Altoona Elementary School
Parent/Guardian Handbook
2019-2020

Altoona Elementary School
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Welcome to Altoona Elementary!

The staff and administration welcome you to the new school year. Whether you are new to the district or are returning, we hope you will find this year to be a memorable and exciting learning experience. This handbook is a reference to help you learn about Altoona Elementary. This information will tell you what is expected of you and what services and benefits you may expect from the school. It contains the answers to many questions and needs you may have during the school year.

The staff of Altoona Elementary School believes that its major purpose is to provide experiences that will enable each student to develop intellectually, emotionally, and physically. It is our goal to meet the individual needs of each student. The educational program is a cooperative effort among the Board of Education, administrators, teachers, families, and students. This requires the *entire* community of learners to work together effectively.

Parents/Guardians can help their children be ready to learn by . . .

1. Being sure that your children have a good night's rest and nutritious meals including breakfast.
2. Scheduling regular homework times and a quiet place to do it.
3. Keeping communication open with your children's teachers.
4. Motivating your child with praise.
5. Limiting the amount of TV and electronic games.
6. Talking with your children to know what is going on in school and how they feel about school
7. Encouraging your children to read; read to your children; visit our public library or the library at school.

Students can be ready to learn by . . .

1. Attending school and participating in class activities.
2. Completing assignments on time.
3. Asking questions; asking for help when needed; talking to teachers and parents.
4. Using a study area to do your homework before playing.
5. Having your backpack ready to go the night before school.

Staff can help students learn by . . .

1. Working with individual learners to provide a positive experience.
2. Communicating with parents/guardians on the progress of the child.
3. Creating a positive, safe, learning environment.

The school will always create and promote a good relationship between the home and school. Newsletters, regular conferences, and direct contact with parents are part of these efforts. Parents are encouraged to initiate their own contacts whenever necessary. Let's work together! Our school has a proud tradition of academic excellence and with your help we're sure the upcoming year will be one of your child's very best.

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ABSENTEE HOTLINE

If your child will be absent, call **839-6095 (24 hrs.)**. Please indicate your child's name and homeroom, and reason for the absence. The school will check the absentee hotline each morning at 8:30 a.m. Do not call the hotline after 8:30 a.m. the day of your child's absence. If you have not called in and your child is absent, we will contact you. State law requires parents/guardians to provide a written explanation of the absence at the time the student returns to school, or in the case of anticipated absences, prior to the absence in addition to the phone call. If your child misses school because of a medical appointment, send in a copy of an appointment card when your child returns. If you are planning a vacation or know your child will need to be out of school for a significant amount of time, contact the principal as early as possible for approval.

ADMISSIONS

4K students must be 4 years old on or before September 1 of the school year in which they are enrolling. 5K students must be 5 years old on or before September 1 of the school year in which they are enrolling. New first grade students must be 6 years old on or before September 1. 5K is a prerequisite to attending first grade. Your child's official birth certificate is required when enrolling your kindergarten student. Proof of residency (one of the following): current Lease Agreement containing name, address, effective date, landlord's name, and signatures, or current utility bill (gas /electric) containing name and address is required.

ARRIVAL TIME

Children should not arrive before 7:20 a.m. Breakfast is served from 7:20-7:40 a.m. in the commons.

ASSIGNMENT OF STUDENTS TO CLASSES

Each spring the staff begins the process of determining class sections for the next school year. The class sections are decided using basic criteria such as:

1. Each section is made up of workable range abilities for "homerooms."
2. The number of boys and girls assigned to each section are balanced as much as possible.
3. Combinations of children who do not work well together are avoided.
4. Students with exceptional challenges are assigned where they will benefit most.

Class placement will primarily be the responsibility of the professional staff and the building principal. Parental involvement will be limited. A student description form can be filled out describing how your child learns best, any special needs he/she may have, the classroom management system that works best for your child, and your child's positive attributes. <u>This form must be submitted in writing by May 1st.</u> (District Policy IHB-R). Please contact the office for the request form. Parents/guardians will be notified of their child's teacher in August.

ATTENDANCE

In accordance with Eau Claire County ordinances and state law, 5 year olds enrolled in kindergarten are required to attend school full-time until the end of the term, quarter or semester in which they become eighteen, unless they:

1. Are excused from school attendance for personal illness or other reason defined in state law and/or the District's administrative procedures implementing this policy;
2. Have been authorized to attend an alternative educational program leading to high school graduation or a high school equivalency diploma; or
3. Have graduated from high school.

Procedures shall be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures shall be in accordance

with Eau Claire County ordinances and state law. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

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

See School Board Policy JE/JE-R- Appendix A for further details

BICYCLES

Please remember that our city ordinance requires the registration of all bicycles. In addition, we suggest that students keep a record of their bicycle serial numbers. When traveling to and from school, students must obey all traffic regulations. There are bike racks located at the back of the school for students. Please remind your child to wear a helmet and walk their bikes across streets and the playground.

BUS CONDUCT

BUS RIDER RULES AND DISCIPLINARY PROCEDURES

According to School Board Policy JFCC-R, the following expectations are in place. Students riding the bus are subject to all rules and regulations.

Previous to Loading:

1. Be on time at the designated school bus stops; help keep the bus on schedule. It is recommended to be at the stop five minutes prior to pickup time.
2. Stay well back from the roadway while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop and the door opens before attempting to board the bus. If students are required to cross the road to load, wait for the driver to signal them to cross. Enter the bus in an orderly fashion, single file and go directly to a seat. Do not rush to get on the bus.

While on the Bus:

1. Keep hands, arms and head inside the bus at all times.
2. Keep the bus clean and free from damage. Damage to seats, etc.,must be paid for by the offender.
3. Never tamper with the bus or any of its equipment. The emergency door must be used for emergencies only; students shall not touch safety equipment on the bus.
4. Do not shout, roughhouse, swear or throw anything out the bus window. Students should use normal speaking volumes on buses and abide by all District alcohol, controlled substances and tobacco use/abuse policies and rules.
5. Remain seated while the bus is in motion until the destination is reached. No standing up or changing seats.
6. Keep articles such as athletic equipment, books, musical instruments, etc. out of the aisles.
7. Do not bring animals on to the bus, except with the express written authorization of the building principal or otherwise authorized by law (e.g., service animals aiding persons with disabilities).
8. Follow all directions given by the bus driver.

After Leaving the Bus:

1. Cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and after receiving a signal from the driver.

2. Never walk behind the rear of the bus. If a rider can touch the bus after unloading, he/she is too close and is in potential danger.

See School Board Policy JFCC Appendix B for further details

CARE OF SCHOOL PROPERTY

Per School Board Policy JFCB, students should share in the responsibility of keeping the District schools in their best possible condition.

Any student who intentionally or negligently damages school property shall be held responsible, and shall make restitution to the school in the amount determined by the administration. When a student is unable to make restitution, the student's parent/guardian shall be held liable.

COMMUNICATION WITH YOU, PARENTS/GUARDIANS

Formal parent/teacher conferences are scheduled two times per year, in the fall and spring, and report cards will be sent home at the end of each semester (January and June). However, we want you to know how your child is doing on an ongoing basis and therefore have created a standard procedure for home/school communication in every AES classroom. At a minimum, in addition to parent/teacher conferences and report cards, your child's classroom teacher will let you know when the unit has ended, will send that unit's assessment home for you to see, and will let you know what the next, upcoming unit of study will be in that subject.

Please do not hesitate to contact your child's teacher, our school counselor, or principal if you have any questions or concerns. Our teachers use several methods to communicate with families and parents. We email, we send notes, we send a weekly and monthly newsletter, and we make phone calls. Your child's teacher will talk to each of you more about your preferred method at the beginning of the school year. You may also receive Skylert emails (through the Skyward program we use as a student information warehouse) from the front office.

CUSTODIAL/NON-CUSTODIAL

Regardless of the family situation, we encourage parents/guardians to stay positively involved with their children's educational program and school life. It is the parent's/guardian's responsibility to provide the school office with a copy of the most current court order affecting their child. Unless a court order specifies otherwise, both parents will be considered to have equal rights to the child, including, but not limited to, the records of the student, the rights to participate in educational decisions related to the child, visitation rights, and the right to remove the child from the school.

