

DeForest Area School District

Elementary Schools

Student/Parent Handbook

2018-2019



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## **Mission Statement**

The mission of the DeForest Area School District is to provide an excellent education and engage, challenge, and inspire all students to pursue their full potential.

## **Vision Statement**

The DeForest Area School District is committed to building a culture that honors knowledge, respects individuals, demands excellence, fosters life-long learning, and supports relationships that strengthens individuals, families and community.

## **Board of Education**

Janis Berg, President

Steve Tenpas, Vice-President

Linda Leonhart, Director

DeAnna Giovanni, Clerk

Jeff Miller, Director

Brian Coker, Director

Sue Esser, Treasurer

Gail Lovick, Director

Terri Treinen, Director

## **District Office Information**

### **District Websites:**

General site: [www.deforestschoools.org](http://www.deforestschoools.org)

District Calendars: [www.deforestschoools.org](http://www.deforestschoools.org)

### **Administrative Staff:**

Superintendent	Eric Runez	608-842-6577
Administrative Assistant	Ann Stettbacher	608-842-6582
Administrative Services Director	Pete Wilson	608-842-6580
Administrative Assistant	Peg Reis	608-842-6579
Administrative Assistant	Candy Luell	608-842-6528
Business & Auxilary Services Director	Kathy Davis	608-842-6504
LIS Technology Coordinator	Kim Bannigan	608-842-6536
Help Desk Technician	Jayna Poster	608-842-6535
Human Resources Director	Nathan Jaeger	608-842-6521
Benefits Specialist	Sue Augustine	608-842-6522
Administrative Assistant	Heather Herschleb	608-842-6523
School/Community Relations Coordinator	Debbie Brewster	608-842-6581

Maintenance, Building & Grounds Supervisor	John Rauwolf	608-842-6541
Food & Nutrition Services Supervisor	Becky Terry	608-842-6511
Department Secretary	Beckie Hess	608-842-6512
Production Coordinator	Tammy Braun	608-842-6502

**Instructional Services Department**

Instructional Services Director	Rebecca Toetz	608-842-6530
Teaching & Learning Coordinator	Joe Parker	608-842-6530
Administrative Assistant	Lori Greiner	608-842-6532
Pupil Services Director	Sara Totten	608-842-6526
Administrative Assistant	?????????????	608-842-6527

**Other Important Phone Numbers:**

Kobussen Buses LTD.	608-719-0167
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**District Specialists:**

Katie Ashley	Psychologist
Hannah Young	Psychologist
Kythie Boyd	Psychologist
Nicole Gates	Physical Therapist
Wendy Eilenfeldt	Certified Occupational Therapy Asst
Jennifer Rohlwing	Physical Therapist
Amy Trampe	Occupational Therapist
Kathy Tucker	Certified Occupational Therapy Asst
Dew Moua	Social Worker
Laurie Krause	Elementary Nurse
Melody Leung	English Language Learners Coord.
Judi Ramsett	4K Coordinator
Pam Rivera	Occupational Therapist
LeaAnn Ross	Hearing Impaired

## **Elementary Schools Directory**

### **Eagle Point Elementary School**

206 N Johnson St

DeForest, WI 53532

Principal: Ann Schoenberger

Asst. Principal: Bill Huebsch

School Secretary: Gayle McFarlane

608-842-6200

### **Morrisonville Elementary School**

4649 Willow St

Morrisonville, WI 53771

Principal: William Huebsch

Educational Assistant: Sara Gryske

608-846-6542

### **Windsor Elementary School**

4352 Windsor Rd

Windsor, WI 53598

Principal: Roy Bernards

Asst. Principal/Counselor: Bill Huebsch

School Secretary: Tonya Teeters

608-842-6300

608-842-6313 (Attendance Line)

### **Yahara Elementary School**

234 N Lexington Pkwy

DeForest, WI 53532

Principal: Roswell Craney

School Secretary: Jamie Powell

608-842-6400

## Elementary PTA/PTO Officers

### **Eagle Point Elementary School**

President.....Jacey Kessenich  
Vice President.....Elizabeth Ostrowski  
Treasurer .....Roger LaGrange

### **Morrisonville Elementary School**

President.....Heidi Roberts  
Vice-President.....Gail Lovick  
Secretary .....Brianah Laughnan  
Treasurer.....Nikki Hebgen

### **Windsor Elementary School**

President.....Stephanie Zinkle  
Vice President.....Kristy Baker  
Treasurer.....Chris Nowakowski  
Secretary .....Sarah Marquardt

### **Yahara Elementary School**

Presidents.....John Carter  
Treasurer.....Carol Barth  
Communications .....TBD  
Book Fair Chairs.....Jolyn Towns and Nicole Masar  
Teacher/Student Appreciation.....Laura Gaffney  
Box tops Chairperson.....Sarah McCarty  
Fundraising .....Carol Barth  
Blessings in a Backpack.....Evelyn Martell

## Start and Dismissal Times

### **Elementary Schools**

8:05 A.M.     A.M. Morning Bell  
8:10 A.M.     Tardy Bell  
2:55 P.M.     Dismissal

## **Early Childhood @ Eagle Point Elementary**

8:30 - 11:00 A.M. Early Childhood

(Early Childhood Classes meet on Tuesday, Wednesday & Thursday)

## **Student Drop Off Times**

Eagle Point, Yahara, Morrisonville, Windsor Elementary Schools:

Students can be dropped off after 7:40AM

Please do not drop your student off before the above times in the morning.

## **Student Pick Up Times**

All students should be picked up or get on a bus immediately following dismissal unless they have permission from a staff member to remain at school.

Students who miss the bus will be taken to the office and parents or guardians will be called.

## **School Closings and Early Dismissals**

In case of inclement weather, the DeForest Area Schools will announce school closings or delays by 6:00 A.M. These announcements are made on local TV and radio stations. School closings or delays will also be available on the School Closings/Delay Hotline at 842-6668 and on the district website ([www.deforestschoools.org](http://www.deforestschoools.org)). Parents can also sign up to receive text messages for school closings and emergency situations. See the website for instructions.

If schools start later than normal as per radio/TV announcements, District transportation services will be delayed a corresponding amount of time. **AM** Early Childhood classes will not meet when there is an announced school delay. **PM** Early Childhood classes will meet unless otherwise announced.

Unpredictable weather sometimes necessitates closing schools early during the day to ensure buses are able to transport children home safely. When weather conditions deteriorate during the day, roads are tested for safety reasons to make this determination. If the decision is made to close the schools during the day, it may take up to an hour to make all the arrangements. These changes will be announced on local radio/TV stations and on the District's website.



Parents, please plan with your children where they should go in case school is dismissed early and no one is home. Also, see that your children dress warmly in questionable weather, as breakdowns may force bus riders to wait in the cold.

Listen to the radio/TV or check the District's website when inclement weather is threatening. **Please do not call the schools, bus company or radio/TV stations.** Thank you for your cooperation and understanding.

On the last day of school, students will be released at 10:55 AM. Lunch will not be served the last day of school.

## **Enrollment Information**

### **School Admissions**

Any student being admitted to the District must reside within the established boundaries of the district, except as otherwise provided under the Administrative Regulation regarding Open Enrollment. The building administration shall verify the residency of the children enrolled in their district school before officially registering the student(s). The building principal shall have authority to determine the grade level at which a student shall be placed.

Before officially registering at any district school, students transferring from other public school systems, including charter schools, private or parochial schools, or home schooling are required to provide an academic transcript from their previous school, or the address from which this data may be secured. If sufficient academic transcript information is not available, a student may be evaluated for placement purposes. Parents or guardians of students admitted to the district's elementary and secondary schools shall present immunization records as required by law as well as the birth certificate.

The District shall not discriminate in admissions to any school, class, program or activity on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Discrimination complaints shall be processed in accordance with established procedures.

