

Prairie View Elementary School

2023-24 Parent Informational Book



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East Troy, WI 53120
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Principal: Mr. Mark Weerts
School Hours: 7:50 am – 2:58 pm



East Troy Community School District

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Welcome to Prairie View Elementary School



Welcome to a school of great possibilities and personalized outcomes!!

The East Troy School District's two elementary schools serve grades Early Childhood through 5th grade. Classes for grades 3-5 are held at Prairie View Elementary School.

The organizational concept is self-contained classrooms within three academic wings. We strive to meet the needs of each student through whole group, small group and individualized instruction. The Prairie View learning environment is further designed to meet the diverse academic, behavioral and socio-emotional needs of our students. As such, the classroom teachers, specialists, parents and administrators are dedicated to working as a team to assure each student demonstrates growth and strong academic achievement.

Our elementary curriculum is anchored to standards and essential understandings through an instructional model that supports personalized learning environments (PLE). Our PLE approach offers student choice, collaboration and goal setting, real-world experiences, flexible learning spaces and results driven feedback. As a school district and elementary staff we have embraced the 21st century skills that college and career ready students must have in order to be successful. Specifically, we teach students how to think critically, be collaborative, creative, communicate effectively and possess core content knowledge.

Technology will be an integral component of your student's experience. In grades 3-5, students will be taught digital citizenship through their school issued chrome books. Additionally, our SMARTLAB course allows student to extend their learning through the application of math, science, language arts and engineering design.

Prairie View compliments core reading/math instruction with areas of high interest including art, music, 5th grade band, physical education, keyboarding, smart lab, and library. Academic skills are supported by gifted/talented opportunities, Title I math, reading specialists, special education programming, an elementary counselor and a school psychologist.

This informational book is designed as a guide to the day-to-day operations of our schools. Please take time to review its contents as it contains valuable information concerning school policies and other general information about our school. This book does not contain exact dates, costs or other information that may change from year to year.

If you have any concerns or suggestions, please feel free to contact your child's teacher or principal. We want the lines of communication to be open between home and school and look forward to working with you and your child(ren). We wish you and your family an outstanding year!

Our Vision, Our Mission, Our Goals & Our Philosophy

Our Vision

- Time for learning – Remove barriers
- Competency based education – look at outcomes, not being defined by grade or age
- School partnership with community members/parents/agencies/higher education
- Provide meaningful, practical application skills through assignments/projects
- High quality instruction – more engagement/interest, meeting the needs of ALL learners
- Utilizing resources, creating self-directed learners
- High levels of accountability for students and staff
- Creating opportunities through individualized experiences to encourage self-directed learning

Our Mission

Our mission is ensuring and providing 21st-century education through: engaged student learning, quality teaching, strong leadership, rigorous coursework, and community service opportunities while demonstrating efficiency and effectiveness for the betterment of both students and the community.

Prairie View Elementary Mission

The staff of the Prairie View Elementary School strongly endorses the goals and beliefs of the East Troy School District. The staff believes that all our students can learn. Learning is a constant, continuous, and life-long process of connecting new and old ideas, building on previous knowledge, and helping students see relevancy in their learning to make sense of their knowledge. Therefore, we will provide a safe and respectful environment in which students will be challenged to grow and develop intellectually, socially and physically.

Our Goals – Policy 111

- Ensuring a year plus of learning growth for each child, each year
- Ensuring programming opportunities through systems and practices that recognize the talents of each child
- Ensuring individualized learning by engaging students with a personalized learning environment
- Employing the highest quality professional staff
- Adapting facilities for current and future educational needs
- Demonstrating fiscal responsibility through efficiency

Our Educational Philosophy – Policy 110

It is our focus to provide individual learning opportunities and flexible assessments that empower our students to take ownership of their learning through the application of the 6 Cs:

- Creativity - The use of imagination or original ideas to make or bring something new into existence.
- Critical Thinking - Engagement in reasoning, evaluating, problem solving, decision-making, analysis, and self-reflection, resulting in learners being able to locate and identify necessary information, evaluate the merits and consequences of that information, and utilize the information to solve problems.
- Collaboration - The action of working with others and utilizing multiple perspectives to increase creativity and deepen thinking, contributing to the process of “making meaning” and the building of empathy for others.
- Communication - The process of sending and/or receiving information, resulting in new memories of information learned and increased retention.
- Content - The use of academic standards as the foundation for the learning process, ensuring college and career readiness and access to grade level content for all learners.
- Curiosity - The strong desire to know or learn something, leading to inquiry.

Pupils Admission Procedure

Children transferring to our school from another district are required to present evidence of previous grade placement through a transcript or record submitted by the officials of the previously attended school. This transcript is to become part of the pupil's file. In the event it is impossible to immediately procure such proof, any placement shall be tentative and subject to change if the need arises. Placement shall be made in accordance with the previous grade placement.



It is required that all students grades 3-5 attending WI public, private and parochial schools show proof of meeting the following minimum immunization requirements or have a waiver on file. A waiver may include a personal conviction, religious or medical.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ^a	3 Polio	3 Hep B	1 MMR ^b	1 Var ^c	
Grades K through 5	4 DTP/DTaP/DT ^a /Td ^d	4 Polio ^e	3 Hep B	2 MMR ^b	2 Var ^c	
Grades 6 through 12	4 DTP/DTaP/DT ^a /Td ^d	1 Tdap ^e	4 Polio ^e	3 Hep B	2 MMR ^b	2 Var ^c

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

Annual Registration

East Troy Community Schools holds a district wide registration for all pupils who will be/are enrolled in our schools. Annual online registration via Skyward Family Access is held in early August. All families are expected to complete this annual process for their child(ren).



School Fees

An annual fee will be charged to all students' fee management account to partially offset consumables as well as workbooks and rental of textbooks. The amount of the fee is published on the district website, in the summer newsletter or can be obtained by calling the office. This fee is to be paid prior to the first day of school. Students that enroll after 2nd semester will be charged half of the registration fee.

Note: The district may charge additional consumable fees at various times during the school year for field trips in order to supplement basic curriculum with outstanding and enriching student opportunities.

Fees are collected in a timely manner so that school personnel may order consumable supplies for the classroom. Therefore, only students who withdraw prior to the first day of school will receive a refund for current school year payments that are made to date.

Reference: Board Policy 470

Our School Day

The front exterior doors will be opened at 7:30 am. Students who are brought to school by private vehicle **MUST** enter through their assigned door. All students that arrive early should report directly to the classroom. PLEASE keep children from coming earlier unless it is by special arrangement with the teacher as our playgrounds are not supervised before school. Students are to be in their seats and ready to start the day when the second bell rings at 7:50 am. Students are dismissed at 2:58 pm. Parents who are picking their children up should use the north parking lot. Please see the traffic flow map below. Students who are being picked up will be dismissed from doors #4 at 2:58 pm. Students who walk/ride their bikes home will be dismissed when all cars have cleared the lots. Students are expected to report home immediately after school and should not remain on school grounds without written permission from parents/guardians.