DISCIPLINE PHILOSOPHY/PBIS

We have integrated our Responsive Classroom model based on **Positive Behavior Interventions and Supports (PBIS)**. We have a PBIS team which meets monthly.

Purpose:

- To create a sense of community in our school by strengthening and maintaining positive relationships between students, staff, and family members
- To foster community partnerships to support student success
- To reduce problem behaviors and increase positive behaviors by acknowledging positive and re-teaching certain behaviors when needed
- To clearly define and develop consistent expectations to support above the line behaviors
- To teach students the behaviors that are expected, remind them to use those behaviors, acknowledging them when they do, and correcting them when they don't
- Gather and use ongoing behavioral data to guide decision making

- Raise student achievement

All students will participate in an all school "kickoff" to teach them how they can have a successful school year. Please be sure to talk to your child about our school's Core Values:

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

Specific procedures for teaching and celebrating these expectations will occur throughout the year.

Teaching Tools - school wide instruction of expected behaviors throughout the building. Expected behaviors are taught and need to be retaught.

Rail Bucks –All staff distribute these consistently for immediate reinforcement for positive behaviors.

Acknowledgements (***Weekly/Monthly Drawings) -*** positive student behavior will be routinely acknowledged in a variety of ways.

Office Referral Form (Minor/Major)- ODR forms are used to collect data sheets to inform administration, staff, and parents of behavior issues

EMERGENCY DRILLS

Fire and tornado drills are conducted regularly. Detailed escape plans are posted inside the door of each classroom. During tornado drills each classroom goes to a designated area within the building. All children kneel with heads covered and faces toward the wall. In a fire drill each class follows the escape route to an outside area a safe distance from the building. Children are moved to these designated areas in a safe, quiet, orderly manner. A detailed emergency plan is available in the school office.

We also practice what to do in the event that an unsafe or armed person enters the school. While it saddens us that this is a drill we need to practice, we recognize the importance of doing so. Much has been learned about these situations and how to better prepare and react in such situations over the past two decades. In an effort to continue to improve school safety, our district has chosen to enhance our training and response to violent intruders, should the unthinkable happen. We have partnered with our local police department and have trained all school employees in ALICE. ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. We have made changes within each of these components, and students will practice these drills just as they would practice a fire or tornado drill. Federal and state guidelines support this proactive approach/response, and ALICE is supported by research.

If for some reason you do not want your child to participate in our ALICE training, please let us know and we will honor your request. We hope that we will never need to use these skills for a fire, tornado, or any other real-life safety situation. However, we know that we need to be prepared.

EMERGENCY EARLY RELEASE

Notification of early school dismissal will be made over local radio and television stations, and also posted on the school's web-site, www.altoona.k12.wi.us. In most cases, the school is notified at the same time the information is released to the media, so please do not call the Altoona office with questions of early release. Please develop a plan with your child/children in case school is dismissed earlier than normal. This plan should also be written on the bottom of the Student Information Sheet which you complete the first day of school. It is very hectic in the school office when school is dismissed unexpectedly; therefore, **the school cannot contact individual parents to advise them of early dismissal.**

EMERGENCY INFORMATION

In case of emergency, each student is **required** to have on file in the school office the following information:

1. Parent(s) or guardian(s) name
2. Complete and up-to-date address
3. Home phone and parent(s)/guardian(s) work phone numbers
4. Emergency phone number of 2 friends or relatives who live in the area
5. Physician's name and phone

For the safety and well being of your child, it is very important that every student maintain an up-to-date address and telephone number record at the school office.

Notify the school immediately when you have a change of:

- Address-If the move is to an address located in another school district, you may be eligible for a tuition waiver to continue in the Altoona School District. Contact Joyce Orth at 839-6032 to find out if you qualify.
- Telephone number
- Emergency contacts-change of person or telephone numbers. (Please let the people you choose as emergency contacts know that you are listing them as emergency contacts.)
- Court order related to custody agreements

EXPENSIVE TOYS AND OTHER PERSONAL ITEMS

We have so many interesting materials and activities planned for this year that toys from home are unnecessary. Toys from home are usually hard to share and many toys can easily be lost or broken. Therefore, we request that no student bring any personal toys to school. This would include Pokemon cards, Beyblades, Fidget Spinners, stuffed animals, dolls, etc. The school provides sufficient items for children to play with for both outdoor and indoor recess. Personal IPods, Game Boys, or any other type of electronic entertainment devices are also not permitted on school grounds. Our staff does not have the time to investigate lost or stolen items such as these and are not found liable. If a child brings any of these items, they will be taken away and held until the end of the day either by the classroom teacher or principal or dean of students. In certain circumstances, a parent will be required to pick up the items from school.

FILMING, PHOTOGRAPHING OR VIDEOTAPING STUDENTS

We are very proud of the accomplishments of our students and want to share that positive news with the community. Throughout the school year the media, either television or newspaper, will feature activities and programs involving individual students or groups of students. Along with the story, they will often videotape or photograph the student(s). We also share positive news through social media (i.e. Facebook, Twitter).

We obviously encourage this type of publicity. However, we are also sensitive to the fact that, for reasons unique to an individual family, a parent may not wish for their child to appear in any media. If you so desire, we will do our best to ensure that your student is not showcased and named in the media.

If you do NOT wish your child's picture to be displayed in the media, please call the school office and we will send the appropriate form to you. Complete the form and return it to your child's school office. This is in accordance with District Policy JP. If you have more than one child enrolled in our schools, please use a separate form for each one and send it directly to the school that child attends.

Please inform your child of your desire so that he/she can assist us in fulfilling your request. Be aware, however, that if a student is involved in a high profile extra-curricular activity, it may not be possible to keep him/her from being photographed or videotaped. Also, because schools and school grounds are public places, we cannot guarantee that your child's face will never appear as part of an incidental crowd picture.

FOOD SERVICE

Breakfast, hot lunch, and milk are served at school. A monthly menu will be sent home with your child. Menus are also available online on the School District's home page. Parents/guardians are required to prepay money into an account for each child. Every child is assigned a 5 digit PIN (Personal Identification Number) that the child will enter every time they eat breakfast or lunch or take milk. Account information is available through your family access account. Your cooperation in maintaining a positive balance is appreciated. If you have questions about your child's account, please call the Food Service Department. Breakfast is served from 7:20 a.m. to 7:40 a.m. in the Commons. Payment for breakfast is made through your family's food service account. The cost is $1.50 per day for the elementary children. **(Price is subject to change.)**

HOT LUNCH SCHEDULE

Kindergarten	11:05-11:25 a.m.
1st grade	10:45-11:05 a.m.
2nd grade	11:30-11:50 p.m.
3rd grade	12:10-12:30 p.m.

The cost for hot lunch is $2.70 for elementary children. **(Price is subject to change.)**

MILK BREAK PAYMENT

Parents have the option whether they want their children to have milk at their break. This cost will come out of your food service account daily. **The cost is $.50 per day and the price is subject to change each year.**

HEALTH INFORMATION

Every child should attend school in good health so that all school experiences will be successful. To reach this goal, it is suggested that your child have regular health examinations by your healthcare provider. At the time of the examination, immunizations should be brought up to date to provide further protection from serious illness.

The School District of Altoona has a school nurse on staff that can be reached at 839-6050 ext. 246. The district has a Wellness Policy that can be accessed at https://www.altoona.k12.wi.us/district/school-board/files/documents/458.pdf

<u>Medication</u>

Medication should be administered to students by their parents/guardians at home, rather than at school, whenever possible.

Medication will be administered by designated school personnel with appropriate written permission. Over-the-counter medication shall only be administered upon written permission from the parent/guardian. The dosage will be given as per manufacturer's label. Prescription medication shall be administered only upon the receipt of written instructions from the student's health care practitioner and written parental permission. All prescription medication to be administered during school hours shall be administered at designated times by the school personnel designated to administer medication.