### **Proof of Residency Documents**

New families enrolling their students in the DeForest Area School District will be required to provide proof of residency at the time of registration. Suggested documents for proof of residency include a signed lease/rental agreement, utility bill or a signed home purchase contract.

### **Boundary Exception Policy and Procedure**

DeForest Area School District families who wish to have their student attend an elementary school outside of their boundary area need to fill out a Boundary Exception form each year. The application deadline is April 30<sup>th</sup>. Applications can be found on line at the district website or call Peg Reis at 842-6579.

### **Open Enrollment Policy and Procedure**

The Board of Education has determined that it may allow non-resident students residing within the State of Wisconsin, but whose parent(s) does not reside in the District, and who qualify, to enroll in the District through an Open Enrollment Program during the forthcoming school year. Students in four year old kindergarten to grade 12 may attend public school in a district other than the one in which they reside, if space is available and subject to certain other limitations covered in the following policy. For more information please refer to administrative regulation AR6.3b(1e) on the DeForest Area School District webpage ([deforestschoools.org](http://deforestschoools.org) > District > Board of Education > Regulations > Administrative Regulations) or call the DeForest Area School District office at 608-842-6500.

### **Resident Non-Public School Students**

Resident non-public school students enrolled in private schools, parochial school, or home-based educational programs may participate in District curricular or extracurricular activity programs as follows:

- Summer school based upon space availability and administrative approval.

### **Assignment of Students to Schools and Homerooms**

The Administration will do everything possible to assign students to the school nearest their home, but it reserves the privilege to change the place of attendance if transportation, enrollment, or special education needs make it more desirable for the child and/or the District.

Factors influencing student placement within classrooms in DeForest Area Elementary Schools include:

- Composite achievement test scores
- Pupil-teacher ratio recommendations
- Boy-girl ratio placement
- Building limitations
- School bus routes
- Location of residence
- Teacher recommendation
- Special education
- Parent input

The building principal, along with input from teachers and other key staff members, determines homeroom placements. Parents interested in sharing information about their student, which could provide assistance in determining placement, are welcome to fill out a form titled "Student Placement Information" on the DeForest Area Schools website. A request for a specific homeroom teacher is not part of the form, however, information determining learning style and classroom environment that will be helpful in making the class placement is included. The principal's decision on all homeroom placements is final.

## **ATTENDANCE - Administrative Policy and Procedures**

In accordance with State law (*Wis. Stat. sec.118.15 and 118.16*), any person having under his/her control any child between six and 18 years of age or enrolled in 5 year old kindergarten shall cause the child to attend school regularly during the full period and hours that school is in session until the end of the term, quarter or semester in which the child becomes 18 years of age, unless he/she has a legal excuse, falls under one of the exceptions in state law, or has graduated from high school.

A child will be excused from regular school attendance if (*Wis. Stat. sec.118.15(3)*) :

1. The child is temporarily not in proper physical or mental condition to attend a school program as documented by parent(s)/guardian(s) and a written physician statement when requested by the administration.
2. The District has received a parent(s)/guardian(s)'s permission to be absent from school to obtain religious instruction under the "released time" statute (*Wis. State. sec. 118.155*).
3. A parent or guardian has notified the school attendance office prior to the absence. A student may be excused by the parent(s)/guardian(s) under this provision for not more than 10 days per school year.
4. The child is participating in a program or curriculum modification approved by the Superintendent or designee, including programs leading to a student's high school graduation or high school equivalency diploma.

It is the responsibility of the parent(s)/guardian(s) to notify the school of student absences in accordance with established District procedures. When students are absent from school, the District assumes no responsibility for their activities. The Superintendent or designee shall maintain procedures that specify the reasons for which students may be absent from school, specify the conditions under which students may be allowed to make up examinations and other coursework missed during an absence,

determine appropriate action to serve as a deterrent to truancy and satisfy full attendance requirements.

## PROCEDURES

### A. Absences and Excuses

#### 1. Excused Absences

Parent-Excused Absences - A student who is excused verbally or in writing by his/her parent(s)/guardian(s) will be excused from school. A student may be excused by the parent(s)/guardian(s) under this provision for not more than 10 days in a school year (*Wis. Stat. sec.118.15(3)(c)*).

#### District-Excused Absences

The school attendance officer/designee may authorize additional absences pursuant to existing law for any of 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(s)/guardian(s) 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 (*Wis. Stat. sec.118.15(3)(a)*).

2. Appointments - Medical, dental, chiropractic, vision or other valid professional appointments. Parent(s)/guardian(s) are requested to make their appointments during non-school hours. Parent(s)/guardian(s) may sign their child out of school before the appointment and sign them in following the appointment. A doctor's excuse will be required.

3. Parental Excused-Parent(s)/guardian(s) excuses an absence. Oral or written documentation is required. These cannot exceed 10 days without authorization from the Principal or designee.

4. Religious holidays

5. Funerals

6. Court/Legal Matters - A court appearance or other legal procedure which requires the attendance of the student or parent(s)/guardians. Written documentation of such an appearance maybe requested.

7. Field Trips and Other Approved School Activities - Attendance at special events of educational value as approved by the school attendance officer/designee; or approved school activities during class time.

Make Up Work - With the exception of an expelled student, all students who are absent will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the parent(s)/guardian(s) responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
2. Students who miss school will be given the opportunity, whenever possible, to make up work missed when they return to school.

The following procedural letters will be sent home from school as excused absences increases:

- a.) Notification at 7 excused absences
- b.) Notification at 10 excused absences requiring documentation to excuse future absences

## 2. Unexcused Absences

Students who are absent from school with or without the consent of their parent(s)/guardian(s) but whose absence does not fall under reasons listed above, shall be considered unexcused. In such cases the student is permitted to make up class work missed under the same conditions as allowed for students with excused absences. If the parent(s)/guardian(s) feels that the absence falls under the "(3) Parental Excused" category listed above, they may submit a written statement signed by the parent(s)/guardian(s) explaining the reason for the absence. The principal or designee will make the final decision regarding the absence.

## 3. Truancy/Unexcused Absence

Means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of *Wis. Stat. sec.118.15 (118.16(1)(c))*.

Truancy will be dealt with on an individual basis using input from appropriate personnel and conversations with the parent(s)/guardian(s). The following procedural letters will be sent home from school as truancy frequency increases:

a.) Habitual truancy letter when a student accumulates 5 unexcused absences in a semester. The notice will ask you to meet with a school official within five days. A five day extension for the meeting date is allowed.

#### 4. Habitual Truant

Means a pupil who is absent from school without an acceptable excuse under sub (1) and *Wis. Stat. sec.118.15* for part or all of 5 or more days on which school is held during a semester (*Wis. Stat. sec.118.16(1)(a) and (c)*).

#### 5. Tardy

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

### B. Responsibility for Attendance

#### 1. Parent(s)/Guardian(s) Responsibility

a). When a student is absent, his/her parent(s)/guardian(s) shall contact the school office before 8:10 AM. Failure to contact the school will result in a phone call to the home or work place of the student's parent(s)/guardian(s).

Attendance reporting phone numbers to call:

- i. Eagle Point Elementary - 608-842-6201
- ii. Morrisonville Elementary - 608-846-6542
- iii. Windsor Elementary - 608-842-6313
- iv. Yahara Elementary - 608-842-6400

b). Parent(s)/guardian(s) are required to provide an explanation of absence(s) if one has not been provided on the day of the absence.

c). In the case of anticipated absences, parent(s)/guardian(s) will provide an explanation prior to the absence.

d). Parents should always check in and out at the office or provide written documentation when students leave and return to school. Please refer to the student/parent handbook for guidelines.

e). If a student has seen a physician, dentist, chiropractor or other licensed health care professional, the District may require verification of the office visit.

## 2. Student Responsibility

- a). Students are required to attend all of their scheduled classes, and study halls unless they have obtained parental permission beforehand and approval by the student attendance officer or designee.
- b). A student must complete any the course work assigned by the teacher(s).

