an injury should occur, any medical bills will be the sole responsibility of the parent or guardian. Parents may purchase an optional insurance policy through the school district at a cost of \$65/year/student. Forms are available in the school office.

## **LOCKERS**

Students will be issued a locker. Most school supplies and books will be kept in the classroom, but coats and other miscellaneous items may be kept in the locker. The school owns the lockers and they may be opened and inspected at any time. Students are not to bring a lock from home to lock a locker.

## **LOST AND FOUND**

Please plainly mark all boots, mittens, hats, coats, etc. with your child's name. A lost and found box is kept in the commons. Lost jewelry and glasses are kept in the main office. Articles not claimed at the end of each quarter will be donated to our family involvement program or a local charitable organization.

## **LOST OR DAMAGED BOOKS**

Students are responsible for all books given to them for use by the school. We encourage, and in some cases, require books to be covered. Fines are assessed for damaged books. Students that lose a book or damage it beyond repair will be required to pay the replacement cost of the book(s).

## **LUNCH**

### **Lunch Prices**

Students should bring money for meal tickets to school on the first day of each week. The money should be in an envelope labeled with their name and the amount of money enclosed. Parents who write a check or enclose cash for more than one child should enclose the full amount and clearly label **each child's name** on the envelope.

### **Lunch / Milk Prices 2018-2019**

K - Grade 4	Week	\$14.50
	Daily	\$2.90
Adults	Daily	\$4.15
Extra Milk		\$0.35

### **Reduced Lunch Prices 2018-2019**

K-Grade 4	Week	\$2.00
	Daily	\$0.40

### **Free and Reduced Lunch**

Forms are available in the main office for this federal program. They can be completed at any time during the school year in case a family's financial situation changes. They can also be completed even if your child or family does not want to participate. **Many school funds are based on the number of students who qualify for this program, not just those taking the benefit.**

### **Special Dietary Needs**

Students who are unable to consume a food or item because of medical or other special dietary needs can be offered a substitute food or drink item if the kitchen staff has a medical statement on file, as required by the state. It must be signed by a physician, physician's assistant, nurse practitioner, or other recognized medical authority (not a parent).

The statement shall include:

- A. An identification of the medical or other special dietary need which restricts the participant's diet; and
- B. The food or foods to be omitted from the participant's diet, and the food or choice of foods that may be substituted.

## **LUNCHROOM PROCEDURE**

- ◆ Wait in line quietly.
- ◆ Each grade level has assigned tables to occupy during lunch. A supervisor will direct students where to sit. Students are to remain in their seat until they go to the seconds table or are finished and have been excused by the supervisor.
- ◆ Eat appropriately. Dropped silverware should be taken to the window to be washed. Get clean silverware from the cart. Spills or dropped food should be cleaned up by the person that spilled or dropped it. If assistance is needed, a staff member will be available.

- ◆ Try to eat all food on your tray. Students are given as much time as they need to finish eating lunch within the allotted lunch period. **All food must be eaten in the lunchroom. No food or beverage is allowed on the playground, in lockers or hallways.**
- ◆ It is against the rules of the federal lunch program for students to give food to other students especially with our generous second's policy. Students who violate this policy will receive discipline referrals and risk losing these benefits.
- ◆ Return tray and silverware and discard milk carton and napkin.
- ◆ After returning your tray and silverware, return to your table and wait to be dismissed by the lunchroom supervisor.
- ◆ When dismissed, report to your designated location.

## **MEDICATION**

In order for school personnel to administer prescription medications to students immune from civil liability, certain requirements outlined in state law must be met. One of the requirements of the prescriptions of a practitioner 2001 WI Act 82 expanded the definition of "practitioner" to include optometrist, physician assistant, and advanced practice nurse, who is licensed in any state, in addition to physician, dentist and podiatrist.

### **Prescription medication:**

**Authorization and Parent/Guardian Authorization form needs to be filled out for each prescription.** This form should precede or accompany the medication to school. Please send the prescribed medication in the current pharmacy-labeled container. If the prescription medication is changed or discontinued from the original form, a new authorization form needs to be sent to the school.

### **Non-prescription medication:**

**Fill out the form listing each nonprescription medication.** Please send the medication in the original container with your child's full name, name of medication, dosage and time to be given taped to the container.

## **MILK BREAK**

Due to regulations that coincide with our Breakfast/Lunch Program, we are no longer able to offer the Wisconsin Snack Milk Program for all-day students. The Wisconsin Snack Milk Program is only available to our EC & 4K students. Only the EC & 4K students who qualify for free hot lunch will also qualify for free milk through the Wisconsin Snack Milk Program, all other EC & 4K students will need to pay for the school year.

## **MONEY/VALUABLES**

Students should not bring money or valuables to school. When it is necessary to send money to school, the following procedure is suggested. Place the money in a sealed envelope and write a statement on the outside as to what the money is for, the child's name and teacher's name.

## **NON-DISCRIMINATION POLICY**

It is the policy of the school district that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the statutes.

## **PARENT CONNECT**

The Oconto Unified School District provides a virtual window into the classroom through an Internet interface program designed to enhance communications and the exchange of information between school and home. Using this tool you will be able to review your child's performance with a secure, direct link through the Internet to a mirrored image of your child's school records including grades, attendance, discipline, assignments and other valuable information.

This service is free and provides teachers and parents with an easy way to communicate via electronic mail messages and automatic e-mail alerts if your child is tardy or missed turning in an assignment.