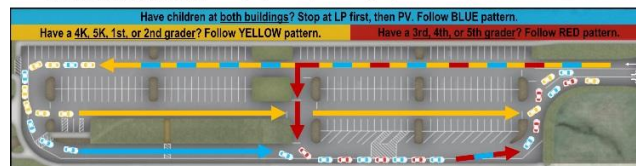


Elementary Traffic Pattern

2017-18 School Year: Sept 5 - June 1

Little Prairie Primary
2109 Townline Rd
East Troy, WI 53210
Phone: 262-642-8730

Prairie View Elementary
2131 Townline Rd
East Troy, WI 53210
Phone: 262-642-8720



Attendance Policy

Conscientious school attendance is one of the most important tasks of students. Any student who stays at home for trivial illnesses or because he/she simply does not want to attend school, is in effect hurting no one but him/herself. Your child is missing vital information in his education and therefore placing his/her future in jeopardy. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance.

The following are guidelines set forth in the State of WI 1997 Truancy Act (239) that became effective June 18, 1998. This policy has also been adopted by the East Troy School Board and addresses many issues surrounding truancy and possible community response to truancy. The Act includes the following:

- Changes the definition of habitual truant to a pupil who is absent from school without an

acceptable excuse for part or all of any day on which school is held. (This includes students who are tardy.)

- Establishes a definition of truant as a pupil who is absent from school without an acceptable excuse for part or all of any day on which school is held. (This includes students who are tardy.)
- Allows counties, cities, villages, or towns to enact an ordinance prohibiting a person less than 18 years of age from being truant and establishes possible dispositions.
- Establishes additional dispositions and expands penalties that the court may order if a student is found to be habitually truant.
- Allows that any child excused in writing by his or her parent or guardian before the absence shall be excused for up to ten days during a school semester. The school board shall require the student to make up any work missed during the absences.

We want parents to be aware that the courts are issuing fines for truant and habitually truant students. The courts are also ticketing parents of students less than eighteen for the truancy of their children. The State of WI, East Troy School District, and the local courts are sending a strong message to students and parents that school attendance is important.

A problem we have at the elementary level is students who are habitually tardy to school. The above Act addresses tardiness as well as absences. Please be sure you have your child(ren) at school approximately ten (10) minutes before the indicated starting time, which was listed previously under Our School Day. Students should be in their seats when the bell rings at starting time.

Parents/guardians must call the Prairie View office at 262-642-6720 x3221 stating the reason for any tardiness or absence. It is suggested that they call in before 9:00 am. If the school is not notified by 9:00 am a call will be made to the parent at home or place of employment. This will be done to insure the parent is aware of the child's absence, and the school can be assured of the child's safety.

The Excused Absence/Tardy - An excused absence is defined as an absence/tardy due to sickness or an emergency in the family in accordance with the State Law. Students who have been excused from school are allotted (1) day per day excused to hand in all schoolwork missed. After five full days of absences, the school system reserves the right to have all absences documented by a medical doctor or professional organization.

Acceptable absences include:

- Personal illness
- Critical family need
- Severe illness or death in the family
- Impassable roads or extreme weather conditions

Pre-arranged Absence/Tardy - From time to time, there exists the possibility that students will know in advance days that they will not be in attendance at school. This necessitates obtaining permission to be absent on a pre-arranged absence request, which is available in the office. Acceptable pre-arranged absences include:

- Religious observance
- Court appearance
- School sponsored activities
- Other reasons, such as family vacations, which have been approved in advance

Unexcused Absences/Tardy - Students who are absent/tardy for reasons other than those previously listed, such as babysitting, shopping, hair appointments, etc., will be considered unexcused. An unexcused absence may also be given to a student whose parents do not contact the child's school within 24 hours of that student's absence.

Tardiness - We believe one of the most important things that a school can teach a student is promptness and accountability. In school, this means getting to school on time and being where you belong at all times. Students must be in their classrooms and ready to work when the bell rings at 7:50 am

Attendance Letters - When a student has been absent/tardy a total of 5 (five) unexcused or 10 (ten) excused/unexcused days an attendance notification letter will be sent to his/her parents/guardians. This letter will notify them of the dates of the absences/tardiness. This is not a punitive letter, but one required by WI State law in accordance with the Truancy Act (239).

Reference: Board Policy 430

Illness Policy

Students should stay home when they are showing one or more of these symptoms:

- Skin disorders or rashes that might be contagious
- Fever*
- Sore throat
- Any glandular swelling about the neck

- Earache
- Nausea, vomiting or diarrhea
- Untreated pink eye
- Active, untreated head lice infestation



Any contagious disease such as chicken pox, mumps, Covid-19 and measles or head lice must be reported to the school office.

COVID-19- If your child is displaying symptoms associated with COVID-19, we encourage you to get them tested and keep them home. If a child tests positive, we ask that they stay home for five days from their onset of symptoms. Additionally, if your child is symptomatic and there is also a COVID positive individual in your household, we ask that they stay home for five days from the onset of their symptoms.

*Students who have had fevers should not return to school until being fever free for 24 hours without medication to lower it. If a child has had an upsetting night---stomachache, nightmares, undue excitement, anxiety of some sort, etc., send a note to the teacher...it may influence the kind of day the child will experience.

School-to-Home Communication

Family Access - Family Access is a secure school-to-home Internet connection for parents, teachers, and administrators. All parents/guardians have a Family Access account. By logging into your individual account, you will be able to access your child's:

- Academics/Progress Reports
- Online registration
- Attendance calendar and daily detail
- Skylert emergency notification preferences
- Food Service account
- Messages from school personnel
- Health records
- Parent/teacher conference scheduling
- Discipline referrals
- Fee account/Make Payments
- Student directory
- Student services program information

Student Access – Student Access is available for all 5th grade students. Students can view their own grades throughout the year and will be able to select their elective(s) in the spring for 6th grade. All students can use their network username and password to log in to Student Access.

Student Demographics - It is vital that at all times we have your current addresses and up-to-date phone numbers for the parent/guardians and emergency contacts. You can update this information via Family Access or by notifying the school office.

Skylert - Skylert enables you to receive emergency, food service and attendance notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them. You can change your preferences via Family Access.

Progress Reports- Progress reports will be posted in Family Access – Portfolio at the end of each quarter. Note: Art, Technology Applications, Music and Physical Education grades are posted at the end of each semester only

Parent-Teacher Conferences - Individual scheduled conferences will be held in the fall and spring. The times and dates will be posted online and can be scheduled by the parent/guardian via Family Access. These beneficial conferences provide you and the teacher an opportunity to share information, which will be of assistance in working with your children. If you have questions about your child's educational program, we invite you to schedule an additional conference with your child's teacher as the need arises.

Classroom Placement Procedure

The following criteria (in no particular order) are used for generating class lists for the following year:

- Girl/Boy Ratio – Maintaining a balance of boys and girls in the classroom.
- Numbers – Balancing the number of students in each of the classrooms.
- Parent Input – You know your child best. Personality traits and physical/emotional needs of your child will be considered. **Specific teacher requests are not allowed.** Information about parent input will be published in the newsletter in the spring.
- Special Education – Special Education staff input, if applicable.
- Student Overall Ability - Students learn from each other at all levels and we strive to have mixed grouping in all classrooms.
- Teacher Input – Your child's current teacher has an excellent insight into each student's needs and strengths.

