

Dodgeland Elementary School

Student/Parent Handbook 2019-2020

401 South Western Avenue
Juneau, WI 53039
(920) 386-4404
Office Ext. 1000



Revised June, 2019

August, 2019

Dear Students and Parents,

Welcome to the 2019-2020 school year at Dodgeland Elementary School!

Success for all students in school cannot be complete without a strong partnership with all parents. You are the most essential part of your children's education, and it is important that we build a strong relationship in order to best serve your children's educational needs. Likewise, your input and involvement is greatly appreciated as we work to accomplish our school goals. I look forward to working closely with you all this year.

At Dodgeland Elementary we teach students to be "Bucket Fillers" as we prepare students to be kind and considerate of one another. Bucket filling is an easy-to-understand concept: *Everyone carries an invisible bucket that holds our good thoughts and feelings. When our buckets are full, we feel happy and when our buckets are empty, we feel sad.* During this school year we are encouraging, reminding, and recognizing everyone's efforts to be bucket fillers at home, at school, and everywhere they go.

I encourage you to stay connected to what is happening at Dodgeland Elementary School, either through our school website (go to www.dodgeland.k12.wi.us and select elementary) and/or our school Facebook page.

I am looking forward to a fantastic 2019-2020 school year!

Sincerely,

Jennifer Huelsman
Principal

Welcome to Your School

WELCOME AND INTRODUCTION

It is with great pleasure that we take this opportunity to welcome you to school.

The staff believes in the uniqueness of each of our students. Your child is special, and it's our intention to serve him/her to the best of our ability.

It is the staff's goal to provide quality instruction with a variety of opportunities to learn and be involved. We care about your child!

In turn the staff expects your child to attend school, perform in classes to the best of his/her ability and behave in a responsible and respectful manner.

Families are encouraged to become familiar with all aspects of our school program and to become actively involved. We believe the closer parents are to the education of their children, the greater the impact on their children's academic, social, emotional, and physical development. We look forward to becoming partners in this development of each child.

Please read and share the contents of this handbook together. This handbook has been prepared to help you and your parents learn as much as possible about school policies and procedures and the services we offer. Guidelines and policies outlined in the handbook are designed to promote student growth and protect student safety. We are optimistic that you will learn to say "yes" to positive behaviors and attitudes in order to reach your goals and establish for yourself a pattern of success. Please keep the handbook in a convenient place for easy reference. Please feel free to call us at 386-4404 if you have any questions or concerns anytime throughout the year.

Let's make it a great year together! We look forward to an exciting year and working cooperatively with you. **Together We Can Achieve Anything!**

What Makes Dodgeland Elementary School So Special.....

Dodgeland is a school of happy, engaged, motivated learners with high standards for academic achievement. Our competent, highly qualified staff and the partnership between parents, staff, and students exemplify the spirit of Dodgeland Elementary School. Dodgeland's commitment to developing the strengths of each individual is reflected in our Shared Vision. We know that students and communities flourish and learn from each other when strengths are highlighted.

Proud moments occur daily at Dodgeland Elementary School. Each year we recognize the efforts and achievements of all students. The accomplishments of each and every student contribute to the overall success of the school.

In curriculum, instruction, and student assessment, we seek to combine the best of traditional and innovative approaches; our style is child-centered, but always with an eye on high standards. We care about the skills our students are developing as well as the kind of people they are becoming. Technology is integrated throughout the day and all students are provided with an iPad to use in their classroom. This commitment to all-around educational excellence is the tie that binds the staff, parents, and community at Dodgeland Elementary School.

SCHOOL HOURS

AM Early Childhood 8:00 AM -- 10:45 AM

4 Year-Old Kindergarten – Grade 5 8:00 AM -- 3:00 PM

Parents are requested not to allow their children to come to school before supervision begins at 7:35 AM. All elementary school students and parents are asked to enter the building through the elementary school entrance, not the District Office entrance.

LUNCH PERIODS

4 Year-Old Kindergarten	11:30-12:00
Kindergarten – Grade 2	11:25 AM – 11:55 PM
Grades 3 – 5	11:55 PM – 12:25 PM

Lunch schedule
yet TBD

Early Dismissal Days

The exception to the hours above will be Early Dismissal Days when an early release time is scheduled at **12:20** PM. Lunch WILL BE SERVED on these days. These days provide opportunities for staff to support initiatives for improving student performance, participate in teacher in-service, prepare report cards, and receive compensatory time for parent/teacher conferences. See the current “School Calendar” for dates.

Office Hours

The school office is open Monday-Friday from 7:00 AM to 3:30 PM. Please call 386-4404, ext. 1000, or come to the office if you have questions or concerns. The Dodgeland Elementary School secretary is Marie Golemgski.