A. <u>Parent/Guardian Responsibilities</u>
   1. Notify the school of the student's need for medication at school.
   2. Complete the medication consent form permitting designated school personnel to administer prescription medication in the dosage prescribed by the health care practitioner and to communicate with the health care practitioner, or permitting school personnel to administer over-the-counter medication as per written instructions. For purposes of Board policy and these procedures, "health care practitioner" means physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber or podiatrist.

3. Deliver the healthcare practitioner's instructions (for prescription medication), parental authorization and medication to the building principal or designee. Prescription medication must contain the pharmaceutical label with the student's name, drug, dosage, time to be given and health care practitioner's name. The pharmaceutical label dosage and the health care practitioner written instructions regarding the medication must coincide. Over-the-counter medication must be provided in its original container with the student's name on it.
4. Assume full responsibility for the safe delivery of medication to the appropriate designated school personnel.
5. Written instructions must be obtained from the health care practitioner and delivered to the school each time there is a change in prescription medication, dosage or time to be given. Written instructions must be reviewed annually for long-term drug therapy.
6. Notify the school in writing when the medication is discontinued.
7. Make arrangements for pick-up of any unused medication at the end of the school year.

B. HealthCare Practitioner Responsibilities
1. Complete the "Medication Consent Form" providing written instructions for the administration of the prescription medication. These instructions include the name of the medication, dosage, time to be given, length of the period of the prescription, the reason the medication is to be administered, and the specific conditions under which contact should be made with the health care practitioner in relation to possible reactions to the medication.
2. Provide a written update when change in administration of the medication is initiated.
3. Be willing to accept telephone calls regarding a specific student from the designated school personnel responsible for administering the medication.
4. When prescribing adrenalin for emergency treatment of allergic reaction, either personally instruct designated school personnel in the use of the kit or delegate the instruction to a registered nurse.

C. School Responsibilities
1. The building principal, with consult from a school nurse or registered nurse will administer or designate appropriate school personnel to administer medication.
2. Designated school personnel authorized to administer medication to students must complete District-approved training.
3. District designated personnel will administer prescription medication to a student only with proper written instruction from a health care practitioner and a signed permission form from the parent/guardian, and will administer over-the-counter medication to a student only with written permission from the parent/guardian. No medication will be given to a student by designated school personnel unless the above conditions are met.
4. All medication administered by designated school personnel will be kept in a locked container in a secured area, except as otherwise provided below. All prescription medications shall be kept in their original pharmaceutical containers. As noted above, pharmaceutical labels on prescription medication must contain the student's name, drug, dosage, time to be given and health care practitioner's name. The pharmaceutical label dosage and the health care practitioner written instructions regarding the medication must coincide.
5. Medication used in emergencies (i.e., inhaler, Epi pens, glucagons kits) may be kept with students if so indicated on the "Medication Consent Form."
6. The school shall maintain an accurate and confidential system of record keeping for each student receiving medication at school. In addition, the office at each school shall maintain a current record of the following information:
   a. Names of students receiving medication at school.

b. Type of medication to be administered.
c. Time medication is administered.
d. Person assigned to administer medication.

This record shall be reviewed monthly by the building principal/school nurse/registered nurse and shall be available in the medication log book at the school office. This provides for continuity in the absence of the regularly designated school personnel.

7. Designated school personnel shall contact the health care practitioner as specified in the health care practitioner instructions and if other questions arise relating to the administration of prescription medication.
8. A copy of these procedures and the "Medication Consent Form" shall be available in each school office.
9. Designated school personnel will communicate with parents/guardians about any remaining medications at the end of the school year. The building principal or designated personnel will dispose of medication not picked up by parents/guardians, or medication will be discarded by one designated school employee and a witness. The action will be documented, dated and signed by both parties.

See School Board Policy JHCD-Appendix C for further details

Illness and Injury

In case of illness or injury, students will be temporarily cared for by school personnel. School personnel will provide first-aid treatment only. If emergency medical treatment is necessary, parents will be contacted. If parents are not available, 911 will be called and the student will be transported to the emergency room of a local hospital. We will also contact parents if the child has a fever above 100 degrees, is vomiting, or could possibly have a contagious disease such as pinkeye, strep, etc., or is too sick to be in school. **Please remember that an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.** Parents are encouraged to keep their child home from school if they have a fever, are vomiting, or have a contagious disease.

Immunizations

To keep your child well protected from certain communicable diseases and serious illnesses, routine immunizations and boosters are required.

Special Health Concerns

If your child has a special health concern or problem, it is important that this information be relayed to the Altoona School District nurse at 839-6050 ext. 475. This will aid staff in helping your child in normal school activities and in meeting any health needs.

HOMEWORK POLICY

We believe that family time and playtime is critical to the success of our students. Because of this, we have a no homework policy at Altoona Elementary School.

While we do not send homework, we do ask that you have your child read every day at home. **Please have your child read at home at least 20 minutes each day** (this can be you reading to your child, your child reading to you, or a combination of both). This is important in the development of literacy skills.

*If your child works with an interventionist, he/she may have reading homework each night. This time can be counted towards the 20 minutes of nightly reading.

LOST AND FOUND
Mark all clothing (coats, sweatshirts, snow-pants, and boots) with your child's name. Lost articles with name tags will be returned to the owner. Other items will be placed in the lost and found cupboard. Please check through the lost and found cupboard when you visit school for lost items. Items will also be displayed on tables outside the office during parent/teacher conferences and also at the end of the school year.

NON-DISCRIMINATION POLICY
Student Nondiscrimination Statement:
Consistent with legal requirements, the School District of Altoona shall not unlawfully discriminate on the basis of sex, race, religion, color, national origin (including limited English proficiency), ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status, or physical, mental, emotional or learning disability/ handicap in its curricular, career and technical education, co-curricular, student services, recreational or other programs or activities, or in admission or access to programs or activities offered by the District as required by section 118.13 of the statutes. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

The District encourages informal resolution of discrimination complaints. A formal complaint resolution procedure is available, however, to address allegations of violations of the District's equal educational opportunities policy.

Any questions concerning this policy, or policy compliance, should be directed to:
Director of Special Education and Pupil Services
School District of Altoona
1837 Bartlett Avenue, Altoona WI 54720
715-839-6224

The responsibilities of the individual identified above include serving as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints), Section 504 Coordinator (handicap/disability discrimination issues and complaints), and coordinator of all other student nondiscrimination-related issues and complaints.

PARENT/TEACHER CONFERENCES
Formal parent/teacher conferences are scheduled 2 times per year in November and February or March. A notice will be sent out approximately one month before conferences. It will notify you to schedule the conference through Skyward, our school management system. Parents are also encouraged to contact teachers on an individual basis throughout the school year.

*Students in grades 5K-3 receive a written report card each semester.

PERMISSION SLIPS
Please send a note that is dated and signed for the following circumstances:

1. Your child is going to someone else's house after school.
2. Your child is riding a different bus. (We tend to discourage this since most buses are running at capacity.)
3. Your child will leave school early, or will leave and return during the day.

* Please remember that all children **must** be signed in and out through the office.

PETS/ANIMALS IN SCHOOL

No pets of any kind are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances, is a potentially dangerous pet to be brought to school or on school grounds.

See School Board Policy ING-Appendix D for further details

PLEDGE OF ALLEGIANCE AND NATIONAL ANTHEM

Every public school in Wisconsin is required by State Statute 118.06 (2) to offer the Pledge of Allegiance or the national anthem in grades one through twelve each day of school. Participation is optional; no pupil may be forced against the pupil's objections or those of the pupil's parents or guardian to recite the pledge or sing the anthem.

PTO

The PTO is the Altoona Elementary Parent/Teacher Organization. This group has been highly involved in improving our school. All parents are urged to attend meetings and to actively participate. The PTO generally meets one Tuesday evening of the month during the school year, meeting dates are printed on the Altoona weekly calendar. Meeting notices and reminders are also sent home with the children. Free childcare is provided during the meeting.

RECESS

All Altoona students are expected to participate in recess. Fresh air and exercise are key elements in facilitating the educational process and are just plain fun. When the wind chill or temperature is between 0 and -10 degrees, school staff will use discretion to determine indoor or outdoor recess. Please provide appropriate clothing and outerwear for the season. If your child is too sick to go outdoors during recess they are probably too sick to be at school. Please provide a doctor's note in the event your child cannot participate in outdoor recess.