Promotion/Retention Policy

The East Troy Community School District recognizes that a school system places the individual at the center of the learning process. Academic standards are

necessary to guide outcomes for the range of students served in public education. At the same time, East Troy Community Schools recognizes individual learning profiles and the diverse learning needs of students require varied instructional approaches, opportunities, services and interventions to promote student growth and attainment of standards. Therefore, it is important for the school staff, teacher, principal, administrator, and special personnel, to objectively interpret and recommend to the parent the grade placement that would be most benefit to the student's total wellbeing. The district promotes the use of longitudinal intervention strategies as the preferred method to address student achievement needs rather than grade retention. No student should be retained or promoted unless evidence clearly indicates this is in the child's best interest. The educational research from the past two decades indicates that grade retention may result in the following outcomes:

- An increase drop-out rate for those retained;
- A high percentage of retention among students with minority and low-income status, and children rated low in social adjustment; and
- No improvement in academic performance following retention.

This policy identifies minimal academic standards for student achievement at fourth and eighth grade. It identifies appropriate interventions, support services and learning options for students that are not able to meet the standards due to skill deficits.

Reference: Board Policy 345.41

Gifted & Talented Services/Acceleration

Gifted and Talented Programming Philosophy:

The East Troy Community School District is committed to providing excellence in education for all students. The District acknowledges that some students, by virtue of their outstanding abilities, are capable of high performance. The District recognizes the right of these gifted and talented students to receive educational opportunities that will complement the level of their capabilities. Therefore, appropriate programming and services will be provided to develop their particular level of giftedness.

Gifted and Talented Program:

According to the East Troy Community School District Gifted and Talented philosophy, the majority of identified students will have their academic needs met in the regular classroom through a personalized curriculum. This may involve modifications to the content, process, product and/or assessment.

The Gifted and Talented program at East Troy Community School District is based on a personalized learning environment, which has a foundation based on individualized learning. While other Gifted and Talented programs are based on differentiated instructional strategies that tend to focus on how the teacher delivers content, a personalized learning environment focuses on student-driven academic goals, curriculum, content, delivery method, and flexible pacing that are tailored to meet the preferences, interests and needs of the individual student.

In special circumstances a few students may require additional educational experiences. The program will provide appropriate options to meet the needs of identified students in five potential areas: General Intellectual, Specific Academic, Creativity, Leadership, and Visual and Performing Arts; and at three distinct levels of giftedness. The program is based upon the State of WI Department of Instruction Gifted Pyramid Model as outlined in the Gifted Handbook dated May 2005.

Multiple criteria will be used to identify gifted learners. Rate of learning and modifications to meet this difference will be a foundation of Gifted and Talented programming. Consideration will be given to the academic, social and emotional development of the child. Building a partnership between home and school will assist all in recognizing, understanding and nurturing advanced abilities and potential in our young adolescents.

Progress Reports

Progress reports are posted in Family Access following each trimester. Our standards-based progress report gives you information about how your child is progressing toward meeting the district's standards during the course of the school year in each class.

Standards specify what all students should know and be able to do.

- Your child's performance is measured against the standard, rather than simply being compared to other students in his or her class.
- It gives every child the opportunity to meet or exceed our district's standards.
- It gives you a more detailed and honest assessment of how your child is progressing academically.
- Behavior is reported out separately and is as important as the academic report, as they are the habits that students will need to be successful in high school and beyond.

Each indicator shows progress towards each specific learning targets for each course.

- C- Consistently meeting grade level or IEP expectations
- P- Making progress toward meeting grade level or IEP expectations
- N- Needing support to meet grade level or IEP expectations

Band Course Description & Requirement

The curriculum for this course is developed from the Wisconsin Model Academic Standards for Music. This is a course designed to teach beginning skills needed to play a wind or percussion instrument. Lessons are taught once a week for 40 minutes during recess/lunch time in groups of like instruments. Although students will miss part of lunch, they will still have scheduled time to eat on lesson days. Outside of the classroom, students are graded based on their effort with weekly practice logs. Students have typically performed in winter in groups of like instruments, and in spring as part of a large ensemble (band). Student participation in these concerts is a required part of this course. Band encourages the development of discipline, commitment, teamwork, and self-esteem. There is no additional registration fee for this course from the school district. The purchase of a method book called Essential Elements Book 1 and an instrument cleaning kit must be purchased through a local music store or major shipping company.

There are two scheduled periods for students to drop 5th grade band from their class schedule during a school year. The first period is from the first scheduled school day up to October 2nd and the second period is the first full week after the winter concert. Once those dates have passed, students are not approved of being removed from the course. The East Troy School District provides these drop periods to ensure our students practice their commitment to a long-term goal while acknowledging that a 5th grade student may no longer be interested in band after giving it a try.

Standardized Testing

We use standardized tests to help us (1) determine to what extent students have met the standards and objectives established at particular grade levels, (2) identify and address the individual academic needs of students so they can reach their maximum level of achievement, (3) make any necessary changes to our curriculum, and (4) improve instruction.

In addition to state-mandated tests, our 3rd – 5th graders take the Measures of Academic Progress (MAP) test two times during the school year. This tests the students in the core content areas of reading, and math.

The District recognizes its responsibilities to provide nondiscriminatory testing for all students referred for

evaluation. The assessment instruments used during the evaluation shall be appropriately adapted when used with students of impaired sensory, physical, or speaking skills, and must consider each student's age and socio-economic and cultural backgrounds. District employees conducting the evaluation will be familiar with local cultural, language and social patterns and practices.

Professional Qualifications

Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the WI Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the WI Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.

School Services & Programs

The Director of Special Education is responsible for assisting in meeting the educational needs of students whose needs are not being met through the facilities and programs of the regular classroom. These students include those with cognitive, physical, learning or emotional disabilities, as well as those who need speech and language services or gifted and talented programming opportunities. If you have questions about these programs, please contact your child's principal or the director of Special Education.

For more information on Equitable Multi-Level Systems of Supports, see <https://www.eastroy.k12.wi.us/district/equitable-multi-level-systems-of-supports.cfm>.

Child Nutrition Programs

The East Troy Community School District participates in USDA child nutrition programs for breakfast and lunch programs.

Applications and information on eligibility requirements for free or reduced-price meals is provided at registration, can be found on the district website or may be mailed to parents by contacting the food service director.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies,

offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary of Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Homeless Children

McKinney-Vento Act defines children and youth who are homeless (twenty-one years of age and younger) as: Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as double-up); living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; abandoned in hospitals; or awaiting foster care placement.

Medication Administration Policy

Medications should be administered at home whenever possible. If it is necessary for a student to take medication at school, this may be done in accordance with the following district guidelines. These guidelines exist to protect your student's health and safety, and your cooperation is greatly appreciated.