Parents and guardians with students enrolled in the school district may register to begin using the web interface by logging onto the [www.oconto.k12.wi.us](http://www.oconto.k12.wi.us) and click on parent portal link. Once you have registered via the website, a password will be generated by the parent connect software. For security purposes, you must pick up your Activation Code in person using a photo ID. Parents without Internet connections at home may use the local library computers or anywhere in town where there is internet connections free of charge.

## **PARENT-STUDENT-TEACHER CONFERENCES**

Communication regarding a student's academic progress is delivered in many formats at our school. Following the distribution of the first quarter report cards, parent-student-teacher conferences are scheduled. During these twenty-minute evening conferences, it is recommended that students attend to share in the dialog regarding their progress and to also hear and share ways they can improve academically, behaviorally, and socially. These conferences are scheduled ahead of time by the office following the return of the parent request form to try and coordinate the conferences for families with more than one child in school. Parents are encouraged to prepare for this event by discussing their child's report card and making a list of questions to ask the staff members.

## **PARENT-TEACHER ORGANIZATION (PTO)**

We urge parents to become involved in our Kid's First Parent-Teacher Organization. The PTO provides wonderful support to our students and staff. Your participation is very important to the success of the organization. Your active support of PTO activities and fundraisers is also appreciated. Meetings are held the first Monday of the month at 3:30PM. All events are listed on our district calendar.

## **PARENTAL RIGHTS**

Divorced parents of our students each have the right to information about their child(ren) unless otherwise ordered by a court of law. The school will make every effort to work with parents to provide good communication. If there are court orders that affect the way we should distribute information or deal with your child(ren), please give us a copy.

By law both parents have the right to all report cards, progress reports, and school information. Please provide the school with the address and names of non-custodial parents so that we can directly send this information to this parent.

## **PARKING**

Please see Appendix G for detailed information on Parking, student drop off, and student pick up.

## **PASSPORTS**

When a student has an appointment during the day a parent needs to send a note with his/her child. The student then needs to bring it to the office before school to obtain a passport. When picking up your child for an appointment, please come to the school office to sign your child out. When returning, you need to do the same. Children are to show the passport to their classroom teacher and take it to their exploratory class if the appointment is scheduled during the exploratory class time. We need your help in this area for the security of your child.

## **PRESCHOOL**

The Oconto Preschool Center holds classes at the Oconto Elementary School (OES). Information is available regarding this fee-based program for three year old children at OES.

## **PETS, ANIMALS**

Pets, with teacher approval, and a signed Pet Approval Form (**see Appendix F**) may visit the school, if they are properly immunized and in good health and not dangerous. These pets must be brought in a cage or on a leash and carried at all times. Pets may be viewed in the commons or outside. Dogs, horses, goats, or other large animals may only be viewed outside. A form may also be obtained from the school office.

## **PLAYGROUND AND INDOOR RECESS GUIDELINES**

- o Fighting, hitting or other physically aggressive behavior is strictly prohibited.
- o Tackle football and other games that involve throwing students to the ground are not allowed.
- o All students must stay on school grounds within sight of the supervisors.
- o Use all playground equipment safely and properly.
- o Dress appropriately for the weather.
- o When snow is on the playground, students must have a suitable winter jacket, mittens, hat, boots, and snow pants to go outside. All students must play in a safe manner on the snow hills. Snowball throwing or the kicking of snow or ice is not allowed at any time.
- o Line up promptly when the whistle or tone sounds that ends the recess time.
- o Be courteous and polite.
- o Enter the building in a safe, orderly, and quiet manner.
- o On days when the weather is not suitable for students to go outside for recess, students will be in the resource areas of each neighborhood. Students are to go directly to this area after lunch and not linger by the lockers, use a quiet voice, not run or jump around, and pick up and return all items to their proper location.
- o (See Appendix I – *Playground Rules for All*)

## **PLAYGROUND SUPERVISION**

**The Oconto Elementary School playground is supervised beginning at 7:45 A.M.** Please do not send your child(ren) to school before that time.

Bus students arrive between 7:45 - 8:00 A.M. Students who participate in our breakfast program will come straight into the school from the front doors at that time. All other students will go

directly to the playground area. These students will go directly to the playground area. These students will stay out on the playground until they are sent inside by the supervisors at 7:58 A.M.

Students who participate in our breakfast program but are dropped off in the parent zone will be allowed inside the building up arrival through the playground doors and should proceed directly to the lunchroom.

**All students should be dressed in appropriate outdoor attire when they arrive at school, which includes snow pants and boots in the wintertime (see DRESS CODE – STUDENTS).** In the event that the temperature is below zero, all students will be allowed inside upon arrival.

Parents who need supervision for their child(ren) earlier than 7:50 A.M. are encouraged to sign their child(ren) up with the Zone, our daycare service for before and after school care. At the end of the school day, the grounds will be supervised until students have left the premises or until 3:20 P.M.

## **PRIVACY**

The Family Educational Rights and Privacy Act requires that school districts obtain your written permission with certain exceptions before disclosing identifiable information from your child's educational records. This includes but is not limited to information for

- o a playbill showing your student's role in a drama production
- o the annual yearbook
- o honor roll or other recognition lists
- o graduation programs
- o sports activity sheets listing such information as 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 the parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If you do not want the Oconto Unified School District to disclose information from your child's education records without your prior written consent, you must notify the District in writing by September 30<sup>th</sup> of each year. The Oconto Unified School District may, but does not have to, include all the information listed below.