## 3. Teacher Responsibility

- a). Teachers are required to emphasize the importance and necessity of good attendance.
- b). Teachers are required by law to take daily attendance in their classes and maintain a record of absences.
- c). Teachers with concerns about attendance are encouraged to contact parents (after approximately 3 days absence from a class)

## 4. Principal (or Designee) Responsibility

- a). Principals shall maintain office records for all excused and unexcused absences that occur in their school building.
  
- b). After repeated or frequent absences due to a student's illness, a principal may request the student's parent(s)/guardian(s) to obtain a written statement from a physician or licensed health care 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.
  
- c). Attend meetings, when scheduled, with (community) service providers to discuss truancy and other problems.
- d) Principal/designee communicates with parents:
  1. Initial Attendance Concern
  2. Tardiness-Refer to the Building Tardiness Guidelines
  3. Habitual Truancy letter (5 unexcused absences in one semester)
    - a. Parent/guardian meeting
    - b. Possible referral to police for violation of ordinance citation communicated by registered, certified or first class mail in accordance with *Wis. Stat. sec. 118.16(5)*.
  4. Contacts with families may include one or more of the following:
    - a. Phone call
    - b. Letter or email
    - c. Conference
    - d. Home visit
    - e. Student Services staff involvement
    - f. Community service providers

## 5. School District Responsibility

- a). The school district has a responsibility to communicate on a routine basis, the importance of regular school attendance to students and parent(s)/guardian(s).
- b). Adhere to the "habitually truant" and truancy proceedings under *Wis. Stat. sec. 118.16(6)*.
- c). Document when the school has completed the following:
  1. Met with the student's parent or guardian to discuss the student's truancy or have attempted to meet with the student's parent or guardian and received no response or were refused, *Wis. Stat. sec. 118.16(5)(a)*.
  2. 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 have considered curriculum modifications under *Wis. Stat. sec. 118.15(1)(d) and 118.16(5)(b)*.
  3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems. Evaluation is not necessary if tests administered within the last year indicate that the student is performing at grade level, *Wis. Stat. sec. 118.16(5)(c)*.
  4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals, *Wis. Stat. sec. 118.16(5)(d)*.
- d). If the parent does not attend a meeting under *Wis. Stat. sec. 118.16(cg)3*, then (1) above does not apply. In lieu of meeting the requirements in (2)-(4), the school attendance officer may provide evidence that the appropriate school personnel were unable, due to the student's absences from school, to conduct the evaluation and counseling described in (2)-(4) above.

### **Accident and Injury Reporting**

The District provides a student accident insurance plan covering students while they are attending regular school sessions, participating in school-sponsored extracurricular activities, traveling directly to and from school for regular school sessions on school buses, and while traveling to and from school-sponsored extracurricular activities under the supervision of a District Employee or designee. The insurance plan provides benefits for medical expenses not covered by other insurance as outlined in the plan.

Certificates of coverage shall be made available to all students at each school building and business office that will explain, in detail, the coverage, exclusions and procedures to follow in the event that a student sustains an injury. (AR 4.8 (1))



Staff or parents should report any accidents or injuries involving a student immediately by completing the First Agency, Inc. Student Accident Report form. The goldenrod original should be given or mailed to a parent or guardian, with a copy to the Business Office within 24 hours. Parents or guardians are responsible for filing the claim with First Agency, Inc. Assistance with procedures can be obtained by contacting the Director of Business & Auxiliary Services.

### **Student Teacher Assistance Team (STAT)**

The Student Teacher Assistance Team (STAT) exists to provide consultation to the regular classroom teachers when they have questions or concerns about one of their students. Specialists consulting to STAT usually include the school psychologist, school social worker, school nurse, learning disabilities specialist, behavior disabilities specialist, cognitive disabilities specialist, speech and language clinician, and possibly an early childhood education specialist. The school principal and guidance counselor also attend. Situations considered at STAT meetings can range from concerns about a student's behavior, academic performance, social adjustment, behaviors or other factors impeding the child's ability to be successful at school.

The STAT coordinator at the elementary level has traditionally been the school psychologist. A schedule is developed each fall for the STAT team to meet approximately every third week.

The STAT process is initiated by use of the checklist which can be found along with the STAT Flowchart on the district website.

Any questions can be addressed by contacting the school psychologist.

### **Response to Intervention**

Yahara, Morrisonville, Windsor and Eagle Point continue to focus on improving our students' foundational skills in reading, writing, and mathematics. We use a dedicated block of time each day called Norski Time to work on these important areas. This time may also be called RtI (Response to Intervention) or WINN (What I Need Now) in other schools.

Classroom teachers, educational assistants, special education teachers, reading specialists, and other interventionists work with small groups of students to provide more individualized attention when needed. During this block of time, students will work independently or in small groups with an adult that best matches their individual learning

needs and abilities. Students are grouped based on achievement data, teacher observations, and classroom performance. Some students work one-on-one with an adult, others are in small groups, others are in a larger group. The groups are flexible throughout the year and changes are made as needed.

### **Distribution of Information from Outside Agencies through Schools**

At present, the DeForest Area School District offers non-profit organizations the opportunity to provide students and parents information about activities that fit with the District's mission, vision, beliefs and ends. Information regarding community activities or programs that are for public school-age students are emailed to families on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

#### **Guideline and Procedures for Requests**

Information (flyers, brochures, etc.) from non-profit outside organizations is allowed to be distributed to families only after approval from the Office of School/Community Relations. One copy of the flyer may be posted in buildings as well, with the same approval. The following procedures should be used:

The requesting non-profit organization contacts the Office of School/Community Relations and provides an electronic copy of the informational piece to the Office for approval. If an electronic copy is unavailable, a copy may be mailed or faxed to the Office.

Email: [dbrewster@deforestschoools.org](mailto:dbrewster@deforestschoools.org)

Fax: 842-6592

Mail: 520 E. Holum Street, DeForest, WI 53532

- The appropriate DeForest Area School District disclaimer must be included on each piece.
- Approvals may be given by the Coordinator of School/Community Relations or Superintendent.
- Electronic distribution: Flyers are emailed to families on the 15<sup>th</sup> and 30<sup>th</sup> of the month, with date(s) or deadlines(s). A copy will also be continually posted on the [Community Flyers for Families web page](#), and effort will be made to post a print copy in each school building (dependent on availability of space). Flyers will be accepted up to two months prior to the first date or deadline.
- Print distribution: If email (electronic copy) is not possible, one copy will be posted at each school building. The requesting organization may make additional copies (10) available at each building for families to pick up. Copies will not be sent or mailed home with each student, unless extenuating circumstances are warranted and approved as described above.
- District personnel are not to distribute material without completing the approval/notification process.
- Requestors should allow extensive lead time to meet the 15th or 30th deadline

each month.

## **Home-School Communication**

### **Lines of Communication**

It is in the best interest of a successful school setting that lines of communication between all concerned parties remain open and operational. Parents are urged to honor the following reference points in the order in which they appear when seeking answers to questions pertinent to their child's education: (1) Classroom teacher, (2) Building Principal and (3) Superintendent. Elementary School faculty members are available during a consultation period before and after school hours for meetings with parents and/or students except in cases of prior commitment. Other conference times are available upon request.

### **Complaint Process**

It is the policy of the Board to provide an appropriate process for the orderly resolution of concerns and complaints that are registered with the District.

The process for resolving complaints is a two step process. The first step provides for addressing the complaints with the appropriate party who is directly involved with the issue. The second step provides for addressing the complaint through the District's formal written complaint procedure.

Please note three important parts of this process provided at the end and titled: Confidentiality of Complaints, Reprisal Regarding Complaints, and Notation Regarding Other Matters.

### **STEP 1 - Who do I address a concern to?**

- A. If the concern is related to the classroom:
  - a. Please contact the child's classroom teacher first.
  - b. If such concern is not satisfactorily addressed by the classroom teacher, you should contact the Principal of the school.
  - c. If you have contacted the Principal and you feel that the concern was not satisfactorily addressed, please contact the District's Director of Administrative Services.