For Prescription Medication - Prescription medications shall be administered by the designated school personnel only when written directions from the prescribing health care practitioner, as well as written parental consent for this service have been received. The parent is responsible for having the *Authorization for Prescription Medication during School Hours* form completed and filed in the school office. If this form is not used, then the following information must be provided:

- Student name
- Name of medication
- Reason for or action of medication
- Dosage
- Route
- Time(s) to be administered or frequency if "as needed" medication
- Indications for when med should be given on an "as needed" medication
- Duration (how long med is to be given)
- Possible side effects or adverse effects of the drug, and actions to take if this occurs
- Parental consent, signature and date
- Name of prescribing health care practitioner and phone number



The parent shall supply the medication in the original pharmacy labeled container. (Ask your pharmacist for a free, additional pharmacy labeled container to send the medication for school in.) The instructions on the label must match the written instructions from the prescribing health care practitioner. The following information must be on the bottle:

- Student name
- Name of medication
- Dosage
- Time or frequency drug is to be given
- Name of prescribing health care practitioner
- Name and phone number of pharmacy

Students in elementary levels (K-5) may not carry or self-administer medications at school with the following exceptions: asthma meds via inhaler, insulin, glucagons, Epi-pen. The physician and parent must provide written approval for this (see portion on the form regarding self-administration) and the medication must be labeled correctly with the student's name, name of medication and directions for its use.

Epi-pens or other auto injector systems are the only acceptable delivery systems of intramuscular injections of Epinephrine to treat severe allergic reactions in school. A special *Health Care Plan for Treatment of Known Severe Allergic Reactions* form must be completed and signed by the prescribing health care practitioner and parent annually in order for the student to take this medication in school.

Discontinuance or change in dosage of a medication must be verified in writing by the prescribing health care practitioner.

For Non-Prescription Medications - The parent must complete and turn in to the office an *Authorization for Non-Prescription Medication during School Hours* form. If this form is not available, the following information must be provided:

- Student name
- Name of medication
- Reason for or action of medication
- Dosage
- Route
- Frequency (time to be given) or conditions it is to be given for (i.e. a regularly scheduled med or "as needed").
- Duration (how long med is to be given)
- Parent consent, signature, and date.

NO medications will be administered at school without this information and signed consent on file.

All non-prescription or over the counter medication must be provided to the school by the parent, in the original manufacturer's container or packaging, with the student's name on it, individual dose bubble packs outside of the original box will not be accepted.

Reference: Board Policy 453.4

Latex Policy

No latex balloons or gloves may be used or allowed in any of our school district buildings at any time because of serious latex allergies. Mylar balloons can be used

Wellness Policy

- All food sold during and before the school day should follow the USDA Dietary Guidelines for Americans. The food service program must follow this over the course of a five-day menu.
- Consumption of nutrient dense foods such as fruits and vegetables and whole grain foods is strongly encouraged.

- Water consumption during the school day is encouraged. Teachers have discretion determining classroom use.
- Vending or non-vending sales of soda/pop or sweetened drinks will not be permitted on the school grounds prior to or during the school day. These sales may be permitted at special school events at end of the school day.
- Milk, water and 100% fruit juices may be sold on the school grounds prior to and during the school day.
- Vending machine sales of candy will not be permitted on school grounds. Non-vending sales of candy should only be permitted at the conclusion of the school day and is discouraged as a school fundraiser.
- No employees other than food service employees will be allowed to sell food or beverages to students during the school day, except for certain events approved of by the principal. This may not take place during the breakfast or lunch periods when food service is in operation.
- It is strongly encouraged that ETSD sponsored concession stand sales consist of the foods that meet the standards found in the USDA Dietary Guidelines for Americans. Any new items should follow these guidelines, and eventually candy and nutritionally empty foods should be replaced with healthier alternatives.
- School fundraising efforts should consist of sales of items which are nutritionally dense foods or non- food items. The principal of each building needs to approve any fundraising events. Non- food items or food which follows the USDA Dietary Guidelines for Americans should be used as prizes for fundraising by students.
- Classroom snacks should consist of nutritionally dense foods which follow the USDA Dietary Guidelines for Americans. Healthy snack suggestions will be found in school newsletters and on the district web site.
- Classroom celebrations should be limited to 4 times a year. Elementary and Middle school classroom celebrations should take place AFTER lunch. High school celebrations should only occur during resource period. Classroom teachers are strongly encouraged not to hold parties involving food unless it is part of the curriculum, or one of the 4 times chosen during the school year. It is recommended that classroom celebrations feature activities other than eating. When food is featured it should include healthy choices. High fat, high sugar,

low-nutrient choices are discouraged. Parties can even incorporate a fun nutrition lesson involving the students in the planning and preparation of healthy snacks.

- Teachers/staff are strongly encouraged to use non-food items or activities as classroom rewards in lieu of food.
- In addition to the new physical education curriculum across K-12, schools will provide additional physical activity opportunities for students, staff and families.
- Nutrition and physical activity education will include sharing information with students, families, and staff in an effort to support increased awareness of these topics and the effect improvements can make in our students and community at large.

The entire wellness policy can be found on the school district web site. Hard copies of the policy can also be obtained by request.

Reference: Board Policy 451

Food Service Program

The East Troy Community School District Food Service Department uses an automated meal accounting system to record meal payments and to monitor food transactions. The system functions as a debit system, similar to a checking account. This is set up as a "Family Account".

Students will receive their own ID card at the beginning of the year which will be used to purchase breakfast/lunch/snack milk items. Lost or damaged cards will be replaced at a charge determined by the district.

Food Service payments may be made online via Family Access, or you may send money to school with your child. When sending money to school, please put it in a labeled envelope with your child's full name and grade on it. Payments should be made separately from any other school related payment (fees, field trips, etc.) The lunch money drop box is located near the office. Money added to the drop box after 8:30 a.m. will not be credited to your account until the following day. You can check your account balance via Family Access/Food Service. Families without computer access may call the food service department or director to obtain their balance.

Parents/guardians are responsible for maintaining their family account with a positive balance. For your convenience, low balance accounts will receive a courtesy call when your account is at \$5.00 and negative balance accounts will receive notification nightly. If you wish to opt out of receiving these phone calls, you may change your preferences in Family Access-Skylert-Food Service Notifications.

Timely payments must be made to the food service department to avoid delinquent accounts. The policy of the East Troy Community School District is that when a family account drops below negative \$20, the child(ren) in the family will be served an alternate lunch at a charge determined by food service operations. Your child(ren) will continue to receive the alternate lunch until your account balance is above negative \$20.

Note: If a child has money the day of a meal to purchase the meal, depending on your status, the child will be provided a meal.

Should negative balances continue to increase upon alternative meal use, any of the following may occur at the discretion of the principal and/or food service director.

- Alternative lunches may be discontinued. Notice to the family would occur, however, any students still attempting to enter the line may be removed by the principal.
- Delinquent accounts may be sent to a collection agency.
- A different alternative meal may be provided at no cost.

Any economic assistance accounts temporarily available to relieve debt or fund a lunch account may be utilized.

Breakfast will be served via mobile cart in the classroom wings or in the cafeteria before 8am or between 9-9:30 each morning.

Lunch and milk prices along with the menus are available on-line and in the monthly newsletters. Menus are subject to change due to availability. We encourage completion of free and reduced meal applications. If you feel you may qualify for free or reduced meals, please complete an application via Family Access or a paper copy can be found on the school district website.