- o student's name
- o address
- o telephone listing
- o electronic mail address
- o photograph
- o date and place of birth
- o dates of attendance
- o grade level
- o degrees, honors, and/or awards received
- o participation in officially recognized activities and or sports
- o weight and height of members of athletic teams
- o the most recent educational agency or institution attended

## **PROBLEMS/DUE PROCESS**

Any person having a problem with a school employee should attempt to resolve the problem with the employee. If this is not possible, contact the principal to help resolve the conflict. If there is a problem with a school policy, contact the principal. Please feel free to call and give us the opportunity to find solutions to problems or answer your questions.



The following due process procedure is available to any student and parent(s) that wish to challenge a school policy or decision:

**Step One:** An appeal can be made to the principal, if school personnel other than an administrator took the original action.

**Step Two:** If the student and parent(s) wish to appeal the decision of the principal, their appeal must be made, in writing, to the superintendent. This appeal must be made within ten (10) school days from the time the principal makes the step one decision known. The principal will also submit a written statement explaining the decision. The superintendent will confirm or reject the principal's decision within ten (10) school days from the date the student and parent(s) submitted their complaint to the superintendent.

**Step Three:** The next appeal would be to the Oconto Unified School District Board of Education. Appeals must be placed on the Board agenda at least ten (10) days prior to a regularly scheduled Board meeting.

The student and parent(s) have recourse through the civil courts and the State Superintendent's Office if they are not satisfied with the decision of the Board of Education.

## **PROHIBITED ITEMS IN SCHOOL**

This includes, but is not limited to: **all toys, Pokemon, YU-GI-OH cards and other trading items, roller blades and skateboards, laser pointers, cap guns, squirt guns, fireworks, knives, sling shots, hard balls and baseball bats, razors, matches, lighters, bullets, two-way communication devices, cell phones or pagers (without parental consent - See: CELLULAR PHONES), Game Boys, ipods, CD/DVD players or other electronic devices, TVs, cameras (with the exception of field trips and the last day of school) make-up, hair color or sprays, heelys or other items deemed distracting or hazardous, etc.** Such items found in the possession of a student will be confiscated and brought to the principal. Parents may pick them up at the end of the day from the principal. Items not picked up will be kept until the end of the school year at which time they will be disposed. The school is not responsible for lost or damage to such items.

The safety of our children while in school is one of our paramount concerns. The State of Wisconsin has a toll free number **1-800-622-3784** to report dangerous weapons in schools. An operator is available to answer this number 24 hours per day, seven days a week.

## **PROMOTION**

The Oconto School Board has set guidelines for promotion to fifth grade. Board policy is included in **Appendix F** of this publication.

## **RECESS**

Students need to come to school prepared for the weather. All students are expected to go outside for recess when the weather is appropriate for outdoor activities. During the winter months, office personnel will monitor the temperature and wind chill before a decision is made to go outside. As a rule of thumb, students will be kept indoors when the air temperature or wind chill dips below zero. A parent request for their child to stay indoors for a day or two must be communicated in writing to the teacher. **Prolonged requests for students to be indoors should be accompanied by a doctor's excuse.**

## **REPORT CARDS AND PROGRESS REPORTS**

In grades 4K - 4, students receive Standard Based Report Cards that include a report of student learner behaviors.

Parents are encouraged to write comments and make an appointment to meet with a teacher, if they have concerns regarding their child's progress. Following is a grading scale for grades 4K through 4.

### **Grades K-4**

- 4 - Extends: Advanced, high-level, and in-depth understanding. Applies concepts and skills in a variety of situations.
- 3 - Consistent: Proficient understanding and application of the concept or skill correctly and independently at grade level.
- 2 - Developing: Basic understanding of the concept or skill at grade level.
- 1 - Beginning: Minimal understanding of the concept or skill at grade level. Requires a high level of support to complete the task.

## **SCHOOL CLOSING**

Listen to WOCO radio, 107.1 FM or 1260 A.M., or watch Channels WBAY 2, WFRV 5, WLUK FOX 11, or NBC 26 for information about school closing. If no announcement is made, schools will be open and the buses will run. The call to close will be made before 6:30 A.M. Since many stations need to be called, there may be a delay in the networks announcing the information. Listen closely. **Be sure that your child knows where to go, if school is closed early due to inclement weather or other emergency. Please do not call the school for information regarding school closing! This ties our lines up and true emergency calls cannot come in or go out at this time.**

In the event of an early release time, all school sponsored events such as conferences or parent meetings are cancelled for the day.

## **SCHOOL SUPPLIES**

Please label your child's supplies and replenish his/her supplies **several** times during the year. A supply list is included in this publication and is available in the OES office.

## **SECURITY**

Student safety is very important. Parents are advised that we have taken the following steps.

- o Only the main entrance of school is open during the school day.
- o All interior doors are locked at all times. Staff members may have the door open but it must be in the locked position.
- o The entire building is on a security system.
- o All exits are monitored by cameras and events recorded on a monitor in the main office.
- o All visitors to the building must report to the office and secure a visitors badge. All school personnel wear nametags at all times to identify them as a school district employee to visitors.
- o We will hold security drills for students during the school year.
- o In the event that the school is conducting a lockdown practice, parents will have to wait to enter or leave the building.

## **SEXUAL / GENERAL HARASSMENT**

The Oconto School District will not tolerate sexual or general harassment of students, staff, and teachers. The following statement appears in School Board Policy.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical acts of a sexual nature where:

- o Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or educational progress.
- o An employment or educational decision is based on an individual's acceptance or rejection of such conduct, or;
- o Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working or learning environment.