SCHOOL VISITATIONS

It is the responsibility of the staff and particularly the administration to ensure our schools are a secure and safe place for all of our children. To do so, we need to know who is in the building at all times. In addition, the students need uninterrupted learning time in all classrooms on an ongoing basis.

Guidelines for classroom visitation exist in Altoona's district policies. School board policy mandates that all visitors must check in at the school office. This directive applies to the elementary, intermediate, middle and high school levels. The Altoona School Board encourages visits by citizens, taxpayers and parents to all school buildings and directs visitors to communicate their desire to visit a particular classroom to the principal prior to their arrival at school. In order to maintain a safe and secure environment for the students and staff, Altoona has the following procedures in place:

1. During the classroom day from 7:40 - 2:50, all visitors must check in at the main office upon arrival.
2. All visitors and volunteers will be given a name tag to wear during their visit.
3. The visitor will be asked to return the nametag when leaving the school.

By working together on this issue, we will be able to meet the needs of parents, students and staff while remaining consistent with Altoona School Board Policy.

STUDENT DRESS

Student dress is an integral part of the educational process. We expect children to be dressed appropriately for school. Children will be required to wear shoes at all times.

According to District Policy JFCA: Responsibility for the personal appearance of students enrolled in the District shall normally rest with the students themselves and their parents/guardians. Student dress and grooming shall not, however:

- affect the health or safety of students;
- disrupt the learning process within the classroom or school; or
- be destructive to school property.

The building and/or district administration may set dress and grooming standards as appropriate to implement this policy.

See School Board Policy JFCA-R-Appendix E for further details

It is especially important that your child is dressed appropriately for the cold weather conditions. During the winter months, students are required to wear winter hats, mittens, jackets, snow-pants, and warm winter boots while outside.

STUDENT CONDUCT

As per school Board Policy JFC, it is the intention of the Altoona School Board is to help students learn behavior patterns that will enable them to be responsible and contributing members of society. All student behavior at Altoona's public schools is based on respect and consideration for the rights of others.

Students shall receive annually, at the opening of school, a publication listing the student conduct rules and regulations to which they are subject.

Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere. In all instances, students are expected to conduct themselves in keeping with their level of maturity and act with due regard for the supervisory authority vested by the Board in all District employees. All District employees are expected to be responsible for supervising the behavior of students and for seeing that they abide by the established rules of conduct.

In addition, students shall be expected to abide by the codes of classroom conduct adopted for each school. Failure to abide by the code of classroom conduct may result in student removal from class and placement in an alternative setting as outlined in the code of classroom conduct.

The District shall not discriminate in standards or rules of behavior, including student harassment, on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Bullying

The School District of Altoona is committed to providing a safe, positive and respectful learning environment for all students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Therefore, all types of bullying, cyber-bullying, and hazing are prohibited and will not be tolerated.

See School Board Policy JBB-Appendix F for further details. **Please review this policy with your child.**

STUDENT INTERVIEWS WITH OUTSIDE AGENCY PERSONNEL
See School Board Policy JFGA-Appendix G for further details

STUDENT SIGN IN AND SIGN OUT PROCEDURE
Students are allowed to leave school during the school day only if accompanied by their parent/guardian. All students **must** check in and out through the school office during school hours. Parents need to report to the school office when they wish to sign their child out of school. We will then call the child to the office where they will meet their parent. Students are also required to check in through the school office when arriving at school during school hours. This includes if a student arrives after 7:40 a.m. This is a precautionary step that we take for your child's safety. *If you pick your child up at the end of the day, please meet your child outside the main doors which is the designated student pick up area.*

STUDENT RELIGIOUS ACCOMMODATIONS
School district policies IGAC – Teaching About Religion and IGAC-R – Recognition of Religious Beliefs and Customs address the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. The section involving Religion in the Curriculum is included with this notice.

Religion in the Curriculum
Religious institutions and orientations are central to human experience, past and present. Therefore, whenever and wherever appropriate, recognition of religious beliefs and customs shall be an integral part of the curriculum. Particular attention shall be paid to a balanced, accurate presentation of such beliefs and customs. It is imperative that such instruction is about religions (beliefs and customs) rather than instruction designed to produce a particular outlook. Such teaching should take place, not in a vacuum, but in relationship to cultures and people.

Factual and objective teaching about religions, religious holidays and religious differences in public schools is legal and educationally valuable when it is a part of the academic program, when it does not give preferential or derogatory treatment to religion in general or to any single religion, and when it does not constitute a religious practice, since insights in this area can enhance the mutual understanding needed by all citizens in a pluralistic society. An education, excluding such a significant aspect, would be incomplete.

The following guidelines are presented to staff members to be used in planning curriculum related to religion.

1. The district supports the inclusion of religious literature, music, drama, and the arts in the curriculum in school activities, provided it is intrinsic to the learning experience of the various fields of study and is presented factually, objectively, and in a respectful manner.
2. Emphasis on religious themes in the arts, literature, and history should be only as extensive as necessary for a balanced and comprehensive study of the areas. Such studies should never foster any particular religious tenets or demean any religious beliefs.
3. Student-initiated expressions to questions or assignments, which reflect their beliefs or non-beliefs about a religious theme, shall be accommodated. For example, students are free to express religious belief or non-belief in compositions, art forms, music, speech, and debate.

The policies are available in their entirety on the district website at http://www.altoona.k12.wi.us/District/BOARD/sectioni.html or by contacting Joyce Orth at 715-839-6032 or jorth@altoona.k12.wi.us

STUDENT USE OF 2-WAY COMMUNICATION
Students may not use any electronic device in school buildings, on school grounds or in school vehicles during school hours/instructional time, except as authorized by the building principal.

Students who have a legitimate reason to use such a device at school should request prior permission to do so from the building principal. The principal may authorize student use of electronic devices if he/she determines that it is needed for medical, school, educational, vocational or other legitimate reasons.

Please see School Board Policy JFCK-Appendix H for further details.

TARGET TIME
After completing out initial assessments in the fall, we will begin a 30 minute daily block of time called Target Time. This time allows teachers an opportunity to provide instruction specific to student needs.. Beginning in October, first through third graders will have a scheduled Target Time. Kindergarten will begin Target Time second semester. Target Time will include interventions and activities tailored to address the needs of all learners. The interventions are designed to address the needs of students who need extra support, and provide enrichment activities for students that are at or above grade level. We would also like to take this opportunity to extend an invitation to those of you who may be interested in volunteering in our school. It is our goal to have at least two volunteers per grade level for Monday through Friday for each of the scheduled Target Times. If you or someone you know may be interested, please contact your student's teacher or the Elementary office.

TELEPHONE CALLS
We try to minimize or eliminate interruptions during class time for students and teachers. Please refrain from contacting students at school unless it is an absolute emergency. Please try to make changes to after school plans before your child goes to school. If your child needs to be picked up early for any reason, please send a note with your child. If you would like to talk with a teacher, the best time to call is between 7:30 and 7:40 a.m. or 2:55-3:45 p.m., otherwise you can leave a message on their voicemail.

UNIVERSAL SCREENERS
Three times a year all students are assessed with something we call universal screeners. These assessments help us determine instructional goals for academics and social emotional well-being in the school setting. This information is used to place students in academic and social academic instructional groups as needed. If you have questions or concerns about this process, please contact your child's classroom teacher.

VOLUNTEERS
Altoona Elementary considers volunteers a very special resource and recognizes the significant benefit that community involvement provides to the children. Parents, as well as community members, are encouraged to help in a variety of ways. Every effort is made to ensure that the time and resources offered will be used in order to best benefit our students. According to district policy, all people volunteering in the school must complete a confidential background check prior to volunteering.