Reference: Board Policy 761

Lunchroom Guidelines

A pleasant noon hour situation depends upon mutual understanding and the cooperation with a few simple policies:



- Good manners and behavior are expected of all children while eating in the lunchroom and during recess.
- Children who persistently disrupt the lunchroom or fail to cooperate in observing the common sense rules on the playground may be separated

from other students or be given a disciplinary step.

Outdoor Recess Guidelines

There will be no outdoor recess when the temperature is below zero, the wind chill is below zero or it is raining, drizzling or misting.

All students are encouraged to participate in outdoor recess unless medical conditions prohibit them from doing so. If a child is physically unable to go outside for recess for more than five days, a note from the physician in charge will be needed.

Playground Rules

- No playthings brought from home will be permitted on the playground except athletic equipment approved by playground personnel.
- Bicycles are not to be ridden on the playgrounds. They will be parked immediately in the bicycle racks. No one is to tamper with any bicycles or parked automobiles.
- Pupils are not permitted to climb on the fences or on the building to retrieve any article. Any ball or other article that goes over the fence or on the roof must be reported to the playground supervisor immediately.
- There is to be no throwing of snow or snowballs, sliding on icy patches or splashing in puddles.
- Students not wearing boots, when snow is on the ground, must stay within a designated area on the blacktop. Students are also encouraged to wear hats and gloves or mittens during the winter months.
- Children are not to leave the school grounds, once they have arrived, until either school is dismissed, or permission is obtained from the principal.
- No student shall possess, sell, or use any tobacco, intoxicants, or drugs while on school property.

Safety Rules

There is no supervision on the playground before and after school hours. Parents are responsible for children when school is dismissed. Playground activities are supervised during recesses only.

A crossing guard is at the intersection of Graydon Ave and Townline Rd to assist students crossing. Students who are riding their bikes, scooters or skateboards to school must walk/carry them across Townline Rd and continue walking/carrying them down the sidewalk to the school. Bikes must be parked in the bike racks which are located outside of the north entrance. Scooters/skateboards must be carried into the building

and stored in the main office. After school, students will be required to walk their bikes and carry their scooters/skateboards until they cross Townline Rd at Graydon Ave. Students who are wearing rollerblades will be required to remove and carry them before crossing Townline Rd when coming to school and carry them until they cross Townline Rd after school.

All students riding bicycles to school are required to follow the rules for bicycle safety or bicycle privileges may be revoked.

- Bikes should have locks for your own protection.
- Leave bikes home unless you do have a lock for it.
- Park your bike in the rack.
- Do not ride across the playground or on the school grounds.
- Do not ride bike at noon.
- Tampering or bothering with other people's bikes will be reported to the office and then to your parents.
- Follow all bike safety rules.

Behavior Incident Referral Guidelines

An Office Discipline Referral may be given at the discretion of the school personnel when deemed necessary. As a Positive Behavioral Intervention and Support (P.B.I.S.) school we teach our expectations and beliefs. Additionally, school consequences should be viewed as a teaching opportunity. Minor incidents will be handled in the classroom and the student may be assigned a "Think Sheet." Please review the think sheet with your child, sign and return to the teacher. Major or more serious incidents will be processed by the Principal. Possible consequences for receiving a discipline referral as deemed by school administration are as follows:



1. Warning-Re-teaching
2. Problem identification and re-teaching during 1 recess/Parent contact
3. Loss of recess 2 days/Reflective essay/Parent contact
4. Loss of recess 3 days and lunch detention/Fix it plan/Parent contact
5. Loss of recess 3 days and lunch detention/Parent meeting prior to recess/lunch return
6. Principal determination for ISS/Parent meeting


**Depending on the severity and context of the office referral, the Principal reserves the right to determine

appropriate step. Office Discipline Referrals will reset at the end of each quarter

Behavior Expectations/Code of Conduct

We agree that the same degree of behavior and courtesy that is expected in the classroom shall be

exercised in all areas of school (hallways, offices, restrooms, cafeteria, playground, library and buses). We agree to help make school a safe learning environment by following the following the Panther Promise.

 Be respectful - Be responsible - Be safe

The Panther Promise Behavior Matrix

Expectations ↓	Settings ↓						
	Bathroom	Hallway	Cafeteria	Playground	Pick-Up	Bus	Assemblies
Practice Safety	*Use toilets, sinks, and stalls appropriately	*Walk on the right side of the hall in a single-file line *Keep the hallway clean and organized *Walk at all times	*Stay seated and raise our hands for help/permission to get up *Walk at all times	*Share equipment and use it appropriately	*Pay attention to the cars and people around us *Use the crosswalk with an adult *Walk at all times	*Listen to the driver's directions *Say seated, facing forward *We wear our masks properly.	*Maintain personal space, keeping our hands, feet, and objects to ourselves *Walk at all times
Act Responsibly	*Take care of our business and return to class *Flush the toilet when we are finished *Keep the bathroom clean *Use the 2-2-2 rule: 2 squirts of soap, 2 paper towels, and 2 points for getting the paper towel into the garbage can	*Keep our hands, feet, and objects to ourselves *Use time wisely and get back to class *Check the lost and found regularly for your belongings *Use of cell phones is limited to before 7:40 a.m. and after 3:00 p.m.	*Clean up our eating area when finished *Keep our hands, feet, and objects to ourselves	*Follow adult directions *Dress appropriately for the weather	*Pay attention during afternoon announcements, so you know how you're getting home *We wait quietly in the gym near the adult supervisor.	*Pay attention during afternoon announcements, so you know how you're getting home *Sit in assigned area *Keep our hands, feet, and objects to ourselves *Be a positive role model	*Follow bus expectations *Clean up after ourselves
Work Hard	*Work hard by following the other expectations	*Work hard by following the other expectations	*Work hard at helping the planet by recycling	*Work hard by being a good sport	*Work hard by dismissing on time	*Work hard by following the other expectations	*Work hard by following the other expectations
Show Respect	*Use a whisper voice when needed (Voice Level 1) *Give privacy to others	*Use a whisper voice when needed (Voice Level 1)	*Follow adult directions *Use partner voices (Voice Level 2) *Turn our voices off (Voice Level 0) during dismissal	*Play fair and include everyone *Use appropriate language *Use peaceful problem solving	*Follow adult directions *Keep our hands, feet, and objects to ourselves	*Use partner voices (Voice Level 2) *Use appropriate language	*Listen to the speaker with our eyes and ears with voices off (Voice Level 0) *Show positive audience behavior *Use an appropriate voice level when speaking

Student Bullying/Harassment/Hazing

The East Troy Community School District Board strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds and school buses and vehicles, and at school-sponsored activities so that students can benefit to the fullest from the educational opportunities offered. The East Troy Community School District Board will not tolerate any form of bullying, harassment, or hazing, such as the use of verbal comments, written comments, graphic materials, cyber bullying, or indirect behaviors.

Definition of Bullying – Bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; color; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical



or mental ability or disability; and social, economic or family status.

Definition of Harassment - Harassment is behavior towards students based in whole or part on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homeless status or handicap, physical, mental, emotional, or learning disability which substantially interferes with a students' school performance or creates an intimidating, hostile or offensive school environment.

Definition of Hazing - Hazing is intentionally or recklessly engaging in acts which endanger physical health or safety of a student for the purpose of initiation or admission into affiliation with any organization or group.