General harassment may constitute verbal or physical conduct that is either explicitly or implicitly done in retribution or anger and affects a student's psychological welfare or academic performance through the creation of an intimidating, hostile or offensive learning or teaching environment

## **STUDENT PLANNERS**

Our PTO has provided each student in grades 1 - 4 with a planner. Parents need to form a regular routine of checking and signing this vital communication link with the classroom teacher each day. If this planner is lost another can be purchased for \$5.00 in the office.

## **STUDENT VISITORS**

School is a place of learning. Student visitors can be distracting. **Oconto Elementary School does not allow student visitors during the school day less than five years of age, or any student from outside the district.**

## **SUCCESS IN SCHOOL -- Seven Ways Parents Can Help**

1. Talk to your child about everything under the sun.
2. Read good books aloud to your child.
3. Encourage reading, writing, and math activities.
4. Limit the amount of time spent watching television and playing video games.
5. Review your child's progress and report cards and encourage your student to always do his/her best.

6. Monitor your child's school progress and take part in school activities.
7. Be knowledgeable regarding who your children's friends are.

## **SUMMER SCHOOL**

Oconto Elementary School provides enrichment and academic classes during the summer program for four weeks in June and early July. Classes are scheduled four days per week from 8:00 -11:45 A.M. Information is provided in the spring regarding the offerings for this program. Students are entered into classes on a first come, first serve basis depending on teacher availability.

## **SUSPENSION**

Suspension is serious and is reserved for serious infractions of the rules. Parents of a suspended student will receive notification of the suspension as soon as possible. Suspension comes in two forms. In-school suspensions are spent in school under the supervision of school personnel in the ED resource room. Out-of-school suspensions are served at home under the supervision of a parent or guardian at the residence of the student or child care provider. Suspended students are suspended from all after school activities.

## **TARDY**

One important life skill that children must learn is to be on time. Our school starts promptly each day at 8:10 A.M. All students are expected to be in their desk ready to learn by this time, even if they participate in our breakfast program, which begins at 7:45 A.M.

## **TEACHER QUALIFICATIONS**

Federal law requires that we share the qualifications of teachers and other staff members in our school. This is commonly known as the "Parents Right to Know" provision. Questions that you might ask could include the following:

- o Is my child's teacher licensed to teach the grades and subject assigned?
- o Has the state waived any requirements for my child's teacher?
- o What was my child's teacher's major in college?
- o What degrees does my child's teacher hold?
- o Are there instructional aides working with my child? If so, what are their qualifications?

Oconto Elementary School has a highly qualified staff. If you have any specific questions about staff qualifications at OES, please contact the school and we will reply in a timely fashion to requests for information.

## **TECHNOLOGY- ACCEPTABLE USAGE POLICY**

The school board is committed to providing the necessary tools to meet established standards. The hardware and software provided for student use at the school will help them to be the best students they can be. The student technology user is held responsible for his/her actions and involvement in technology. Please read the *Technology Guidelines and Acceptable Use Policy* with your child found in **Appendix C** of this handbook.

## **TELEPHONE**

School phones are business phones. Students will be allowed to call home due to illness or other emergency with the permission of a staff member.

## **TITLE I FUNDING**

Title I is a federally funded program to enhance student achievement. Our school is a Title I Schoolwide program which allows our whole building to work together as a team to support students who struggle

## **TORNADO DRILLS**

During a tornado drill an announcement will be made over the public address system. Students, teachers, and other school staff are to proceed immediately to the area that has been designated for their classroom. As with fire drills, tornado drills are frightening to some children. Please talk to your child(ren) about tornado drills. The tornado and fire drill practices that we conduct help our students and staff feel safer should an actual emergency exist.

## **VANDALISM**

The majority of students demonstrate respect for the school facilities, grounds and property at our school. Upon occasion students make poor choices. Student discipline for vandalism may include community service hours, monetary restitution and a police referral in addition to suspensions and or detentions. These will be issued in accordance with the level of damage.

## **VISION AND HEARING SCREENING**

The Oconto Public Health Department screens all first and third grade students. If a teacher or parent has a concern with a child at another grade level they can request that the child be screened. Parents of children that show a problem are informed via a letter from the Oconto Public Health Department.

## **VISITORS/PARENTS IN SCHOOL**

If you need to take your child to an appointment during school hours, students must be picked up in the office. Please send a note to school with your child so that a passport can be written and he/she can leave the classroom in a timely manner to meet you in the office. When picking up a student at the end of the day, parents are to wait in the commons prior to 3:10 P.M.

### **Professional Visitor Policy**

A professional visitor, with the legal rights to see a child without parental permission will have the option of having a school official present. School officials that sit in on interviews with outside agencies are limited to administrators and school counselors. Other school personnel could be asked to be present if they have knowledge, which would be helpful to the situation.

## **VOLUNTEERS**

We appreciate the many wonderful volunteers in our school. They truly make a positive difference.

Volunteers must always sign in at the main office and get a nametag. Parents are asked not to bring preschool students with them when they are volunteering. As a school volunteer you must adhere to the same code of ethics that is expected for all school personnel especially in the area of confidentiality. This refers to information regarding children and staff. With the help of volunteers as teammates, more is achieved.

## **WEAPONS**

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities except as otherwise specifically provided. If a weapon is found, it is to be brought to the office by a staff member immediately. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon

the seriousness of the offense. A minor who violates this law is subject to the provisions outlined in Chapter 48 of the Wisconsin State Statutes, unless jurisdiction is waived.