WEAPONS POLICY
Altoona Elementary has always been a school where students and staff feel safe and secure. We work hard to ensure that the school remains a place where students can focus on learning and not be distracted by issues of safety. The Altoona School Board has a weapons policy statement, see School Board Policy JFCJ-Appendix I for further details.
Educating children about the seriousness of possessing weapons or facsimiles must be a joint effort between the school and home. It is important that we communicate to students that possession of a weapon or look-alike weapons on school property will be dealt with swiftly and seriously. Please work with us in

emphasizing to your child/children that they may not bring any type of object that resembles a knife, gun or object that could be used to inflict bodily harm to school.

We hope that you will take time to read the policy and discuss its significance with your son/daughter.

Appendix A

JE/JE-R

STUDENT ATTENDANCE

In accordance with Eau Claire County ordinances and state law, all children between six and 18 years of age must attend school full-time until the end of the term, quarter or semester in which they become 18, unless they:

(1) are excused from school attendance for personal illness or other reason defined in state law and/or the District's administrative procedures implementing this policy;
(2) have been authorized to attend an alternative educational program leading to high school graduation or a high school equivalency diploma; or
(3) have graduated from high school.

Procedures shall be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures shall be in accordance with Eau Claire County ordinances and state law. The District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

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

The District shall provide each student enrolled in the public schools in the district with a copy of the attendance policy and procedures at the beginning of the school year.

JE-R

SCHOOL DISTRICT OF ALTOONA STUDENT ATTENDANCE
ADMINISTRATIVE PROCEDURES

In accordance with Wisconsin Statute 118.16(4)(d), the school board shall provide each pupil enrolled in the public schools in the district with a copy of the attendance policies and procedures at the beginning of the school year.

I. Student Attendance Officer

A. The school attendance officer in each school in the district will deal with all matters relating to school attendance and truancy.
B. Each school shall determine daily which students enrolled in the school district are absent from school and whether that absence is excused in accordance with board policy and established procedures.
C. Annually, on or before August 1, the school attendance officer shall determine how many students enrolled in each school in the district were absent in the previous year and whether the absences were excused. This information will be submitted to the district administrator who shall notify the State Superintendent of Public Instruction of the determination.
D. The school attendance officer, shall notify the parent or guardian of a child who has been truant, of the child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be made by personal service, mail or telephone call on which a record is kept.

"Truancy" means any absence of part or all of one (1) or more school days during which the school attendance officers or teachers have not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

E. The school attendance officer shall notify the parent or guardian of a student who is habitually truant by certified or registered mail. "Habitual truant" means a pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. The notice shall include a statement of the parent's or guardian's responsibility, under Wis. Stats. sec. 118.15(1)(a), to cause the child to

attend school regularly. The notice shall also include a statement of penalties, under Wis. Stats. sec. 118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the child to attend school. It shall also include a statement that the parent, guardian, or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk. Finally, the notice shall include a request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time and place for the meeting, and the name, address and telephone number of a person to contact. The date for the meeting shall be within five (5) school days after the date that the notice is sent; however, with the consent of the student's parent or guardian, the date for the meeting can be extended for an additional five- (5) school days.

F. The district administrator, in cooperation with each school attendance officer will visit any place of employment to ascertain whether any minors are employed there contrary to school law. The district administrator will provide the State Superintendent of Public Instruction with information regarding the attendance of any child between the ages of six (6) and eighteen (18) years who is a resident of the school district or who claims or is claimed to be in attendance at a private school or home-based private educational program located in the district.

G. The school attendance officer may contact home-based private educational programs to attempt to discover whether such programs meet the program criteria established by law. All such contacts shall be documented.

H. The school attendance officer shall furnish student attendance information to the county welfare agency as requested for implementation of Wisconsin's Learnfare Program. Student implementation of Wisconsin's Learnfare Program. Student attendance information shall only be released if appropriate "release of confidentiality" forms have been filed with the district in accordance with provisions of state law and the district's student records policy.

II. Student Absences and Excuses

A. The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian(s).

B. A student may be excused by the parent/guardian for not more than ten (10) days in the school year. All excused absences require parent/guardian/legal custodial written verification which is to be submitted to the school attendance officer, or designee, in advance of the absence. The school attendance officer is empowered to approve a legal excuse for a family trip that can be taken only during the normal school term. The intent of this statement is to provide an opportunity for students to accompany their parent(s)/guardian(s) on a vacation, which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the school attendance officer, or designee, in writing, prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance records.

C. The school attendance officer may authorize additional absences requested by a parent/guardian pursuant to existing law. The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Personal Illness. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
2. Family Illness. An illness in the immediate family which requires the absence of the student because of family responsibility.
3. Appointments. Medical, dental, chiropractic, optometrical or other valid professional appointments. Parents or guardians are requested to make their appointments during non-school hours. Parents may sign their child out of school before the appointment, sign them in following the appointment, or the student may bring verification signed by the professional to the office.
4. Funerals. A death in the immediate family or funerals for close relatives.
5. Religious Holidays.
6. Court. A court appearance or other legal procedure which requires the attendance of the student.
7. Field Trips. Attendance at special events of educational value as approved by the school attendance officer, or designee; or approved school activities during class time.
8. Other. Special circumstances that show good cause which are approved in advance by the school attendance officer, or designee.

III. Unexcused Absences

Students who are absent from school with or without the consent of their parent(s) or guardian(s) but whose absence does not fall under the reasons listed above, shall be considered unexcused (truant). In such cases, the student is permitted to make up class work missed. A reduced grade will be given for the make up work. If the class requires the majority of the day in classroom participation, the grade for the day will be marked down.

If the student, parent(s), or guardian(s) feel that absence falls under the "Other" category, they will be expected to submit a written statement signed by the parent(s) or guardian(s) explaining the reason for the absence. The school attendance officer, or designee, will determine if the mark down grade is applicable. No mark down of grades is allowed for excused absences.

A. All students with absences will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
2. Students who miss classes will be given the opportunity, whenever possible, to make up work missed when they return to school.
3. Teachers will be asked to grant the number of days absent plus one (1) for makeup time. This provision applies to all work assigned during absence(s). Work will not be able to be made up and turned in after this given time period.
4. Examinations missed will be permitted to be taken at a time mutually agreed upon by the student and the teacher.

IV. Tardiness

A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s) or guardian(s). If it appears that the student is negligent, appropriate disciplinary action will be taken.

V. Responsibility for Attendance

A. Parent(s)/Guardian(s) Responsibility
1. When a student is absent, his/her parent(s) or guardian(s) shall contact the school during the day by the time established at each school. Failure to contact the school may result in a telephone call to the home or work place of the parent or guardian.
2. Parents or guardians are required to provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, prior to the absence. Anticipated absences shall receive prior approval of the school attendance officer or designee.

B. Student Responsibility
1. Students are required to attend all of their scheduled classes, study halls, and lunch periods, unless they have obtained parental permission beforehand and a pass approved by the student attendance officer, or designee.
2. A student who has been absent, or is anticipating to be absent, shall be expected to provide a written explanation of the absences signed by his/her parent(s) or guardian(s).
3. Students should always check in and out at the office when they leave and return to school. Absences will be unexcused if the student does not first obtain a pass from the office and check out.
4. If the ill student has seen a physician, dentist, chiropractor, or other valid professional, we would request verification of the office visit. An appointment card, with date and time seen, would suffice.

C. Teacher Responsibility
1. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed and a copy given to the building principal to keep on file. This policy should reflect the importance of daily assignments, classroom discussion, and examination in grading students.
2. Teachers are required by law to take daily attendance (period by period) in their classes and maintain a record of absences.
3. Classroom procedures/grading requirements will be provided to students and readily available to parents.

D. Principal Responsibility
1. Principals shall request from each teacher, the procedure used for grading students. All grading systems throughout the school district should reflect the importance of daily assignments and classroom discussion in grading students.
2. Principals shall maintain office records for all excused and unexcused absences that occur in their school building.
3. After repeated or frequent absences due to a student's illness, a school attendance officer may request the parent or guardian of the child to obtain a written statement from a medical practitioner as proof of

the physical or mental condition of the child. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days.