Bullying, Harassment and Hazing Behavior Can Be:

- Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior, unwelcome physical contact)
- Verbal (e.g., verbal, written or graphic materials that include: threatening or intimidating language, teasing or name-

calling, notes, racist remarks, sexually suggestive comments, unwelcomed sexual flirtations or advances, offensive language or jokes of a sexual nature)

- Indirect/Emotional (e.g., spreading cruel rumors, intimidation through gestures, social exclusion or sending explicit messages or pictures via cellular phone or the internet – also known as cyber bullying)

It is the responsibility of administration, staff members, and all students to help promote a school culture that insures the prevention of bullying, harassment, and hazing from occurring. Individuals found to have violated this policy shall be subject to discipline.

Procedure for Reporting/Retaliation

- All school staff members and school officials who observe or become aware of acts of bullying, harassment or hazing are required to report these acts to the principal/designee.
- Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is strongly encouraged to report the conduct to the principal/designee.
- Reports of bullying, harassment, or hazing can be made verbally or in writing and can be made anonymously, at the option of the person submitting the report. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident, including a written record of the report with all pertinent details, will be documented by the principal/designee.
- The school official receiving a report of bullying, harassment, or hazing shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: school principals, dean of students or designee.
- There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports

- Student harassment complaints shall be processed in accordance with the following established procedures.
- The person assigned by the district to conduct an investigation of the bullying, harassment, or hazing report shall, within twenty-four hours, begin the process of interviewing the person(s) involved and collect whatever other

information is necessary to determine the facts and the seriousness of the report.

- Parents and/or guardians of each pupil involved in the bullying, harassment, or hazing will be notified during the course of the investigation. The district shall maintain confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and Supports

- If it is determined that students participated in bullying, harassment, or hazing behavior or retaliated against anyone due to the reporting of bullying, harassment or hazing behavior, the school district administration and school board may take disciplinary action, including, but not limited to: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff may provide resources for the persons involved, as appropriate.
- If the subject of the report is the person designated to receive the report, the individual may file the report with the next higher authority in the complaint procedure.

Training and Education

- The school district will annually provide information and any applicable training to school district staff and bus drivers regarding this policy.
- The school district annually will provide education and information to students regarding bullying, harassment, and hazing including information regarding this school district policy prohibiting bullying, harassment, and hazing; the harmful effects of bullying, harassment, and hazing; and other applicable initiatives to prevent and intervene in bullying, harassment, and hazing situations.
- The administration of the school district will implement programs and other initiatives to prevent bullying, harassment and hazing; to respond to bullying, harassment, and hazing in a manner that does not stigmatize the victim; and to make resources or referrals to resources available to those involved in the bullying, harassment, or hazing.

Disclosure and Public Reporting

- The school district will annually notify all students enrolled in the school district, their parents and/or guardians and employees of the policy. It will also be distributed to organizations in the community having cooperative agreements with the schools.

The school district will also provide a copy of the policy to any person who requests it.

- Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying, harassment, or hazing policy.
- An annual summary report shall be prepared and presented to the school board, which includes trends in bullying, harassment or hazing behaviors and recommendations on how to further reduce bullying, harassment and hazing. The annual report will be available to the public.

Reference: Board Policy 411.1

School Liaison Police Officer

It is our belief that the primary role of the police liaison officer is an educational one – one in which the officer can provide programs and information for the students to help them know and understand their rights and responsibilities.

It is also the philosophy and belief of the administration at Prairie View School that the primary responsibility for dealing with student discipline issues rests with the school. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinance occur, or when students or parents/guardians refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will involve the police.

Locker/Desk Search Policy

To maintain order and discipline in the schools and to protect the safety and welfare of student and school district personnel, school authorities may search student lockers or desks under the circumstances outlined in board policy 446.1 and may seize any illegal, unauthorized or contraband materials discovered in the search.

Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without student consent, and without a search warrant.



The East Troy Community School District does not assume responsibility for the loss, damage or destruction of any property stored in the student lockers.

Reference: Board Policy 446.1

Drug, Alcohol, Inhalant Policy

Students have the right to attend school in an environment that is free from the use of alcohol, controlled substances and inhalants. These substances interfere with the learning environment of students and the performance of students and employees.



Legal Reference: Section 120.13 (1) WI Statutes Drug Free Schools and Communities Act Amendments of 1989.

Reference: Board Policy 443.4

Dangerous Weapons Policy

No one may have any kind of weapon on school grounds on school buses or at any school sponsored activity except for approved educational purposes consistent with state law, or those which are supervised and planned in advance by the instructor in charge or other school personnel and was requested in writing and pre-approved by the building principal.

Reference: Board Policy 832

Mobile Phones in Our School

The East Troy Community School District shall not be responsible for the safety or security of mobile devices that students choose to bring to school.



Mobile phones must be turned off and stored in lockers during school hours 7:50am-2:58pm. Mobile phones are not to be used for ANY purpose, including text messaging, taking pictures, listening to music and/or making/receiving phone calls. Please do not call or text your child during the day. This tends to cause them to disregard this policy. Please call the office and a message will be given to your child. This policy is in force during the normal school hours while students are in school buildings. Violators may have their phones confiscated and be subject to disciplinary actions.

Classroom/Office Telephone Use

If a student is ill or there is an emergency, the administrative assistant or staff member will make every possible attempt to contact a parent or other person listed as an emergency contact. Students will only be allowed to use classroom telephones with their teacher's permission. We want our students to take responsibility to remember to bring their supplies to school. Hopefully, students will take that extra minute needed each morning to be sure they have everything they will need that day.

Dress Code

Individual student dress at the Elementary level is primarily the responsibility of the parent to ensure safety and appropriateness. When dressing for school each morning, it's good to be aware of the time of year and the sort of weather or temperature to expect and dress accordingly. Students should be dressed in a manner which does not distract from the learning environment or constitute a safety hazard. Shoes or sandals must be worn at all times in public buildings. Students will not be allowed to wear clothing that advertises alcohol or tobacco products or displays inappropriate language or pictures. Hats and caps may be worn outdoors only. Bandanas are not to be worn at any time. If hooded clothing is worn, hoods must remain down while in the building.

If, in the judgment of the administration, the appearance of a student is distracting or disruptive to the educational process or constitutes a health or safety hazard, that student will be asked to correct the problem. It is hoped that all parents and students will cooperate in helping to provide a pleasant atmosphere and desirable appearance in the East Troy Elementary Schools.

Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or another protected groups.

Reference: School board policy 443

Independent Study Areas

There are times students need to be removed from the classroom for discipline or academic reasons. The office area has study carrels that can be used as an independent study area. These study carrels are located in areas where students can be supervised but not seen by others who may be in the office. This is done to prevent embarrassment to the student and to provide an environment without distractions.



Physical Education Guidelines

Fitness requirements are listed in grade level curriculum guides. If, for any reason, a child is unable to participate in Physical Education class, a note from the parent is to be written to the school. If a child is physically unable to participate in Physical Education class for more than two consecutive days, a note from the physician in charge is needed. Students are required to wear tennis shoes for class. They will also be having homework for class occasionally (this will be a percentage of their grade).