- d. If you feel that the concern was not satisfactorily addressed by the Director of Administrative Services, you should contact the DASD Superintendent.
- B. If the concern is related to a school, you should:
  - a. Contact the Principal of the school or Associate Principal assigned to your student at DeForest Area Middle School or DeForest Area High School.
  - b. If you feel that the concern was not satisfactorily addressed by the Principal or Associate Principal, you should contact the Director of Administrative Services.
  - c. If you feel that the concern was not satisfactorily addressed by the Director of Administrative Services, you should contact the DASD Superintendent.
- C. If the concern is related to the District, individuals at the District office work with a variety of concerns. Please use the following list to direct your concerns:
  - a. For concerns regarding instructional or library media material, please contact the Director of Curriculum and Instruction.
  - b. For concerns regarding special education, please contact the Director of Pupil Services.
  - c. For concerns regarding transportation, please contact the transportation provider followed by the Director of Business Services, if your concern is not satisfactorily addressed.
  - d. For all other concerns, please contact the Director of Administrative Services who will either be able to help you or direct you to the appropriate person.

**STEP 2 - How does a concern get resolved? What are expectations of the process?**

The District strives to resolve concerns at the level closest to concern and has a process involving the completion of a form for formal complaints. The general process is:

1. The person sharing the concern should complete and sign the District's *General Complaint Form* within 30 days of any concern.
2. A complaint shall be deemed filed on the date the *General Complaint Form* is delivered, or on the date time stamped via or delivered if addressed by mail.

3. The staff member who is assigned the *General Complaint Form* shall send the person completing the *General Complaint Form* a written acknowledgement of the receipt of the complaint as soon as practicable, but no later than five (5) working days after the receipt of the *General Complaint Form*.

4. Additionally, a copy of the complaint procedures shall be sent within five (5) working days.

5. A file shall be established for the complaint. The file shall include: (a) the complaint, (b) documents compiled as part of the inquiry, (c) statement of resolution, if any.

6. The staff member who is assigned to the complaint shall notify and send each party against whom the complaint has been filed a copy of the complaint.

7. Each party whom the complaint has been filed against will be given a copy of the *General Complaint Procedure*.

8. All complaints shall be finalized with a written response from the highest level of management involved in the resolution of the complaint.

9. The determination shall be sent within thirty (30) days of the time the complaint is received.

10. A request to appeal must be filed within ten (10) days.

11. Extensions of the ninety day (90) and ten (10) days time limits may be granted for serious illness or a party being out of town. Extensions are granted by the Director of Administrative Services upon written request. A written notification of the granting of an extension will be provided by the Director of Administrative Services within ten (10) days.

**More specifically, the process includes:**

1. The staff member assigned to the complaint shall coordinate a time to discuss the complaint with the Complainant.
2. Should the Complainant refuse to discuss the complaint, the complaint may be dismissed.
3. The staff member assigned to the complaint shall conduct a thorough inquiry based on the information provided.
4. The purpose of the inquiry is to find facts and to ascertain the truth or falsity of the allegations in the complaint by thoroughly reviewing the circumstances under which the complaint has occurred and any policy or practice related to the situation.

5. The inquiry process may include: (a) a review of documents, including such documents as policy and administrative regulations, (b) review of written and oral statements, (c ) an interview of persons with relative information, (d) a visit to the scene of the incident, (e) an examination of any evidence, including physical evidence, (f) and a review of any other relevant information, etc.
6. As part of the inquiry, the staff member assigned to the complaint shall interview each party against whom the complaint has been filed.
7. During the inquiry, upon the request of the Complainant or party against whom the complaint has been filed, the staff member assigned to the complaint shall discuss the status of his/her inquiry with the party making the request.

**Further, there is an appeal process:**

1. The Complainant may appeal to the next highest level of authority as articulated in this process.
2. Appeals must be filed in writing within ten (10) days of receiving the written response from the highest level of management involved in the resolution of the complaint.
3. Appeal may continue in all cases by following the appropriate chain of command to the Office of the Superintendent.
4. The appeal process follows the same timelines as the initial complaint giving each level of management thirty (30) days to complete their inquiry and render their written response.
5. Each level of management can be appealed in writing within ten (10) days of the decision.
6. The Office of the Superintendent is the final decision-maker on all General Complaints filed in the District.
  - a. The Superintendent will share a summary (number and nature) of all General Complaints as part of the monitoring process with the School Board. A copy of all General Complaints must be filed with the Director of Administrative Services by the staff member processing the complaint.

**General Tenets for Complaint Resolution:**

1. The inquiry process shall be impartial, fair and objective.

2. The inquiry process shall be conducted in a professional and courteous manner.

3. Although judgements regarding credibility may have to be made, all persons interviewed or contacted shall be treated with the utmost respect and dignity. To avoid prejudice and bias, and to preserve the integrity of the inquiry process, prior to interviewing persons, reviewing information and other evidence, the staff member assigned to the complaint shall not give either preferential treatment or make any perceived presumptions regarding the weight and credit to be given to the statement of persons who are interviewed and other evidence/information that is considered or reviewed as part of the inquiry process.

4. Notification of the complaint procedure shall be given to students, parents, employees, applicants seeking employment, and community members.

a. The following staff have annual responsibility in the notification process:

i. Each Principal shall include notification of the general complaint procedures in the first issue of the parent and staff newsletter as well as the student handbook.

ii. The Community Relations Coordinator and/or Administrative Assistant to the Superintendent will annually provide notice and access to the *General Complaint Form* on the website and through electronic formats.

iii. The Director of Administrative Services will annually remind all leadership team members of the process for *General Complaint* and provide ongoing support to the inquiry process as needed.

**Confidentiality:** The district will work with Complainants when possible to keep their identity confidential when confidentiality does not make it either impossible to process or investigate. A staff member assigned to the complaint will make the determination about the practicality of keeping the identity of the Complainant confidential.

**Reprisal Regarding Complaints:** No district employee or student shall attempt to or restrain, interfere with, coerce, discriminate and/or take reprisal action against the Complainant and his/her witnesses or any other person in connection with the complaint or the procedure related thereto during or after the presentation, processing and

resolution of the complaint. Any employee or student who violates this provision will be subject to discipline.

**Notation Regarding Other Matters:** Matters for which other procedures are in place such as lawsuits, grievances, harassment or discrimination claims, legal claims that have been filed against the District, criminal investigations, Juvenile Court proceedings, special education appeals, claims pending before an administrative agency, such as the Department of Public Instruction (DPI), claims which are subject to a hearing before the Board or other administrative body, other complaints for which investigations may be inappropriate, such as changes to School Board policy, etc. are not covered by the District's General Complaint Form and procedures.

### **Electronic Communication to Families**

In February 2009 our school district hosted a Framework for Our Future conference where over 130 representatives from our district and community told us their priorities for the next fifteen years. One important theme that emerged was to reduce our environmental impact and conserve resources. In support of that initiative, the DeForest Area School District communicates with families electronically through our website, [deforestschools.org](http://deforestschools.org), Twitter, Facebook, email and text.