A dangerous weapon or look-alike weapon is defined in state statutes and includes a gun, knife, razor, martial arts equipment, metal buckle, or any other object, which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

Law enforcement officers and the District Administrator/Designee shall be contacted as soon as possible if there is time in a given weapons situation and if there is not an immediate threat to safety. If there is not time, or the situation warrants immediate action, school staff should attempt to confiscate the weapon. The Building Principal will also report confiscation of weapons to the police.

Dangerous weapon(s) taken from a student will be reported to the student's parents/guardians. Disciplinary measures taken will be the responsibility of the Building Principal and will include: (1) Suspension from school, pending conference with the parents/guardians; (2) notification of the police; and (3) referral for expulsion from school.

The following are three exceptions to this policy:

1. Weapons under the control of law enforcement personnel are permitted.
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by the Principal; and
3. Weapons properly registered and handled during the community use of school facilities may be permitted.

LEGAL REF.: Section 120.13(1) Wisconsin Statutes

### **ZONE – Before/After School**

Before and after school and non-school-day care is available through the Oconto Not-for-Profit Childcare Association for school age children. **This program is held at Oconto Middle School.** Further information is available in the office.

## **GUIDELINES FOR FOOD AND BEVERAGES OFFERED TO STUDENTS AT SCHOOL FUNCTIONS**

The Oconto Unified School District encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school function (parties, celebrations, feasts, sporting events, etc.) healthy food choice options should be available. Some suggested foods are listed below:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Frozen fruit juice pops
- Dried fruits (raisins, banana chips, etc.)
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Low-sodium crackers
- Baked corn chips & fat-free potato chips with salsa and low-fat dips (Ranch, French Onion, bean, etc.)
- Low-fat muffins, granola bars and cookies
- Angel food and sponge cakes
- Flavored yogurt & fruit parfaits
- Jell-O and low-fat pudding cups
- Low-fat ice creams, frozen yogurts, sherbets
- Low-fat and skim milk products
- Pure ice cold water

### **Fund-raising Activities and Concessions**

Any fund-raising requires administrative approval. To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold. The following recommendations are made to promote healthy choices for children related to fundraising activities supported by the school:

- Offer only non-food items as the items that raise funds such as books, gift wrap, candles, plants, flowers, school promotional items, etc.
- Whenever food and beverages are sold that raise funds for the school include at least some healthy food choices.

Organizations operating concessions at school functions should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

### **Learning Incentives**

The use of foods of minimal nutritional value as learning incentives should be kept to a minimum, and healthy food choices or non-food items should be substituted.

### **Foods of Minimal Nutritional Value as Defined by USDA:**

- Soda Water - any carbonated beverage (even water). No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.
- Water Ices - any frozen, sweetened water such as "...sicles" and flavored ice with the exception of products that contain fruit or fruit juice.
- Chewing Gum - any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- Certain Candies - any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients.
- Hard Candy - A product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jaw breakers, sugar wafers, rock candy, cinnamon candies, breath mints and cough drops.



# OCONTO SCHOOL DISTRICT

## KOBUSSEN BUS COMPANY

### BUS RULES

#### 1. General Rules:

- Parents and students must assume that school bus transportation is a **privilege** to the student, not a **right**.
- Remember that misbehavior of any kind will not be tolerated. If you misbehave you may be denied the privilege of riding the bus and may be suspended from school.
- Time on a school bus is an extension of the school day.

#### 2. Previous to Loading (on the road and at school):

- Be on time at the designated school bus stops – help keep the bus on schedule.
- Stay off the road at all times while waiting for the bus. You should conduct yourself in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion in single file. Do not rush to get on the bus.
- Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
- Be courteous. Don't take advantage of younger children in order to get a seat.
- Leave home/school in time so you do not have to rush to catch your bus.
- If there is not a sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop.
- Use the handrail and watch your step when getting on the bus.

#### 3. While on the Bus:

- Keep your hands and head inside the bus at all times after entering, and until leaving the bus.
- Assist in keeping the bus safe and clean at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Treat the bus equipment as you would treat valuable furniture in your home. Damage to seats, windows, etc., must be paid for by the offender.
- Never tamper with the bus or any of its equipment.
- Do not leave books, lunches, or other articles on the bus.
- Keep books, packages, coats, and all other objects out of the aisles.
- Remain in the bus if a road emergency occurs, unless directed to do otherwise by the bus driver.
- Do not throw anything out of the bus window.
- Always remain in your seats while the bus is in motion.
- Be courteous to fellow students, the bus driver, the driver's assistants, and passers-by.
- Keep **absolutely** quiet when approaching a railroad-crossing stop.
- Parents will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding.
- The driver is responsible for controlling the bus riders. You must obey the driver promptly and respectfully.
- Inform **Kobussen Bus Office at 920-473-4143**, if possible, when a rider will be absent.

#### 4. After Leaving the Bus:

- Cross the road, when necessary, at least 10 feet in front of the bus, only after checking to be sure that no traffic is approaching and after receiving the signal from the driver.
- Help look after the safety and comfort of all small children.
- Be alert to danger signals from the driver.
- Riders are not permitted to leave the bus anywhere other than their regular stop unless proper authorization has been given in advance by your parent(s) and school officials.

**5. Extra-curricular Activity Trips:**

- The above rules and regulations will apply to any trip under school sponsorship.
- Students must respect the wishes of competent chaperones appointed by the school officials to accompany the bus riders.