Library Book/Textbook Rule

Library books may be withdrawn for one to two weeks with renewal privileges. Fines will be charged for damaged and/or lost books.

All fines will be used for the purchase of new books and the repair of old books.

Lost/Damaged School Property

Students will be held responsible for the depreciated cost of replacement of any materials or property that is lost or damaged through their negligence.

Lost and Found

Students are requested to turn in to the office any unclaimed articles found in the building or on the grounds. If you have lost something, please check in the office or in the lost and found, which is located on the east wall of the cafeteria. All unclaimed items will be donated/disposed of after the end of the school year.



Transportation Policy

The cooperation of students, parents, and school officials is essential in providing safe, comfortable, and efficient transportation of students to and from school.

The laws of the State of WI relating to school bus transportation prohibit the bus driver from allowing unauthorized passengers to ride, from discharging a student at points other than his/her normal stop, and from overloading a bus.

For this reason, we **do not** allow students to ride who are not regularly assigned to the bus. Request for students to ride a bus to a friend's home or any destination other than his/her home, or scheduled stop might be denied. We are confident that we can count on your cooperation in this matter.

Rules and Regulations for School Bus Riders

- Please realize that school bus transportation is a privilege, not a right.
- Please be informed that misbehavior of any kind will not be tolerated. Students who misbehave will be denied the privilege of riding the bus.

Student and Parent Responsibilities

- Students will ride on assigned buses.
- Students will get on and off assigned buses at designated points only.
- Parents wanting a bus pass to change a designated drop off point **must do so before 2:00 pm on the day of change by calling or e-mailing the school office.**
- Be on time at designated pick-up points.
- Wait for the bus by the side of the road in a safe and courteous manner.

- Get on and off the bus in an orderly, courteous, single-file manner. Wait until the bus comes to a complete stop.
- Check traffic carefully and look for the signal from the driver before crossing the street. Always cross 10 feet in front of the bus.

Responsibilities on the Bus

- Stay in designated seat. Do not move around.
- Do not stand while the bus is moving. Wait until the bus stops, then proceed to the front of the bus at your stop.
- Keep hands and head inside the bus.
- Do not talk or laugh loudly or do anything that might divert the driver's attention.
- Keep all objects out of the aisles. Leave no articles on the bus.
- No littering inside or around the bus.
- No eating or drinking while on the bus.
- There must be absolute quiet at railroad crossings.
- Do not tamper with or deface bus equipment.
- Help look after the safety and comfort of younger students.

Violations of the Rules

Violations of the rules will generally be handled in the following manner:

- First Offense: An Administrator, with the bus driver, will discuss the problem with the offender and the student will be warned that future violations may result in suspension from riding the bus to and/or from school. Parents will be notified that a second offense will result in a suspension of bus riding privileges for 1-3 days.
- Second Offense: Following the second offense, the student may be suspended from the bus for a period of 1 to 3 school days, at the Transportation Director's discretion.
- Third Offense: Suspension of bus transportation for five days.
- Fourth Offense: Suspension of bus transportation for 30 (thirty) days and a meeting is held with the student, parent, driver, Transportation Director and Assistant District Administrator.
- Fifth Offense: Suspension of bus transportation until student and parent(s) appear before the Board of Education for

determination of future status as a bus rider under (120.13(1) Wis. Statutes.

If the offense is of a more serious nature so as to threaten the safety of the other riders, the Transportation Director may suspend the student from the bus and/or school even though he has not previously been in violation of the rules.

Reference: Board Policy 443

Field Trip Guidelines

Students are withheld from attending field trips for three possible reasons:

- No field trip permission signature
- Discipline/Behavior problems
- Incomplete assignments/homework



Parent/Guardian Permission – General field trip permission is given during the annual online registration form. *For new students, it is given on the consents form that is completed when enrolling a student.

Parent/guardian consent must be received before students can attend a field trip. Specific information such as the date of the trip, the cost and the date the money is due will be sent home prior to each individual field trip.



The requested fee must be received by the due date, as reservations or purchase of tickets must be made in advance. If the cost is a problem, parents or guardians should contact the classroom teacher for information on available assistance.

Discipline/Behavior Problems - There may be concerns about a student's ability to control his/her behavior in the less structured setting of a field trip. This concern will be based on discipline steps, prior field trip behavior, and classroom documentation on an individual basis. In these cases, a contract between the parents, child, and teacher will be developed to specify the expected behavior and consequences. A responsible parent/guardian may be required to attend the field trip. Chaperone guidelines will be given to all chaperones before each field trip so they are aware of their responsibilities. Chaperone guidelines can also be found below.

Incomplete Assignments - Missing a field trip may be a logical consequence for individual students exhibiting a documented pattern of missing or incomplete assignments or homework. This will only be used if other options have not been successful in

dealing with this problem. Parents/guardians will be notified by the classroom teacher prior to a student missing a field trip.

Chaperone Guidelines/Responsibilities

Adult chaperones are responsible for the behavior and discipline of the group of students assigned to them at all times.

Chaperones must:

- Complete a volunteer application form prior to the trip
- Stay with their group and supervise those students
- Keep their group together and know where all students in the group are at all times
- Follow “common sense” rules in all areas when safety is a consideration
- Enforce all rules of the area visited
- Follow the directions of the teacher in charge
- Refrain from drinking, smoking, or using profane language during the field trip
- Verbally correct students who are not following the rules (*Please walk. Please do not talk during the performance, etc.*), if the behavior continues advise the classroom teacher of the problem
- Treat all children the same, the rules apply to all the students (*even your own child*)
- Follow the bus rules
- Follow teacher’s directions in regard to buying treats and loaning students money
- Be sure all slogans on clothing and hats are suitable for the elementary school environment (*NO ads for liquor, smoking materials or inappropriate language*)
- For safety reasons, no preschool aged children will be allowed to accompany a chaperone
- All chaperones at the Prairie View School must park in the north parking lot

Volunteer Policy

We are always looking for volunteers to work in our buildings. You may contact your child’s teacher if you are interested in volunteering. All volunteers are asked to sign in at the office and wear a visitor badge while in the building. We do request all volunteers to respect the confidentiality of any discipline, health or academic information concerning students you may be privilege to while working in the school. We

appreciate your time and effort as well as your sensitivity and understanding of this issue.

To ensure the safety of all students, all volunteers must complete a Volunteer Application form (see website – Parent tab) prior to working with the teacher, students, coach, advisor, supervisor and/or principal. A criminal records check will be completed on all regular volunteers. Volunteers must also be approved by the building principal and district administrator prior to providing any services to the school district.

Reference: Board Policy 881

School Visitors

We strive to make Prairie View a welcoming school environment for our students, families, guests and community members. The welcoming environment includes safety procedures and specific school board visitor policy.

Reference: Board Policy 884

Visitors are required to enter through the front doors and immediately check in at the office. Visitors will be asked to inform the administrative assistant of the purpose of their visit, and upon the first visit to each school, present a photo ID to be scanned into the electronic monitoring system. Acceptable forms of identification include government issued photo ID such as a driver’s license, military ID, state issued ID or passport. For subsequent visits, visitors will need to provide their name in order to be located in the electronic system. The system will print a sticker which visitors are asked to wear during their visit. Staff will send anyone without a tag back to the office to get one. We need to know who is in our buildings at all times for building security and the safety of our students and staff. Prior to leaving the school all visitors need to stop in the office to be signed out and discard their visitor badge.