Parents can find or receive information using the following options:

- District Webpage
  - Calendar of events
  - News and program information
  - Staff directory and classroom websites
  - Emergency notices including school closings and delays
  - Individual school information
  - Forms parents need during the year
- Skyward Family Access (accessed through the district webpage)
  - Progress reports and report cards
  - Food services balances
  - Student Absences
- Twitter and Facebook
  - Emergency notices including school closings and delays- follow @DASDalerts on Twitter
  - District news and information
  - Twitter: @DeForest Schools
  - Facebook: DeForest Area School District + individual schools
- Email
  - Teachers and school updates



- Schools update parents regarding whole school and PTA/PTO activities
- District news highlighting important information, key initiatives and achievements, calendar of events, reminders and lunch menus
- Flyers from Non-Profit organizations
- School Messenger Text and/or Phone (must sign up for text messages)
  - Immediate emergency or safety notices
  - District school closings and delays
  - Notices and reminders for days off and early dismissals

### **Other Forms of Communication**

- Parent/Teacher conferences are scheduled in the fall and spring of each school year.
- Additional conferences can be arranged at the request of the parent.
- Students begin using assignment notebooks in third grade. Notebooks are a good tool for both teachers and parents to communicate with one another.
- Parents are encouraged to call their school office at any time with questions or concerns. If needed, a meeting can be arranged to clarify or resolve an issue.
- A district calendar is printed each summer and available at registration and through each school office.
- An invoice will be sent to families if a payments is made to the school district, deposited, then is returned from the bank due to non-sufficient funds. There will be a \$20 fee assessed. *AR 9.7(24)*

### **Homework**

After much research, the district has decided to adopt a no homework policy at the elementary level. Homework will only consist of work that your student did not finish during the school day. There will be no formally assigned homework. Research has been unable to prove that homework at this level improves student performance. Rather, we ask that you spend your evenings doing things that are proven to correlate with student success: eat dinner as a family, take some time to enjoy books together, play outside, and get your child to bed early.

### **National School Lunch and Breakfast Program**

#### **Food & Nutrition Services**

The DeForest Area School District offers breakfast and lunch each day at all schools for all full-day students. Meals offered at school meet the USDA Dietary Guidelines and provide the proper nutrition for students to fully excel at school. In addition to full meals, a mid-day milk break is offered to K-4 students each day.

## **Computerized Family Account System**

All meal and milk purchases are made through a Computerized Family Account System. Cash or tickets are not collected in the lunch lines. Accounts are set-up by family. Students with siblings anywhere in the district will use the same account. This allows families to send just one payment for all students. Please provide your student's name on all payments for the meal system.

The accounts are considered debit accounts, not charge accounts. Money must be in the account before a purchase can be made. It is recommended that you keep \$10 per child in the account at all times. Please monitor your account carefully. Any remaining funds in family accounts at the end of the school year will be held until the next year.

Deposits will be accepted at registration. Please provide a separate check for your meal account to DeForest Area School District when paying fees. After registration, deposits can be mailed to DeForest Area School District, Attn: Foodservice, 520 E. Holum St., DeForest, WI, 53532 or dropped off at your school office.

Online payments can also be made through Skyward Family Access. There is a \$2.00 convenience fee per transaction. Please call 842-6511 for questions.

It is each family's responsibility to make sure there is enough money in the meal account for students to make purchases. The following tools can be used to help you track your balance:

- On-line Access - Skyward Family Access is found at the District's website [www.deforestschoools.org](http://www.deforestschoools.org)
- Call us - You can call 842-6512 to talk with someone about your meal account.
- Automated Notifications: We use school messenger to notify families of a low or negative food service balance. This system provides automated phone calls and emails to families when food service funds are needed.

## **Meal Prices**

Elementary Lunch - \$2.65

Middle School Lunch - \$2.85

High School Lunch - \$2.95, ala carte prices vary per item

Adult guest - \$3.60 (please have exact change as staff do not have a cash box)

Child guest lunch - \$2.65

Senior - \$2.65

Breakfast Elementary - \$1.50    Middle School \$1.60    High School \$1.70

Adult Breakfast - \$2.15

Single Milk - 30¢

Milk Break (KDG-4th) - \$ .30/day

Milk Break Early Childhood - \$5.50 per year

### **Free and Reduced Meals**

Applications for free or reduced price meals are available online through Skyward Family Access, at each school office or by calling 842-6512. Families who qualify for reduced priced meals will receive lunch at 40¢ and breakfast at 30¢. Meals for families who qualify for free are at no cost. Only the full meal is included in this program. Milk purchased with a cold lunch is at full price, 30¢.

### **Monthly Lunch Menus and Nutrition Information**

Each month's lunch menu will be posted on the district's website, sent home with students upon request or emailed to parents with email addresses. Nutrition information is available on line. Please contact Becky Terry at 842-6511 or [rterry@deforestschools.org](mailto:rterry@deforestschools.org) with any specific requests

### **Parent & Guest Meals**

Parents and guests are welcome to join their students for lunch. Please call the school office before 9:00 a.m. if you will be purchasing a school meal. This allows for enough food to be prepared for visitors. All visitors must register at the main office and receive a visitor's badge. Parents and siblings coming to eat lunch can use the family's lunch account or pay the exact amount in the lunch line or at the school office. Parents are encouraged not to bring in meals from outside dining establishments.

### **Helpful hints for students who bring a lunch from home**

If your child chooses to bring a lunch from home, consider meals that are easy to prepare and fun to eat, as well as healthful, safe, and nutritious. For example, sandwiches, raw veggies, crackers, string cheese, whole fruit and pudding are fun foods that still supply good nutrition. A carton of milk can be purchased each day at school to go along with lunches brought from home for 30¢. To keep foods safe from harmful bacteria, pack perishables in an insulate bag and stick an ice pack in the lunch to keep food cold. Leftovers should not be brought back home since the lunch is kept un-refrigerated.

### **Special Diets or Food Allergies**

Please contact Becky Terry, Food Service Supervisor, at 842-6511 to accommodate your child's food allergies or special diet.

## **Food In School**

### **Snacks**

Classroom snacks are intended to provide students with the energy they need to perform well in school. DeForest School District supports this idea by setting aside a designated snack time. Parents are expected to provide a healthy snack of fruits, vegetables,

proteins, or whole grains. The only exception is a child's birthday; however, we strongly encourage you to bring a healthy snack (or even small gifts such as stickers or erasers!) Individual teachers are allowed to pose stricter limitations at their discretion.

### **Food sold in school**

All food sold before, during and a  $\frac{1}{2}$  hour after school must comply with the USDA's smart snack policy. This includes bake sales, fundraisers, vending machines, ala carte items and school stores. Items must meet calorie, sodium, fat, sugar, portion size and special nutrition requirements in order to comply. Please contact Becky Terry at 842-6511 or [rterry@deforestschoools.org](mailto:rterry@deforestschoools.org) for more information.

### **Birthday Treats for Staff**

Students enjoy sharing birthday treats with previous year's teachers. Unfortunately, some of those teachers now have students in their classrooms with severe nut allergies so many food items cannot go into those classrooms. Please explain to your children that if a classroom has a sign saying it has a student with a severe peanut allergy, they cannot bring their treats into that classroom. Instead, they can bring that teacher's treat to the office and let us know who it's for and we'll give it to that teacher outside of their classroom.

### **K-4 Elementary Promotion and Retention (per AR6.3a1c)**

There are many methods of intervention to help a student succeed in school. Retention is considered by the DeForest Area School District as the most extreme form of intervention and will be considered as an option only if the retention has an excellent chance of helping the student with his or her total education. Every school in the DeForest Area School District has a STAT Committee (a committee comprised of principals, counselors, schools psychologists and teachers) that will oversee the retention/promotion process.

This process will begin after the completion of the first semester. There is a checklist to follow, and every step in the process will be done in a timely manner. Parents will be kept informed throughout the process and are encouraged to communicate with the school administrator and counselor on a regular basis.

Every child will be evaluated on an individual basis weighing several different factors:

1. Academic history
2. Class performance
3. Reading level
4. Level of progress over the course of 1 to 2 years
5. Record of attendance
6. Individual test results
7. Individualized Education Plan

8. Support mechanisms
  - a. Parent-teacher conferences
  - b. Title I
  - c. At Risk
  - d. Counseling
  - e. Homework club
  - f. Summer Academy
  - g. The committee will be aware that all other options to best meet the needs of the student have been pursued
9. Standardized test results (e.g. Forward, STAR)
10. Teacher recommendations
11. The Light Retention Scale (an evaluation system developed and copyrighted by H. Wayne Light, Ph.D.) will be one factor in the process.