**6. Discipline Rules:**

- On the **first** offense, unless it is an aggravated case, the driver is to talk to, reason with, reprimand, etc., the student.
- On the **second** offense, or in an aggravated case, the student is to be suspended from riding for one day. The bus company, is to notify the parent(s) and the Principal as soon as possible.
- On the **third** offense, or in an aggravated case, the student is to be suspended for three days. The driver, or the bus company, is to notify the parent(s) and the Principal as soon as possible.
- On any succeeding offenses, the student is to be suspended from the bus for three days until the case is reviewed by the bus company, parent(s), and school, if appropriate.

## **Oconto Unified School District Technology Guidelines and Acceptable Use Policy**

### **Technology-Use Mission Statement**

The technology-use mission of the Oconto Unified School District is to improve learning and teaching through interpersonal communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods and materials.

### **Definition of Technology**

Technology includes but is not limited to the following:

1. Computer hardware and software.
2. Computer printers, modems, scanners, digital cameras, and other related equipment.
3. Network servers, software, and related equipment.
4. Internet, e-mail, and other means of interaction via technology.
5. Other equipment and materials (e.g. telephones, voice mailboxes, etc.) managed by the District Technology Department.

### **Responsibility**

Every student, faculty, and staff member of the Oconto Unified School District (OUSD) will have access to the technology essential to fulfill assignments and job responsibilities, upon signing OUSD's Acceptable Use Policy (AUP). For student users, a parent or guardian must sign the AUP to request that their child(ren) have individual access to the district's technology systems.

Access to technology is a privilege and not a right and is governed by OUSD's AUP. Any violation or suspected violation of the District's AUP will result in disciplinary action, including the removal of technology use privileges.

The OUSD AUP incorporates the ethical codes clearly outlined in existing District/School policies and handbooks requiring respect for the work and rights of all others, within and outside of our schools. In addition to the specific guidelines below, technology users at OUSD are responsible for handling and operating all computer equipment with care.

### **Acceptable Use Policy**

All computer users at the Oconto Unified School District are required to follow the Acceptable Use Policy when using computers and the network to ensure the appropriate use, security and accessibility of the computing environment, and equipment essential to the work of all users.

- The OUSD network may not be used for illegal activity, for accessing or transmitting offensive materials, hate mail, material advocating violence or discrimination, or for obtaining obscene or pornographic material. Creating or forwarding inappropriate (mean-spirited, racist, pornographic, false, etc.) material is strictly prohibited.
- The network may not be used for purposes of profit, for lobbying or advertising, or to disseminate information to the school district of a personal interest.
- Accessing or attempting to access another user's account without permission is strictly prohibited. Users may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users on the network.
- Student access of non-school email accounts, including chat and instant messaging, is not allowed.
- Students may use the Internet for school assignments only and will not upload or download any files, pictures, text, music, or sound not directly related to educational goals or teacher assigned projects.
- Users must not deliberately visit a website known for unacceptable material or any material that is not in support of educational objectives.
- The introduction of computer viruses into the district's network is expressly prohibited. If a virus is encountered, a member of the Information Technology (IT) department should be notified immediately.
- Unauthorized copying or distribution of software or multimedia is illegal and prohibited. All software used on OUSD computers must be properly licensed by the IT department. The illegal downloading of copyrighted material, both text-based and images, is illegal and unethical.

- Software may not be installed on any computer without the assistance of the IT department. Unauthorized games may not be installed on OUSD computers at any time. School approved computer games and web sites that house games may only be accessed at specifically designated times.
- **Computer hardware and software settings may not be altered at any time.** Hardware may not be moved from its location except by permission of the IT department.
- Use of any "hacking" software to compromise or monitor any data on the network is prohibited.
- **Circumventing the password and/or Internet filtering software installed on computers is prohibited.**
- Vandalism of any technology will result in cancellation of privileges and possible disciplinary action. Vandalism includes, but is not limited to, malicious damage to hardware, harm or destruction of software, interfering with the access of another user and/or alteration of another users' data.

Use of technology outside of school which uses the OUSD's school name(s) or compromises the reputation of the Oconto Unified School District will result in appropriate action within district. These actions may include disciplinary responses or cooperation with outside agencies.

### **Guidelines for responsible use of computers and the network at OUSD**

In addition to the Acceptable Use Policy, please read the following guidelines to help you in making ethical and responsible decisions regarding your use of OUSD's computing resources.

- **Use of school technology, including any portable or laptop computers, is for education or job- related activities.**
- **The District retains ownership and control of its technology systems at all times.** Electronic mail, data files, server space and Internet access is not private, and users should not assume privacy. User account files and communications may be monitored, filtered and checked if necessary, even after they are deleted. Personal information (phone number, home address, social security number, credit card) should not be posted on the Internet or in electronic correspondence. Personal information about any other person(s) should not be posted online without the consent of the person.
- **Your computer account is designated for your use only and other people's accounts are restricted to their use.** Access to OUSD's technology resources is password protected with passwords initially assigned by the Technology Department, then routinely changed by the user. Passwords should be alphanumeric combinations not easily guessed by others and should not be shared with anyone. OUSD network users should always logoff or shutdown computers when they are finished using the network.
- **Electronic mail is the intellectual property of the sender.** Plagiarism is plagiarism whether using electronic sources or print sources. You should never publicly post or forward an email message, without the permission of the author.

### **Personal Responsibility**

As a representative of the Oconto Unified School District, students and staff will accept personal responsibility for reporting any misuse of the network to the Technology Department. Misuse of the network includes, but is not limited to, the alteration of a system configuration, disruption or degradation of hardware, software or system performance, or any data file(s) created, sent or received that indicate or suggest pornography, unethical or illegal solicitation, inappropriate language and other issues as described above.