4. Attend monthly meetings, when scheduled, with social services to discuss truancy and other problems.

E. School District Responsibility

1. The school district has a responsibility to stress, on a routine basis, the importance of regular school attendance to students, parents, employers and the community.
2. The school district shall promote activities within the school that enhance attendance. This will be done by:
   a. displaying the attendance policy, state compulsory attendance law and county ordinances within each classroom.
   b. recognizing students for good attendance.
   c. reviewing the truancy plan and procedures during faculty inservice and student assemblies or homerooms at the beginning of the year.
3. The school district shall promote activities that increase community awareness of school attendance issues and regulations.
   This will be done by:
   a. providing information relative to the attendance policy and procedures, along with the rationale, to parents, students and community each year.
   b. providing speaking opportunities for local service club programs and public service radio programming.
   c. encouraging employers to establish work schedules which reduce interference with school attendance and scheduled detentions.
4. The school district shall promote home-school cooperation in the implementation of the district attendance policy and procedures. This will be done by:
   a. providing information relative to the attendance policy and procedures, along with the rationale, to parents and students each year.

VI. Procedure Toward Legal Referral

A legal referral may be initiated if a poor attendance pattern has continued and if the school attendance officer has completed the following:

A. Notified parents by phone or written notice , if they cannot be reached by phone, as soon as truancy is determined. These occurrences will be recorded on an attendance report in accordance with section I. E.

B. After the third unexcused absence during a school semester, a letter should be sent by Certified or First Class mail to the student's parent or guardian to set up a meeting with the student's parent(s)/guardian(s) to discuss the student's truancy.

1. The school attendance officer should be specific when scheduling a meeting with the student's parent(s) or guardian(s). For example, a specific date, time and place should be identified in the letter. The notification is to be sent in accordance with section I.E.
2. Flexibility should be allowed in changing the meeting time if the student's parent(s)/guardian(s) is unable to attend at the specified time due to work or another commitment. This should be done early in the process so that another meeting time can be set without circumventing and lengthening the process.
3. The notice shall also include a statement of penalties, under Wis. Stats. sec. 118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the child to attend school. The penalty for a violation of the state's truancy law is a misdemeanor. A first offense violation may result in a fine of not more than $500.00 or imprisonment for not more than 30 days, or both. For a second or subsequent offense, by a fine of not more than $1,000.00 or imprisonment for not more than 90 days, or both.
4. If after/during this meeting the attendance officer thinks any of the following items appropriate, he/she should do one of the following, C through E.

C. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy, and has considered curriculum modifications.

1. The school attendance officer should specifically review the compulsory modification options.
2. Educational counseling may be done by regular counselors, principals, teachers, etc.. An IEP team evaluation is not required unless there is a suspected disability.
3. The educational placement of the student should be reviewed in the school year of the problem. A review conducted outside the school year (August to May) should not be used.
4. Data previously acquired during the school year may be used to determine educational counseling in situations involving children with disabilities. It is not necessary to re-staff a child with a disability or rewrite his/her individual educational plan (IEP). The IEP should be reviewed and adjusted if necessary.

The reviewer must talk to the student, parent or guardian and the teacher if they will agree. If they do not, the refusal should be documented.

D. Evaluate the student to determine whether learning problems may be a cause of the student's truancy and, if so, has taken appropriate action or made appropriate referrals.
   1. If there is a suspected disability, a referral should be made to the IEP Team.
   2. The evaluation must include a review of the records; communication with the student, the student's teacher(s) and the student's parent(s)/ guardian(s); and, observation if appropriate.
   3. Learning problems should be looked at carefully for classic disability, or lack thereof, as well as other types of contributing problems (e.g. physical).

E. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, has taken appropriate action or made appropriate referrals.
   1. A "Social Problem Report" may be completed; or
   2. Assistance from Eau Claire County Social Services may be requested.

F. After the fourth unexcused absence, the parent/guardian will be notified by certified mail and if items C through E have not taken place they will at this time.

G. After the fifth consecutive unexcused absence or the tenth truancy during a semester, the parent(s)/guardian(s) will be notified by certified mail. If the truancy problem cannot be resolved, the Eau Claire County Juvenile Intake Unit Officer will be notified so a citation can be issued to comply with Eau Claire County Ordinances. The attendance officer will also engineer compliance with 118.16(5) and submit this to the proper office (see VII).

VII. Legal Referral

A. Specific documentation and the completion of the required referral form are mandatory before any legal action can be taken. This form should be submitted to the juvenile intake officer. The statute does not stipulate quantitative data, however, the more evidence presented in court, the more likely equitable consequences. Phone calls, letters, referrals and meetings should be documented. This is a critical part of the truancy procedures, as it is necessary to establish that the student in question is "habitually truant."

B. The juvenile intake officer will have forty (40) days to review a truancy case. The juvenile intake officer acknowledges that expedience shall be of primary interest and will limit his/her time deadline to five (5) working days from the time the referral is made, provided proper documentation accompanies the referral.

C. The case will be submitted to the district attorney who will have twenty (20) days to act. The district attorney acknowledges that expedience shall be of primary interest and will limit the actions filed (or not filed) and services rendered. It shall not take more than three (3) weeks for the student to appear in court, if appropriate.

VIII. Return of a Truant Student to School

A. When a truant student returns or is returned to school, school personnel should immediately welcome him/her back. All truants, whether occasional or habitual, need attention. The degree of attention may vary, however, depending upon the age of the student and the pattern of truancy.

B. Additional responses to be made by school personnel regarding truant students returning to school may include but are not necessarily limited to, the following:
   1. assessment of factors contributing to truancy;
   2. discussion of alternative educational options and limitations;
   3. referral considerations;
   4. development of a plan for consequences to truancy;
   5. counseling guided re-entry to classes/programs;
   6. tailor-made options for programming students at Chippewa Valley Technical College;
   7. high school exploratory classes at Chippewa Valley Technical College;
   8. structured work experience programs;
   9. discussion of student's commitment and responsibility to assist in returning to regularly programming;
   10. follow-up on obligations of students and parent(s)/guardian(s) regarding attendance (commitment to joint cooperation);
   11. promotion of staff awareness of the problem(s) the student is encountering; and
   12. review of requirements necessary for students' 17 years of age or older to earn a general equivalency diploma.

IX. The school board will review and, if appropriate, revise the truancy policy at least once every four years.

X. Student Withdrawal from School

A. A student who has reached the age of 16 may be excused from school attendance under the following conditions:
   1. The student has requested permission to withdraw and has the written approval of his/her parent or guardian; and

2. The student and his/her parent or guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation.
   Program or curriculum modifications include the following:
   a. attendance at a vocational, technical, and adult education school in lieu of high school or on a part-time basis
   b. modifications within the student's current academic program
   c. a school work-training or work-study program,
   d. enrollment in any alternative public school or program located in the school district
   e. enrollment in any nonsectarian private school or program located in the school district that complies with federal nondiscrimination requirements (Title VI of the Civil Rights Act)
   f. homebound study, including nonsectarian correspondence courses or other courses of study approved by the Board or non-sectarian tutoring provided by the school district
   g. enrollment in any public educational program outside the school district

B. A student who is 17 years of age or over may be excused from school attendance under the following conditions:
   1. The student has requested permission to withdraw and has the written approval of his/her parent or guardian.
   2. The student and his/her parent or guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation or leading to a high school equivalency diploma. Program or curriculum modifications include those identified above.

C. Withdrawal Procedures
   1. Prior to withdrawal from school, the student attendance officer will discuss the program or curriculum modification options with the student and his/her parent or guardian.
   2. The student attendance officer will inform the district administrator, in writing, of the withdrawal request and of the program or curriculum modification(s) leading to high school graduation or a high school equivalency diploma tentatively agreed upon by the student and his/ her parent or guardian.
   3. The district administrator will present the request and high school equivalency or high school graduation program proposal to the Board for approval.
   4. A written agreement must be signed by the student, his/her parent or guardian, the Board and a representative of the high school equivalency program or a program leading to the student's high school graduation. This agreement must be signed prior to the student's admission to such a program.
   5. At least once each semester, the school attendance officer will review compliance with each student's agreement. If it is determined that a student is not complying with the agreement, the student and his/her parent or guardian and the high school equivalency program or program leading to high school graduation will be notified that the agreement may be modified or suspended in thirty (30) days.