### **Retention Referral Process**

Not promoting a child is considered by the Deforest Area School District only if the retention has an excellent chance of helping the student with his or her total education. It is the goal of the district for students to be offered numerous opportunities for success. The following are guidelines that will help in the process.

By the end of the first semester a list of students who may be considered for possible retention will be brought to the STAT committee. It should be understood, though, that students could be added at any time if the situation is warranted.

1. Parent Contact will be done on a regular basis including notification and results of meetings related to retention. This contact will be documented. One person on the STAT Committee will be designated the primary contact person for the family.
2. There will be documentation showing interventions/adaptations have been made for each student and the measured results of those interventions.
3. The Light Retention Scale may be administered after the third quarter and the results brought to the committee. A parent or guardian should be present when the scale is being completed.
4. Final decisions by the principals on retention will be submitted to the Director of Instructional Services and the Director of Pupil Services by May 15<sup>th</sup>. A letter signed by the principal and the Superintendent (or designee) will notify parents of the district's decision. Parents will be officially notified of retention by the end of the school year or as soon as possible. Every effort should be made by the school to have this final notification be done in a meeting with the parents or guardians.
5. Parents or Guardians may appeal the retention to the Director of Instructional Services' or the Director of Pupil Services' office by July 10<sup>th</sup>.

Note: Records related to promotion and retention will be kept in a student's STAT folder.

## **Care of School Property**

School equipment including books, musical instruments and technology is expensive and is used by many students over many years. The cooperation of students and families is necessary to keep school property in good condition. It is important for children to learn and practice citizenship and responsibility.

Students who willfully damage school property will make proper restitution for such damages as determined by the Principal or teacher under which the damage was done. Disciplinary action or loss of privileges may be invoked for such offenses.

## **Accommodating Student Exception from Class Activities**

Wisconsin State Statute recognizes that reasonable accommodations with regard to examinations and other academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs. Students may also have their programs modified or exempted based on IEP or 504 plans. State statute also recognizes a parent's right to request exemption from the 4th, 8th and 10th Grade Standardized Assessment Exam.

## **Classroom Code of Conduct**

The DeForest Area School District is committed to maintaining an educational atmosphere of excellence. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students and teachers are expected to behave in a manner that is based on respect and consideration for the rights of others. This will allow teachers to instruct effectively and students to participate in learning activities. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration, and Board of Education.

Student behavior that is dangerous, disruptive, unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board of Education policies, school rules, and/or municipal/state/federal ordinances. The Classroom Code of Conduct outlined in this policy does not prohibit a teacher, principal, district administrator, school board, or their designees from providing additional disciplinary action to a student. Disciplinary action may include, but is not limited to, detention, suspension, and/or expulsion.

Note:

- A "teacher is defined as "the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist or oversee the class. This definition includes without limitation any assigned substitute teacher, proctor, monitor, or group leader."
- A "class" is defined as "any class, meeting or activity which students attend while in school under the control or direction of the District and includes, without limitation, regular classes, special classes, resource room sessions, labs, library time, counseling groups, assemblies, study hall, lunch, recess, or fieldtrips."

### **Student Removal from Class**

A teacher may remove a student from class for the following reasons:

1. Dangerous, disruptive or unruly behavior which includes but is not limited to the following:
  - a. Possession or use of a weapon or other item that could cause bodily harm to persons in the classroom or on district property
  - b. Harassment, as defined by 947.013 of Wisconsin state statutes
  - c. Fighting or physical confrontations with students
  - d. Pushing or striking a staff member
  - e. Interfering with the orderly operation of the classroom by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means. This includes behaviors that cause the teacher or other students to fear physical or psychological harm.
  - f. Behaviors that interfere with a person's work or school performance or creates an intimidating, hostile or offensive classroom environment.
  - g. Throwing an object(s) in class, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
  - h. Being in possession, or under the influence, of tobacco, tobacco products, alcohol or any controlled substance or items similar to controlled substances, or otherwise in violation of district student alcohol and other drug policies.
2. Other behavior that interferes with the ability of the teacher to teach effectively including but not limited to:
  - a. Willful damage to school property
  - b. Use of profanity
  - c. Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others (electronic pagers, etc.)

- d. Defiance of authority (willful refusal to follow directions or orders given by the teacher)
- e. Repeatedly reporting to class without bringing the materials necessary to participate in class activities
- f. Repeated classroom disruption or violation of classroom rules
- g. Dressing or grooming in a manner that presents a danger to health or safety, is destructive to school property, is obscene as defined by Board policy, or causes interference with work or the educational process
- h. Open defiance/disrespect of the teacher, manifested in words, gestures, or other overt behaviors

When a student is removed from class, s/he will be sent to the building principal/designee following appropriate school procedures. The teacher removing the student will immediately notify the building principal/designee of the reason for the student's removal. A written explanation of the reasons shall be given to the principal/designee within 24 hours, or 1 business day, of the student's removal from class.

The building principal/designee shall inform the student of the reason(s) for removal from class, and shall allow the student an opportunity to present his/her description of the situation. The principal/designee shall then determine the appropriate educational placement for the student who has been removed from class.

### **Placement Procedures**

1. The building principal/designee shall place a student who has been removed from a class for violating the Classroom Code of Conduct in an alternative educational setting. This setting may include, but is not limited to, the following:
  - a. The class from which the student was removed if, after weighing the interest of the removed student, the other students in the class, and the teacher, the principal/designee determines that readmission to the class is the best or only alternative.
  - b. Another instructional setting, classroom, or appropriate place, in the school.
  - c. An alternative educational program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and/or teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs.
2. When making placement decisions, the principal/designee shall consider the following factors:
  - a. The interests of the teacher and other students in the class



- b. The reason the student was removed from class
  - c. The type of placement options available
  - d. The estimated length and time of placement
  - e. The student's individual needs
  - f. Whether the student has been removed from a class before
  - g. The relationship of the placement to any disciplinary action
  - h. The principal/designee may consult with other appropriate school personnel when making or evaluating a placement decision. A student's parent/guardian may also be consulted regarding student placement decision when it is deemed in the best interest of the person involved or required by law.
3. All placement decisions shall be made consistent with established Board of Education policies and in accordance with state and federal laws/regulations.
  4. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below:
    - a. The teacher who initiated the removal of a student from class will attempt to notify the student's parents/guardians within 24 hours, or 1 business day, of the incident that caused the student to be removed from a class. All attempts by the classroom teacher to notify a student's parents/guardians must be documented and provided to the building principal within 24 hours, or 1 business day, of the student's removal from class.
    - b. The building principal/designee shall notify the parent/guardian of a minor student in writing via the building disciplinary referral form, when a teacher has removed a student from class. This notification shall include the reasons for the student's removal from class and the placement decision being made. The notice shall be given as soon as possible after the student's removal from class and placement determination.
    - c. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
    - d. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension/expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

The District shall not discriminate in enforcing the Classroom Code of Conduct on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental

status, sexual orientation, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

## **MEDICATION POLICY**

For the safety and protection of students taking medicines, other students, and school personnel giving the medicines, we ask that you please notify the school when your child is taking medication at school. There are different forms that need to be filled out depending on the type of medication to be given at school. These **Medication Administration Request** forms are available at your school office, or on the school website. ([www.deforest.k12.wi.us](http://www.deforest.k12.wi.us))

The two types of medication and their related policies are as follows:

1. Non-prescription medications (over-the-counter medications including Tylenol, Advil/Ibuprofen, cough medicine, et.)
  - A. Fill out the form. No physician signature is needed. Include the name of the medication, dosage, and reason for taking the medication. Also include a parent/guardian signature.
  - B. Non-prescription medications will only be given if it is labeled with the name of the medication, dose, and child's name. Please use original packaging. We do not encourage routine use at school, but know it may be necessary at times.
2. Prescription Medication (including antibiotics, EPI pens, ADD/ADHD medications, Inhalers, eye drops, etc.) Will be dispensed only when the following procedures have been followed:
  - A. Fill out the form. The top half should include the name of the medication, dose, time to be given, dates to be given, physician's signature, and parent/guardian signature.
  - B. All prescription medication (with the exception of Inhalers and Epi-Pens) must be brought to the school by the parent. If it is impossible for a parent/guardian to bring the medication, fill out the bottom half of the form giving the student permission to transport the medication. All medication should be brought directly to the nurse's office. Students may carry their own EPI pen and inhaler however we strongly encourage that EPI pens and inhalers be kept in the nurses office.
  - C. All medications must be in an appropriately labeled bottle from the pharmacy. The label needs to list the name of the student, name, dosage, and frequency of the medication as well as the physician's name. Please do not bring medication to school in a baggie, envelope, Tupperware container,

- etc.
- D. Prior to oral medication being brought to school, the number of pills in the bottle should be counted by the parent and written on the "Verification" form attached to the form. The school staff will count the medication again to verify the count. This will also be documented by the staff on the "Verification" form.
  - E. It is the responsibility of the student to go to the office to receive their medication at the prescribed time.