### **Internet Content Filtering**

The Oconto Unified School District has taken measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safeguard is foolproof. The user is responsible for not seeking or initiating access to inappropriate material and reporting incidents should they occur. The Oconto Unified School District can not be held responsible for any material mistakenly or intentionally accessed or transmitted via the district's computer system.

### **Social Networking**

The use of online chat rooms, wikis, blogs, forums and other Web 2.0 tools will be allowed only for valid instructional purposes and in controlled settings. Such use must be supervised by teachers possessing district-approved, appropriate training as determined by the Technology Coordinator or designee. All other use is prohibited. Students are prohibited from using social networking sites including MySpace, Facebook, etc.

**Cyberbullying**

The district's computer network and the Internet, whether accessed on or off school grounds, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as "Cyberbullying," are unacceptable and viewed as a violation of this policy and the district's Harassment Policy.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, discriminating against or terrorizing another person, by sending or posting inappropriate and hurtful electronic messages or images such as e-mail messages, cell phone messages, pager messages, instant messages, text messages, digital pictures or images, or website postings, including blogs.

This policy is in effect while students or employees are on school premises, on school-owned or school-authorized vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct results in a substantial disruption of the educational environment.

Policy violations may result in loss of network or Internet access, disciplinary action per the student handbook, and possible legal action.

**Acceptable Use Agreement**

All users shall sign a Use of Technology Agreement before being granted access to District technology systems. All students must submit a signed Acceptable Use Agreement on or before September 15<sup>th</sup> of the current school year to retain access to the District technology systems. All agreements must be signed by the student's parent/guardian. A new agreement must be signed every school year.

District employees are expected to adhere to and enforce Board of Education policies and administrative procedures as a condition of employment.

## HARASSMENT/BULLYING POLICY

The Oconto Unified School District does not tolerate sexual/pupil harassment or bullying in any form and will take all necessary and appropriate actions to eliminate it, up to and including, discipline of offenders. It is District policy to maintain and insure a learning environment free of any form of sexual harassment or intimidation/bullying toward and among students.

Further, it is District policy that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the work place, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of staff members and students.

Sexual/pupil harassment or bullying is defined as any deliberate, repeated, or unwanted verbal, physical, or sexual contact, sexual or explicit derogatory statement, or sexual or discriminating remark which is offensive or objectionable to the recipient, or which causes the recipient discomfort, or humiliation, or which interferes with the recipient's academic performance. Sexual/pupil harassment or bullying can take the form of any unwanted sexual or negative attention, ranging from leering, pinching, patting, verbal comments, display of graphic, or written, sexual, or negative material, to subtle or express pressure for sexual activity. In addition to the anxiety caused by sexual/pupil harassment or bullying demands on the recipient, sexual/pupil harassment or bullying may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment or bullying escalation, unsatisfactory academic evaluations, and difference in academic treatment, sarcasm, or unwarranted comments to or by peers.

The district's computer network and the Internet, whether accessed on or off school grounds, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as "Cyberbullying," are unacceptable and viewed as a violation of this policy and the district's Technology Guidelines and Acceptable Use Policy. (See district Technology Guidelines and Acceptable Use Policy for more details.)

A program of education and intervention shall exist for students who are sexually harassed or students who have engaged in harassment or bullying.

### **Policy Dissemination**

1. A copy of this policy and procedure shall be placed in the Student / Family Handbook and distributed to every student and/or guardian at the beginning of the school year.
2. Discussion of sexual/ pupil harassment or bullying shall be included in the curriculum in a form appropriate to the age and grade level of students.
3. Once each year every employee and regular school volunteer will be reminded, in writing, of this policy and procedures.
4. An in-service for supervisory personnel shall be presented periodically.

### **Complaint Procedure**

Any student who believes he/she has been subjected to sexual/pupil harassment or bullying by another student or employee must report the incident to the Building Principal or a Guidance Counselor. It is the intent of the District to create an atmosphere where complaints can be treated fairly and quickly. If a student is not comfortable with making a complaint to the Principal or Counselor, the complaint may be made to any other adult employee. To assure consistency in handling complaints the employee will report the complaint to the appropriate principal or counselor.

**The following procedure shall be used:**

1. Any complaint may be presented verbally or in writing to the Principal or Guidance Counselor. The complaint shall include the specific nature of the harassment and corresponding dates. The person making the complaint will need to provide his/her name, address, and telephone number. If the complaint is verbal, the Principal or Guidance Counselor may make a written record and request the complainant to sign such a written account.
2. The Principal or Guidance Counselor shall thoroughly investigate the complaint, notify the accused, permit a response to the allegation, and arrange a meeting to discuss the complaint with all concerned parties within 15 working days after receipt of the complaint, if deemed necessary. The Principal or Guidance Counselor shall give a written response to the complaint within 15 working days after receipt of the complaint.
3. If the complainant is not satisfied with the actions of the Principal or Guidance Counselor a written appeal may be submitted to the District Administrator, indicating the nature of the disagreement. The appeal must be filed within 20 working days after receipt of the Principal or Guidance Counselor's response. The District Administrator may schedule a meeting of all parties to the complaint if deemed necessary. The District Administrator shall schedule a meeting if requested by the complainant. The District Administrator shall give a written response to the complainant's appeal within 15 working days of the date the appeal is filed or 15 working days after the meeting, whichever is later.
4. If the complainant is not satisfied with the response of the District Administrator, an appeal to the School Board may be filed. The appeal must be filed within 10 working days of receipt of the District Administrator's response. The School Board shall conduct a hearing within 20 working days of receipt of the appeal. The School Board shall give a written response within 15 working days of the completion of the hearing.
5. If the complainant remains unsatisfied with the response of the Board, he/she may appeal to the State Superintendent of Public Instruction through PI.9, of the Wisconsin Administrative Code. He/she may also, at any point in the process, file a complaint with the proper legal authorities.