Appendix B

JFCC
(Replaces EEACC)

STUDENT CONDUCT ON SCHOOL BUSES

Students shall conduct themselves while on the school bus in a manner consistent with established behavior standards. Misbehavior of any kind will not be tolerated.

Bus rider rules shall be distributed annually to all students who qualify for bus transportation. The building principals are responsible to see that the rules are reviewed with students and distributed to parents/guardians, annually.

When a student fails to conduct him/herself properly on the school bus, such misconduct shall be brought to the attention of the building principal or designee. Where continuing or serious problems exist, the student's bus riding privileges may be suspended. Due process procedures shall be utilized when disciplining students regarding misconduct on school buses.

Appendix C

JHCD

ADMINISTERING MEDICATIONS TO STUDENTS

Designated school personnel may administer medications to students at school only under specified conditions.

Before any prescription medication may be administered to a student, designated school personnel shall receive written parental consent and written instructions from the student's health care practitioner. Non-prescription (over-the-counter) medication shall only be administered to students by school personnel with written parental consent and instructions.

An asthmatic student may use and possess a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity or under the supervision of a school authority if the student: (1) uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms; (2) has the written approval of the student's physician and, if the student is a minor, the written approval of the student's parent/guardian; and, (3) has provided the building principal with a copy of the required approval(s).

All written instructions and consent forms shall be on file before any medication is administered to students by designated school personnel. The school nurse shall be responsible for reviewing the written medication instructions periodically, maintaining complete and accurate medication records, and storing all prescription and over-the-counter medications in a safe and secure place.

School personnel authorized to administer medications to students shall be provided appropriate instruction and shall not be required to administer any medication to a student by any means other than ingestion.

Appendix D

ING

ANIMALS IN THE SCHOOL/ON DISTRICT PROPERTY

No live animals may be brought into school district buildings, transported on school buses, or permitted on school grounds except as outlined below:

Animals may be brought into the classroom for educational purposes. However, they must be appropriately housed, humanely cared for, and properly handled. Persons bringing animals into the school should receive prior permission from the supervising teacher.

1. Teachers are to check with the school principal regarding any known allergies existing among students in the classroom prior to granting permission. If allergies exist, parents must be contacted for further direction.

2. Teachers must assume primary responsibility for the humane and proper treatment of any animal in the classroom.

3. Teachers must be aware of state laws regulating the sale, distribution, and handling of animals.

4. Only the teacher, or students designated by the teacher, are to handle the animals.

5. If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their care and safety.

6. Teachers with questions regarding proper care, feeding and handling of animals should contact the science resource teacher or science department head.

7. Animals are not to be transported on school buses.

8. All experiments using live animals must have prior approval of the building administrator.

9. If a staff member or student has been bitten by an animal where skin has been pierced, the incident must be reported immediately to the school office by the supervising adult. Principals are to assume responsibility to notify public health authorities and to impound the animal for observation. Public health authorities will determine the appropriate term of confinement of the animal and method of observation.

Public health authorities will determine the appropriate term of confinement of the animal and method of observation.

Other exemptions include:

1. Animals trained to assist persons who are physically impaired shall have unlimited access to district property when being used for that purpose.

2. Animals under the control of public safety officials shall have unlimited access to district property for exercise, educational, and public relations purposes. Proper notification of such visits shall be left to the discretion of the controller of such animals. Use of these animals by law enforcement officials is under the jurisdiction of state and federal law and is not covered by this policy.

The presence of animals in school buildings or on school property shall also be subject to local laws and ordinances pertaining to animal control. Such laws and ordinances may vary depending on the location of the building/property.

Violation of this policy will result in parent contact and removal of the animal from school property. Refusal to cooperate will lead to disciplinary action. If an adult violates the policy as set forth above, the appropriate law enforcement agency will be contacted and action taken.

Appendix E

JFCA-R

STUDENT DRESS CODE GUIDELINES

In order to assure a healthy and safe school environment for students and the minimum of distraction, the following student dress code guidelines will be enforced in grades 5-12:

1. Students will dress in a way that does not endanger themselves or others. During the school day headwear of any type is not to be worn in the school building (unless prescribed by a physician due to medical reasons or for documented religious beliefs). Outdoor jackets should not be worn in classes. Stereo headphones are not permitted in classes except study hall. Special requirements will be necessary in certain areas such as physical education, art, band, science labs, kitchens, and technology education work areas; i.e., safety glasses, aprons, hairnets, etc. Appropriate footwear must be worn unless exceptions are granted.

2. No student shall be permitted to wear any clothing or jewelry that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, promotion of gambling, illegal drugs. Clothing items that cause intimidation, disrupt or distract the learning of others are prohibited. Students will not wear clothing that defames insults, threatens, harasses or injures any racial, religious or cultural group or individuals.

3. Students will wear clothing that covers their stomachs, chests, backs, buttocks, and undergarments. Tops are not to be worn that are: (a) open backed or bare shoulders (must have one inch shoulder strap at a minimum); (b) overly sheer so undergarments can be seen; (c) low cut so that cleavage is exposed. Tops and bottoms are to overlap. There should be no exposed skin or underwear between the bottom of the shirt and the top of the pants.

Students who violate the dress code guidelines shall be asked to change or borrow clothing to wear for the day if possible. Attire that cannot be covered by clothing will result in the student calling home for clothing or being sent home to change. Continued violation of the District's dress code will result in disciplinary action, which may include suspension.

The dress code guidelines are not intended to limit the right of the building and/or district administration to establish rules or restrictions regarding other paraphernalia or dress that disrupts or threatens to disrupt the learning environment, affect the health or safety of students, or are destructive to school property. If there is a disagreement between students and/or parents/guardians and the staff regarding the appropriateness of clothing or other paraphernalia, the principal or his/her designee will make the final decision.

Appendix F

JBB

SCHOOL DISTRICT OF ALTOONA
BULLYING, CYBER-BULLYING AND HAZING

I. The School District of Altoona is committed to providing a safe, positive and respectful learning environment for all students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Therefore, all types of bullying, cyber-bullying, and hazing are prohibited and will not be tolerated. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. **Definitions & Conditions**

A. **"**Bullying" is defined as systematically or persistently inflicting physical hurt or psychological distress on one or more students. "Bullying" can include, but is not limited to:

- Intimidation and/or harassment such as teasing, put-downs, cruel rumors, false accusations, name-calling or making threats;
- Social alienation, exclusion and isolation such as shunning or spreading rumors;
- Extortion;
- Written notes, phone calls or electronic messages that are offensive, hurtful, slanderous, threatening, embarrassing intimidating, insulting, degrading, stereotyping;
- Verbal aggression or verbal assaults which are offensive, hurtful, slanderous, threatening, embarrassing, intimidating, insulting, degrading, stereotyping;
- Nonverbal or emotional threats or intimidation;
- Any act, attempted act or threat of physical aggression such as assault on a student or attacks on a student's property.
- Any act which threatens or intimidates any person or group because of sex, race, religion, national origin, color, disability, sexual orientation, age or other protected status.

"Bullying" includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and bullied. The behavior is typically repeated over time.

B. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, email, cell phones, text messages, instant messages, chat rooms and social websites (e.g. MySpace or Facebook). Cyber-bullying is prohibited and treated the same as all other types of bullying.

C. "Hazing" is defined as any intentional or reckless act which endangers the physical health or safety of a student, or is meant to induce pain or humiliation, or that results in property damage or theft and is directed against another student or students, for the purpose of being initiated into , affiliating with, holding office in, or maintaining membership in any organization, class, club or team sponsored or supported by a school or the school district regardless of students' willingness to participate.

D. "Discriminatory Harassment" occurs when acts of bullying or hazing are related to , or motivated by a student's sex , color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness status, sexual orientation or physical, mental, emotional or learning disability or any other basis protected by state or federal law. Such incidents shall be handled in accordance with Policy JB, *Student Discrimination and Harassment.*

III. **Prohibition**

Bullying is prohibited at school, on school premises, during school-sponsored activities, on school buses and at bus stops, or through the use of electronic, computer, and telecommunications messaging devices (cyber-bullying). Bullying, cyber-bullying, hazing, and/or harassment of any student are expressly prohibited in the following settings and/or circumstances:

A. During any educational program or activity conducted by or sponsored in whole or in part by the school or school district.