All medication will be kept secure in a locked location in the office. It is the responsibility of the parent/guardian to pick up the medication when they are discontinued and at the end of the school year. If you need additional request forms at any time, please check with the school office. If you have any questions, please contact your school office who will get in touch with the nurse.

## **Emergency Information**

### **Emergency Alert System**

An emergency alert system is in operation in Elementary schools as a safety precaution in the event of natural or man-made disasters (e.g. fire, tornados, etc.). Each school also has a public announcement system to alert staff and students of an emergency.

### **Crisis Response Plans**

In the event of an emergency, every staff member has a Safety Folder with content that outline the correct procedure to follow. Response Plans were developed for each category of employee so that each employee is knowledgeable of their role in crises situations. The Plans were developed with input from area emergency response officials.

### **Guidelines for Parents when an Emergency Occurs**

The staff recognizes that in the event of a natural disaster, or other emergency situation, a parent /guardian's first concern is for the safety of their child. We hold every child's safety as the highest priority regardless of the situation at any of our DeForest Area School District sites. We take many precautions and have established procedures to address crisis situations that might impact our operations and your children. These procedures include ensuring the safety and security of students and staff as a first priority. Efforts by district staff are supported by the coordinated efforts of municipal emergency personnel as needed. District and emergency personnel will provide information in an organized way to the public media sources, will post

information on the district web site as it becomes available in the event of an emergency, and information will be sent to parents/guardians via email, text, and/or phone as it becomes available.

Every emergency has the potential to present unique circumstances requiring unique procedures. It is impossible to provide a standard procedure for parents to follow in every emergency situation. Therefore, in the event of an emergency, we ask that all parents/guardians follow the general guidelines identified below. These guidelines have been established for the safety of your children, all district personnel, and emergency personnel and their vehicles that may require access to school grounds and buildings.

1. Do not drive to or attempt to enter the school to pick up your child. Even if students are moved to another site within the community, the district will assume the responsibility for transporting them and will bus them to their home or customary bus stop at the end of the regular school day. If a situation involves the necessity to transport students to a different location, the district will inform the radio and television stations of the locations for those parents who may typically pick up their student themselves. In no circumstance will students be dismissed from school early due to a crisis situation without notification being given to the parent/guardian through public media sources, the district web site, and other tools available.
2. In the event there are circumstances affecting specific students (e.g. trauma, injury), school personnel will notify parents of those children involved by using the emergency contact information in our student management system.
3. Do not call the school office or classroom telephones. These lines may be needed by school personnel to contact individuals about the emergency. Please contact the District Administrative Center (Holum Education Center) at 608-842-6500 if necessary. Remember to take into consideration that many district employees may be asked to help at the school and telephone lines may be busy. Again, information will be provided to public media sources and posted on the district web site as it becomes available.
4. Please support our efforts to allow school district and emergency personnel to do their job with minimal interference or distraction. Everyone shares the common interest of maintaining the safety of our children.

If you have any questions concerning how your child's school plans for and responds to emergency situations, please feel free to contact your child's school at any time during

the year. We look forward to working cooperatively with you to ensure a safe and comfortable school environment for your children.

### **School Visit Requests**

In Grades K-4, parents interested in visiting their child's classroom are asked to arrange a time and date in advance with the teacher. This is essential in order to minimize interruptions and maximize on task behavior for young children who are easily distracted. The evaluation of teachers is the responsibility of school administrators. Short term visits to school classrooms by students not enrolled in DeForest Area Elementary school are not permitted. Exceptions can be made with advanced approval of the school Principal or designee.

### **School Volunteer/Chaperone**

As you know, those wishing to volunteer in our schools must complete a background check every three years before being allowed to volunteer. This is processed through the Human Resources Department.

In the past, a paper form has been used. DeForest now has an online system in place, which we will begin using immediately. Information and links are available on our website in a couple of places:

- Community > Volunteers > Background Check (right side)
- Families > Forms

Volunteers who are current in their background checks (have completed a form in the past three years) do not need to do anything. Their information is still current. New volunteers, and those who need to renew their background check (every three year requirement), should now use the online system. If you have any questions, please contact Human Resources at 842-6500. Please note, there is a minimum of 48 hours for a background check to be processed. Parents cannot chaperone a trip without being cleared to volunteer per DASD Policy Governance.

### **Student Telephone Use**

Elementary students may use telephones only with the permission of an adult staff person.

### **Student Achievement Tests**

Currently the following tests are in place for assessing student achievement:

All children entering Kindergarten will be screened with a district-developed screening instrument.

1. K-1 iReady/Early Literacy
2. K-4 Running Records (F&P), twice per year
3. Grade 2 - iReady Testing Fall, Winter and Spring
4. Grade 3 - iReady Testing: Fall & Spring; State Assessments, Spring
5. Grade 4 - iReady Testing: Fall & Spring; State Assessments, Spring
6. Grades 4K - 2 PALS Testing: Fall & Spring
7. Forward Testing - Gr. 3 & 4: Spring

## **District Policies and Legal Notices**

### **DASD Policy on District-Provided Access to Electronic Information, Services, and Networks for Students: Administrative Regulation 4.3(11)**

The District understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in digital environments. The District is committed to developing and providing technology resources that promote learning for students and staff and to facilitating resource sharing, content creation, collaboration, innovation and communication.

Technology use, whether the technology is owned by the District or the user, entails personal responsibility.

This Acceptable Use Policy has two sections: Guiding Principles and Rules. For the purposes of these rules and guidelines, electronic information, network resources, and communication services include, but are not limited to: network services (both wired and wireless), hardware, mobile devices, software, social media tools, learning management systems, Web 2.0 tools, telecommunications services, email services, and audio/video equipment.

#### **Guiding Principles:**

1. **Communicating:** You are personally responsible for work you publish online, including social media sites. Your online behavior should reflect the same standards of honesty, respect, and consideration that are expected in face-to-face communication.

2. **Representing Yourself:** When selecting images, signatures, and other similar elements for social media and communication, consider your audience, purpose and copyright.
3. **Privacy:** Network activity is monitored, logged, and reported regularly as part of Learning Information Systems operations. Use of the district's networks (wired or wireless) and communication resources should not be considered private.
4. **Your Devices:** You may use personal devices at school, but it's up to the teacher and administrators when, where and how that might be. Appropriate use rules and disciplinary policies apply even when you are using your own device.
5. **Face-to-face versus Online:** What you do online should not be different than the way you would behave face-to-face. Many of the handbook rules that apply to face-to-face interactions also apply online. Treat others with respect.
6. **Personal Responsibility:** When you bring a personal device to school, you are responsible for keeping it safe throughout the day. If your device won't be with you, plan for where you can keep it secure. Phones should be silenced and kept in backpack.
7. **Ethical Use:** Being a positive digital citizen includes online behavior, but also includes following copyright laws.