All exterior doors will be locked with the exception of the front doors. The interior front doors are secured and require the visitor to use the buzzer to the right of the doors to gain access. This procedure has reduced classroom interruptions and has increased the safety and security of the building for your children. We appreciate your continued support.

Spectator Guidelines for HS Activities

The following spectator rules were prepared by the Shared Decision Making Team and adopted by the East Troy Community Schools Board of Education:

- Do not interfere with the game or performance nor infringe upon the rights of other spectators.
- Remain in designated supervised areas. Ticket sales at school athletic events will be conducted at entrances to the gym and

stadium. Sales will continue until the end of the contest. Hands will not be stamped at football games. If spectators leave the event, they will be charged to reenter.

- Follow the directions of the supervisors.
- Children grades K-5 (or younger) must be accompanied, remain with and be supervised by a responsible adult.

Computer/Internet Use Policy

The use of the computer network is a privilege that may be revoked by the principal at any time for abusive conduct. Such conduct would include, but is not limited to, the altering of system software, the placing of unlawful information, computer viruses or harmful programs on or through the computer system in either public or private files or messages.

The East Troy Elementary Schools staff reserves the right to remove files, limit or deny access and refer for other disciplinary action. A fine of \$50.00 minimum or actual cost (billed out at \$100.00 per hour) for recovering the system will be assessed for misuse per school board policy.

ETES reserves all rights to any material stored in files and will remove any material which ETES staff, at their sole discretion, believes may be unlawful, obscene, pornographic, abusive, or objectionable. Users will not use their supplied computer account to obtain, view, download or otherwise gain access to such materials. All information services and features contained on the school systems are intended for the private use of its patrons, and any use of these resources for commercial or other unauthorized purposes, in any form, is expressly forbidden.

ETES does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error free or uninterrupted. ETES is not liable for any direct or indirect, incidental, or consequential damages (including lost data) sustained or incurred in connection with the operation or the inability to use the system.

Each student is responsible for the use of his or her password and account. Any problems that arise from the use of a user's account are the responsibility of the account holder. Any misuse may result in suspension of the account privileges. Use of an account by someone other than the registered account holder may be grounds for loss of privileges.

The Internet is restricted to educational use only. Game playing is not allowed on the computer at any time.

Files are periodically deleted from the network without previous notice. It is extremely important to save any valuable files on a backup disk.

Parents that do not want their child to have computer access should contact school administration in writing.

Reference: Board Policy 363.2

Student Records Policy

Access to a pupil's educational records is limited to the parent(s), legal guardian(s) and professional staff members who need to study the records for legitimate educational purposes. A parent who wishes to examine his/her child's records shall contact the building principal to set up an appointment to review the records. Release of pupil record information to an outside source is strictly controlled.

The legislature created section 118.125(2)(j) which provides that "directory data" may be disclosed to any person, if the school has given public notice of the categories of information which it has designated as directory data with respect to each pupil and has allowed a reasonable time thereafter for the parent, legal guardian or guardian ad litem of any pupil to inform the school that all or any part of the directory data may not be released without prior consent of the parent, legal guardian or guardian ad litem.

Information such as the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs and awards received shall be considered public information and may be released to appropriate persons and media. Parents or adult students may refuse the release, in writing, of their own initiation by so advising the District Administrator.

Reference: Board Policy 347

Divorced/Separated Families Policy

The District shall maintain strict neutrality between parents who are involved in a legal action affecting the family, unless otherwise directed by court order. It is the responsibility of the parent(s) to notify the District of any such court order.

The parent/guardian who enrolls a student shall be considered to be the custodial parent and that parent's residence shall be considered the student's residence for school purposes, unless a court order or other satisfactory documentation is presented which specifies otherwise. The parents of the child are responsible for informing the school of names and mailing addresses of the custodial and non-custodial parents.

The non-custodial parent of any student enrolled in a school subject to district control may be provided all report cards, notices of school activities, disciplinary reports, conference appointments or summaries, or other student records which are provided to the custodial parent, unless otherwise expressly curtailed or restricted by a provision of a court order which has been provided to the principal. The non-custodial

parents may also participate in all activities, including conferences. The school generally will conduct only one meeting for parents at appropriate times in which both parents will be permitted to participate.

The building principals shall develop specific, positive procedures for sharing information with non-custodial parents. The non-custodial parent is responsible for requesting information. The principal shall inform classroom teachers of those students for whom a non-custodial parent's access to information has been restricted by court order.

A student may be released from school to either the custodial or non-custodial parent, unless the custodial parent has presented a court order or other legally binding document that prohibits such a release.

Legal Reference: Section 767.245 WI Statutes.

Reference: Board Policy 490

Directory Data

Directory Data includes the student's name, address, telephone listing, date and place of birth, field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended. This information may be disclosed to any person without prior consent, except that parents/guardians or adult students may refuse the release of all or any part of the directory data if they inform the school district of their refusal to release such information without prior consent by writing within fourteen days from the publication of this notice to: District Administrator, 2043 Division Street, East Troy, WI 53120, 262-642-6710.

Legal Reference: Section 118.125(1)(b) WI Statutes

Reference: Board Policy 347

Student/Family Directory

A student/family classroom directory is available online via Family Access. You can change your preferences for the Student Directory via Family Access. Preferences are carried over from year to year.

Please utilize this directory when you are trying to connect with families of other students at school or in your child's class. Historically, families have occasionally sent party invitations to be disseminated in take home folders. This often leads to hurt feelings and other social challenges when children learn who was/wasn't invited. Therefore, we are not able to pass out invitations at school. If you are in need of a class list, you may request one from the teacher so that you can access available information through the directory.

Parent /Teacher Organization

There is an active Parent/Teacher Organization at the elementary level. The group meets on a monthly basis. The meeting dates and times can be found on the PTO or elementary website(s) or in the elementary newsletter.



Fire, Tornado & Lock Down Drills

Each of our schools is equipped with a weather radio to broadcast the Walworth County Emergency Warning Signal. Fire, tornado and lock down drills are practiced regularly throughout the year.

In case of real warnings, please do not call the school. Your child will be evacuated to or sheltered in a safe area. It is very important to keep the telephone lines clear during a real emergency.

School Closings

Student safety is our main concern in making a decision relating to school delays or school closings. When inclement weather requires the closing of school, delayed starts, or early release, families will be alerted through the Skylert system using phone numbers provided to the district during registration. Skylert preferences may be edited in Family Access.



Updated information will also be available on the district website. In addition, families may check the radio/TV stations that are listed on our website – Announcements.

*If a decision is made to close school for the day or to close school early due to inclement weather, all after school practices and evening activities/events will be cancelled.

Parents are asked to develop a plan for their child as to what to do if school is closed early. We recommend that all parents who are not at home be observant of the weather and have someone responsible for their child on such days. Our concern is that all children are safely in their homes soon after school is closed.

Annual Notices

Annual Notices, including the Non-Discrimination Policy are posted annually online and in our summer newsletter.