**Alternate Procedures**

The following alternate procedures will be used for younger students or students with special education needs...

Due to the potential difficulties with establishing dates, times, and behavior, persons who have, or may have been harassed, will be provided with counseling services as deemed appropriate to their age and handicapping conditions.

A person's handicapping condition will be given consideration in any disciplinary action that may occur as a result of sexual harassment or bullying.



# OCONTO UNIFIED SCHOOL DISTRICT

## BOARD OF EDUCATION POLICY: 345.41

### Fourth Grade Promotion

- I. Beginning September 1, 2002, a student may not be promoted from fourth grade to fifth grade unless he/she has satisfied the following criteria for promotion specified in this policy.
- II. Promotion Criteria.
  - A. The student is promoted if he/she scores proficient or advanced in three out of the four categories on the Wisconsin Forward Exam, and maintains satisfactory effort and achievement in fourth grade classes through the end of the school year.
  - B. If the student does not meet the criteria in Section A, he/she is promoted if they have passed 75% of the Oconto Unified School District (OUSD) performance indicators in the core-curriculum area(s) that he/she was identified as basic or minimal on the Wisconsin Forward Exam. If the student is excused from the Wisconsin Forward Exam, he/she is promoted if they have passed 75% of the OUSD performance indicators in the four core-curriculum areas identified by the State of Wisconsin. Students with Special Education Disabilities as defined in Statute 115.782 and Chapter PI 11, Wisconsin Administrative Code, shall be expected to substantially meet the course requirements as outlined in their Individual Education Plan (IEP). The student may attempt to reach the 75% plateau of the OUSD performance indicators in the first two instances mentioned above or course requirements as outlined in their IEP through remedial summer school by July 30<sup>th</sup> of the summer immediately following the completion of fourth grade.
  - C. If the student does not meet the criteria in Section A or Section B, the student may be promoted by the Building Principal after a thorough review of the educational progress of the student. The Principal will review samples of the student's work provided by all of his/her teachers, OUSD performance indicators in non-core curricular areas, letter grades given in each subject area, teacher recommendations, IEP's (if applicable), and any other educational performance indicators that would be applicable.
  - D. The student is not promoted if he/she does not meet the criteria in Section A, Section B, or Section C.

345.41 -      Legal Reference:      State Statute 118.33(6), 115.782, Chapter PI 11.  
                  Approved:                    March 19, 2001  
                  Revised:                         March 15, 2004

# VERIFICATION OF ANIMAL WELLNESS AND VACCINATION

**This form with the appropriate signatures must be completed before bringing any animal/pet to school.**

1. The animal being brought into the classroom has the required vaccinations, is free of any illness or infestations, and has no aggressive tendencies.
2. I understand the visitation must be either outdoors, in a private school classroom, or in a designated area assigned by the school principal.
3. I understand that neither the Oconto Unified School District nor its employees will be held responsible for the animal and will not attend to the animal in any manner.
4. I will be responsible for any damage by the animal while visiting.
5. I will have the animal on a leash at all times when appropriate for that animal.

Date(s) of Required Vaccinations: \_\_\_\_\_

Date and Signature of Veterinarian: \_\_\_\_\_

Date and Signature of Owner/Caretaker: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Owners Printed Name: \_\_\_\_\_

**\*The original copy of the form must be submitted to the school principal after approved or denied by the classroom teacher.**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Signature \_\_\_\_\_  
(classroom teacher)

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Signature \_\_\_\_\_  
(principal)

All animals must be inspected by staff prior to entering the classroom for any signs of illness, open sores or abnormal behaviors. Staff has the right to refuse any animal in the classroom at their discretion.

**Hand washing by staff and students is required after handling animals and always before eating.**

## Playground Rules for All

1. Small playground is for Pre k-2 only
2. Swing on your behind only without swinging from side to side or twisting around
3. No tag on the equipment - tag is to be played in the field or blacktop areas
4. No climbing on top of equipment except for the blue arch
5. No jumping off of the equipment including the swings
6. No playing on the ball diamond if it is wet - diamond is open to students of all ages for playing kickball except kdgn.
7. All students are to stay in teacher's view
8. Stay off of slides if wet
9. Stay away from the garden area
10. Keep moving on the equipment
11. No underdogs on the swings
12. One at a time on the slide, no one side by side
13. No going into the small wooded area without a teacher
14. Boots, snow pants, coat, hat, mittens/gloves required on all winter days
15. Without proper winter attire (boots, snow pants, etc.) students should play only on the blacktop. If a student without proper attire enters the grass/snow area or playground, they then should be directed to stand on the line for the remainder of that recess.
16. Teachers on duty use their own judgment as to students using the slides in the winter for grades 1-4. See rule for kindergarten below.

## Before School and Lunch Recess Rules

The following rules are in addition to the above...

1. Before School Only - No playground equipment should be taken outside from the equipment room
2. No sliding on the ice
3. Kdgn. - No Slides in winter except the rolling slide and the small slide on the K-2 equipment
4. Kdgn. - Do not play on ball diamond