## **Rules:**

1. **Security:** When you use the District's computers, networks (wired or wireless), and resources, you're sharing with others. Your use shouldn't interrupt the work of others. Do not intentionally seek to modify files, passwords, information, hardware or resources belonging to other network users without permission.
2. **Account security:** You are responsible for keeping passwords secure, whether it's for the network, mail, or other resources. Passwords should not be shared with other students. Don't let others use your login. If you leave your computer or other device, be sure that it is locked.
3. **Harassment:** Use of the District's electronic information, network resources & communications services to transmit information that is discriminatory, harassing

or offensive to others, or material that defames an individual, company or business, or discloses personal information without authorization is not allowed.

**4. Unlawful Use:** Use of the District's Electronic Information, Network Resources & Communications Services and Social Media in violation of any local, state or federal law is prohibited.

### **Responsibility/Consequences**

You're responsible for your actions. If you violate these rules, your account(s) may be terminated and future access could be limited or denied. Additional consequences may apply according to student discipline policies.

### **Disclaimer**

DeForest Area School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages. This includes loss of data or service interruptions caused by its own negligence or user's errors or omissions. The DeForest Area School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Allergies/Special Dietary Needs**

The De Forest Area School District is dedicated to fostering the health, nutrition and well-being of students with allergies by providing education and a supportive school community. For anyone living with chronic health conditions requiring special dietary needs such as food allergies, the teaching and fostering of self-management skills is crucial to optimizing health. Since schools cannot guarantee an allergy-free environment, upon request the school district will take measures to minimize the risk of an exposure, as well as educate employees and volunteers to respond to life-threatening reactions.

Therefore, it is the policy of the De Forest Area School District to provide an "allergy aware" environment for a student with a known allergy, without banning an item(s) at school. Structural supports and protocols, which establish best practices for children with allergies, will be followed. This includes instruction and education to improve personal allergy management skills in the confines of an "allergy aware" school. In addition, the school will develop an accommodation plan as warranted. To view the complete regulation, see AR4.9(6) Food Allergy Management Plan on the district website.



If a student has special dietary needs, the food service department will make dietary substitutions in accordance with applicable provisions of the USDA regulations found in 7CFR part 15b, when supported by a written statement from a licensed physician.

### **Emergency Nursing Services**

The district has established the following rules and guidelines for delivering emergency and other medical services to District students:

- Emergency nursing services will be provided under the direction of a nurse currently registered in the State of Wisconsin.
- During the school day, first aid care shall be provided by designated staff members who have completed an approved course in First Aid and Cardiopulmonary Resuscitation (CPR). Consultation and advice will be available from the Services Director when designated staff have questions. Arrangements shall be made by school Administration for the provision of emergency services at all extracurricular events and field trips.
- Medical direction for emergency nursing services shall be provided by a physician licensed to practice in the State of Wisconsin.
- First Aid procedures for specific conditions due to illness or accident are adapted from the Red Cross Manual, Safety in the Workplace. This text shall be provided for use in all buildings and a copy will be readily available in each building.
- Each school shall provide a designated health area where equipment and supplies for First Aid will be available. The Health Room shall be open to students during the school day. Equipment and supplies will be inventoried and maintained by the Services Director and designated staff members.
- A notification form for emergency or illness shall be on file and in the computer system for each student and shall be updated annually.
- A record system shall be maintained in the District, including accident investigation reports and a log of services, maintained in accordance with State and Federal laws and regulations.
- If the Services Director or designated staff member determines that a student should be sent home, school personnel shall contact the parents or their designee to pick up the student. No student shall be sent home unless parent contact has been made.
- In life-threatening situations, the DeForest-Vienna-Windsor Emergency Medical Service shall be called by either the Services Director or emergency care designee. The cost for such services shall not be borne by the District.

- Staff will use universal precautions as standard procedure in administering first aid or otherwise handling emergencies or cleaning areas where blood or bodily fluids are present. Students with blood on their clothing will be asked to change into spare clothing that he or she has at school, into clothes provided, as available, by the school, or school personnel might contact the parents or their designee to bring clothing in for the student. The student will remain in the main office, nurse's room or designated area until he or she changes into alternative clothing.
- The Principal's Office shall be notified as soon as possible in the case of injury on school property. An accident report shall be filed by the staff member who witnessed the accident and completed by the emergency caregiver.
- Medication will only be administered by designated school personnel with appropriate written permission. Over-the-counter medication shall only be given upon written permission from the parent/guardian. Prescription drugs shall only be given upon the receipt of written instructions from the student's physician and written parental permission. All medications must be in an appropriately labeled container and kept in the school office unless arrangements are made with specific teachers. A record will be maintained of all medication given at school.
- A personal data health record shall be on file for each student and shall be updated annually or more often as changes occur. Health concerns of the students will be compiled, and approved personnel will be notified of any severe health conditions.
- The District recognizes that an individual's health status is personal and private; and, therefore, confidentiality standards shall be maintained in accordance with the state and federal laws and regulations. The District shall handle information regarding student health with suspected or confirmed communicable diseases in accordance with state and federal confidentiality laws and established Board policies.
- Communicable disease control procedures shall be maintained in cooperation with the Dane County Public Health Nursing Division. Federal and State regulations and guidelines and Center for Disease Control guidelines shall be followed when considering attendance/exclusion of students who have a communicable disease. Students may be excluded from school and/or school-related activities if they are suspected of or diagnosed by a physician as having a communicable disease that poses a significant health risk to others or that renders them unable to adequately pursue their studies. The student shall remain so excluded until such time that it is determined by the Services Director that the risk of transmission has subsided and/or they can pursue their studies. Students excluded from school pursuant to

this policy may appeal their exclusion as set forth in established administrative procedures.

- Personnel designated to provide emergency care shall be covered by liability insurance purchased by the District.
- An annual review shall be made of the emergency medical services and school safety regulations by a committee, which includes the following members: District Administrator, building principal, the Services Director, the District Safety Coordinator, and other appropriate persons designated by the District Administrator.

### **Other Legal Notices**

The DeForest Area School District communicates several other annual notices related to student and school programs that Wisconsin school districts are required by law to provide. These are available to parents/guardians during the registration process and are available on the District website. Questions may be directed to the District Administrative Center at (608) 842-6500 or the specific contact where noted on the Notices publication.

## DeForest Area School District 2018-2019 School Calendar

### July 2018

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### August 2018

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### September 2018

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sept 3: Labor Day (Holiday)  
Sept 4: First Day of School

### October 2018

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Oct 1: No School - Staff Work Day (PLC)  
Oct 24: Parent-Teacher Conf, 3:30-7:30p  
Oct 25: No School  
Parent-Teacher Conf, 8:00a-12:00p  
Oct 26: No School

### November 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov 7: End of MS/HS Quarter 1  
Nov 21 & 23: No School  
Nov 22: No School - Thanksgiving (Holiday)  
Nov 30: End of Elementary Trimester

### December 2018

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec 24-31: No School - Winter Break

### January 2019

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 1: No School - Winter Break  
Jan 21: No School - Staff Development Day  
Jan 23: HS/MS End of Semester  
Half Day for Students

### February 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Feb 4: No School - Staff Work Day (PLC)  
Feb 20: Tentative no school students gr. 9, 10, 12  
Feb 20: Parent-Teacher Conf, 3:30-6:30p  
Feb 21: No School  
Parent-Teacher Conf, 8-10a  
Feb 22: No School

### March 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 13: Tentative late start students gr. 9, 10, 12  
Mar 11: End of Elementary Trimester  
Mar 25-29: No School - Spring Break

### April 2019

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr 5: End of MS/HS Quarter 3  
Apr 19: No School - Staff Work Day (PLC)  
Apr 23 & 24: Tentative late start for students  
in grades 11, 12

### May 2019

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 27: No School (Holiday)

### June 2019

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jun 7: End of Semester/Trimester  
Half Day for Students  
Last Day of School\*

\*Snow/Emergency Day make-up: After two, instructional days are added to the end of school year.