B. While being transported on a district provided bus or any other district vehicle.

C. Accessed, created, expressed, or communicated using any districted-owned computer, digital technology, or system network.

D. Sent or passed on through any type of non-district owned technology or personal electronic device while on school grounds, at any school related or sponsored activity, or on district provided transportation.

E. Any type of threat indicated to be carried out in a school setting. This includes threats made outside of school hours that communicate intent to be carried out during any school-related or school-sponsored program or activity, or on district provided transportation.

F. While the District cannot assume liability for incidents that occur at times or locations not defined above, a student or witness may file a complaint against a student and the school will provide assistance and intervention as deemed appropriate, which may include parent contact and/or referral to law enforcement.

IV. **Reporting Procedure**

All staff members are required to watch for bullying behavior and take appropriate corrective measures when they witness bullying or have reason to suspect that bullying has taken place

Students are encouraged and expected to report incidents of bullying to any staff member at his or her school, preferably within 24 hours, for proper investigation.

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or school district human resource or human rights officer.
B. Any employee that receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.
C. Bullying incidents will be reported using the same referral process as any disciplinary infraction. However, oral reports shall be considered complaints as well and will be documented. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.
D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
F. Submission of good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments or educational or work environment.

V. **Retaliation for Reporting Bullying**

Any student who engages in retaliatory behavior against another individual because that individual made a report of bullying or participated in an investigation of a claim of bullying or similar unacceptable behavior, is subject to immediate discipline, up to, and including expulsion. Any employee who is associated with a bullying claim and engages in retaliatory behavior against another individual because that individual made a report of bullying or participated in an investigation of a claim of bullying or similar unacceptable behavior, is subject to immediate discipline, up to, and including discharge.

VI. **School District Action/Investigation**

An investigation shall start as soon as possible after an administrator receives a report of bullying.

Goals of the investigation are:

- To establish, if possible, whether the allegations are true. (It may not be possible to establish absolute truth or falsity of each allegation.)
- To determine whether the alleged conduct constitutes bullying.
- To determine if remedial action and consequences are needed, and if so, to act promptly.
- To maintain confidentiality to the greatest extent possible but give no guarantee of strict confidentiality. Only those who need to know must be informed throughout the investigation process.

VII. **Consequences**

Consequences for students who commit acts of bullying, and where it has been determined that students participated in bullying behavior in violation of the policy, the school may take disciplinary actions that may range from positive behavioral interventions up to and including suspension and/or expulsion and referral to law enforcement for legal action when deemed appropriate.

Consequences for employees who permit, condone, tolerate or engage in bullying which includes having become aware that bullying was taking place and failed to take action or to report the behavior, are considered in violation of the prohibition expressed by the policy and, therefore, subject to disciplinary action that may result in disciplinary action up to and including termination and discharge.

Consequences for other individuals engaging in acts of bullying may include, but not limited to, exclusion from school district property and events.

Wisconsin Statutes give the Board authority to establish rules that pertain to the conduct of students to maintain a safe, caring and academic environment. Therefore, any form of bullying will be taken seriously and appropriate remedial actions will be enforced. Examples of remedial measures include:

- Restitution and restoration
- Meetings involving school staff and/or School Police Liaison Officer
- Peer Support Groups
- Corrective instruction or other relevant learning or service experience, as appropriate
- Behavioral assessment or evaluation, including, but not limited to, a referral to site based assistance/intervention teams, as appropriate
- Behavioral management plan
- Involvement of School Administration
- Student counseling with guidance or other pupil services staff
- Parent conferences

VIII. **Disclosure and Public Reporting**

This policy will be distributed annually to all students, their parents and/or guardians, and employees. It will also be distributed to organizations in the community that have cooperative agreements with the schools.

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

An annual summary report shall be prepared and presented to the school board. The report shall include trends in bullying behavior and recommendations on how to further reduce bullying behavior.

Appendix G

JFGA
(Replaces JFG)

STUDENT INTERVIEWS WITH OUTSIDE AGENCY PERSONNEL

The School Board recognizes that cooperation with law enforcement agencies is necessary for the education and protection of the students, for maintaining a safe school environment and for safeguarding all school property. At the same time, the Board recognizes the need to minimize disruptions in the educational process and to provide for concerns of parents/guardians regarding the welfare of their children.

Law enforcement and other agency officials who are called to the school for assistance shall be permitted to interview students as necessary for the situation. Law enforcement or other agency-initiated interviews with students shall be permitted under conditions established by the building principal and consistent with legal requirements.

Outside agency personnel shall conduct their business with students at a time other than normal school hours to the extent possible. When it is necessary to interview students on school premises, the interview shall be conducted in such a way so as to minimize interruptions in the learning environment.

Whenever possible, a school staff member shall be present during a student interview with outside agency personnel.

As permitted by law, parents/guardians of students who are not suspects in a specific violation shall be contacted when an interview takes place with outside agency personnel.

Appendix H

JFCK

STUDENT USE OF ELECTRONIC DEVICES

Students may not use any electronic device in school buildings, on school grounds or in school vehicles during school hours/instructional time, except as authorized by the building principal.

Violations of this policy may result in search of the device and electronic data, confiscation of the device(s), and disciplinary action, including possible suspension.

This policy will be published in student handbooks and distributed annually.

Appendix I

JFCJ

WEAPONS

No one shall possess, use or store a weapon or look-alike weapon in or on school property, in school vehicles or at school-related activities. A dangerous weapon or look-alike weapon is defined in state statutes and may include any object which, by the manner in which it is used or intended to be used, is capable of inflicting harm or could pretend to be capable of inflicting bodily harm or endangering the health and safety of students or staff. Weapons are defined below as:
Category I: Zero Tolerance Weapons or Category II: Qualified Zero Tolerance Weapons.

Category I: Zero Tolerance Weapons
A weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, including BB and pellet firing guns, knives, switchblade or automatically opening blades, razors, karate sticks, nunchaku, metal knuckles, chains and similar items. A weapon is also defined as any facsimile firearm such as a toy, starter pistol or other object that can be perceived as an actual firearm. Ammunition and explosives are included within the weapons category.
Category I weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and to law enforcement authorities, and disciplinary measures shall include immediate suspension and referral to the Board for expulsion from school. Law Enforcement Officers will be summoned to the schools in a situation involving a weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration will attempt to diffuse and control the situation until law enforcement officials can be summoned.

Category II: Qualified Zero Tolerance Weapons
The district may take a position of a qualified "zero tolerance" on the following objects: small pocket knife (under 3.5 inches), nuisance items and toys capable of causing significant disruption, and unauthorized tools.

Category II weapons confiscated from a student will be reported to the parent/guardian and may result in a suspension or expulsion referral. Factors to be considered include the intent of the student in possession of the Category II weapon; the prior record of the student and the goal of ensuring the safety of all individuals in the school environment.

Administrative Discretion Regarding Possession of Weapons
An individual who finds a weapon on the way to school, on school property or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon pending a complete investigation to verify the circumstances.

Policy exceptions include:
1. Weapons under the control of law enforcement personnel;
2. Weapons possessed by an individual in accordance with a contract entered into between the school and the individual;
3. Theatrical props used in appropriate settings;
4. Starter pistols used in appropriate sporting events;
5. The building principal may allow weapons in the building for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of school personnel except during the actual demonstration or presentation.
6. Weapons possessed on school premises by community members if the weapon is not loaded and is encased; or while traversing school grounds for the purpose of gaining access to public or private lands open to hunting.

Employees violating this policy shall be disciplined in accordance with employee policies and bargaining agreements and shall be referred to law enforcement officials for prosecution. Any other person violating this policy shall be referred to law enforcement officials for prosecution.

Administration

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Our Vision:

The vision of the Altoona School District, in partnership with our students, their families, and our community, is to build a foundation for lifelong learning and the emotional well-being of our students. We are dedicated to offering large school opportunities with a small school approach.