Dodgeland Elementary School Staff

<u>Position</u>	<u>Staff Member</u>	<u>Email Address</u>	<u>Extension</u>
Principal	Mrs. Jennifer Huelsman	huelsman@dodgeland.k12.wi.us	1003
Office Secretary	Mrs. Marie Golemgski	Golemgski@dodgeland.k12.wi.us	1000
Early Childhood/4-Year Old Kindergarten	Ms. Elizabeth Zemlicka	zemlicka@dodgeland.k12.wi.us	1110
4-Year Old Kindergarten	Mrs. Stephanie Schuett	Schuett@dodgeland.k12.wi.us	1117
4-Year Old Kindergarten	Ms. Caroline Collier	collier@dodgeland.k12.wi.us	1115
Kindergarten	Ms. Mandy Braunschweig	Braunschweig@dodgeland.k12.wi.us	1107
Kindergarten	Mrs. Bethany Donovan	Donovan@dodgeland.k12.wi.us	1108
1st Grade	Ms. Stacey Lucht	Lucht@dodgeland.k12.wi.us	1121
1st Grade	Mrs. Susan O'Toole	O'Toole@dodgeland.k12.wi.us	1128
1st Grade	Mrs. Marlene Scholfield	Scholfield@dodgeland.k12.wi.us	1122
2nd Grade	Ms. RaChelle Lisiecki	lisiecki@dodgeland.k12.wi.us	1124
2nd Grade	Mrs. Kathy Miller	MillerK@dodgeland.k12.wi.us	1125
2nd Grade	Mrs. Gabrielle Zastrow	Zastrow@dodgeland.k12.wi.us	1123
3rd Grade	Ms. Jahra Juech	juech@ddodgeland.k12.wi.us	1127
3rd Grade	Mrs. Niki Stanton	stanton@dodgeland.k12.wi.us	1117
3rd Grade			
4th Grade	Mrs. Trisha Caine	cainet@dodgeland.k12.wi.us	1142
4th Grade	Mrs. Lindsey Klink	klink@dodgeland.k12.wi.us	1138
4th Grade	Mr. Patrick Schwoerer	schwoerer@dodgeland.k12.wi.us	138
5th Grade	Mrs. Rachael Bingen	bingenr@dodgeland.k12.wi.us	1140
5th Grade	Mr. Kevin Klueger	klueger@dodgeland.k12.wi.us	1143
5th Grade	Mrs. MaryJo Stampfl	stampfl@dodgeland.k12.wi.us	1141
ELL Support	Mrs. Rose Fobes	Fobes@Dodgeland.k12.wi.us	1104
ELL Support	Ms. Annette Nehls	nehls@dodgeland.k12.wi.us	1207

Special Ed Aide	Ms. Tammy Bussewitz	bussewitz@dodgeland.k12.wi.us	
Special Ed Aide	Mrs. Vicky Gruenwald	Gruenwald@Dodgeland.k12.wi.us	1135
Special Ed Aide	Mrs. Ashley Helmer	helmer@dodgeland.k12.wi.us	1110
Special Ed Aide	Mrs. Renee Kamp	kamp@dodgeland.k12.wi.us	1135
<u>Position</u>	<u>Staff Member</u>	<u>Email Address</u>	<u>Extension</u>
Special Ed Aide	Mrs. Andrea Wieneke	wieneke@dodgeland.k12.wi.us	1110
4K Aide	Mrs. Christina Vredeveld	Vredeveld@dodgeland.k12.wi.us	1117
Art	Mr. Justin Mane	mane@dodgeland.k12.wi.us	1114
Custodian	Mr. Larry Feilbach	feilbachl@dodgeland.k12.wi.us	1342
Food Service	Ms. Cathy Lamb	lambc@dodgeland.k12.wi.us	1341
Guidance Counselor	Ms. Mindy Ganser	ganser@dodgeland.k12.wi.us	1105
Social Worker	Ms. Lisa Breselow	breselow@dodgeland.k12.wi.us	1026
Music-Instrumental	Mr. Samuel Averill	averill@dodgeland.k12.wi.us	1147
Music-Vocal 4-12	Mr. Bryce Muenchow	muenchow@dodgeland.k12.wi.us	1145
Music-Vocal 4K-3 and Intervention	Ms. Elizabeth Hudson	hudson@dodgeland.k12.wi.us	1137
Nurse	Mrs. Gloria Miller	Millerglor@dodgeland.k12.wi.us	1002
Occupational Therapist	Mrs. Connie Fiegel	fiegel@dodgeland.k12.wi.us	1134
Physical Education	Mrs. Sue Kuhn	kuhns@dodgeland.k12.wi.us	1150
READ 180/Interventionist	Mrs. Brenda Caine	caineb@dodgeland.k12.wi.us	1133
Behavior Specialist	Mr. Erich Lange	lange@dodgeland.k12.wi.us	
Special Education	Mrs. Teresa Chambers	chambers@dodgeland.k12.wi.us	1130
Special Education	Ms. Amber Mueller	mueller@dodgeland.k12.wi.us	1135
School Psychologist	Mrs. Dixie Kurer	kurer@dodgeland.k12.wi.us	1025
Special Education Director	Mrs. Paula Heun	heun@dodgeland.k12.wi.us	1005
Speech	Mrs. Nicole Lauth	lauth@dodgeland.k12.wi.us	1132
Speech	Ms. Hailey Korth	korth@dodgeland.k12.wi.us	1118
Special Physical Education	Mr. Michael Schweitzer	schweitzer@dodgeland.k12.wi.us	1315
Title 1 Interventionist	Mrs. Sue Madsen	madsen@dodgeland.k12.wi.us	1133
Title 1 Interventionist			

Board of Education

David D. Beal	City of Juneau/Town of Oak Grove	Board President	920/210-1256
Jeffrey Caine	Town/Village of clyman/Town of Hustisford	Member	920/927-3383
Anthony Cox	At large	Member	930/386-2857
Glenn Hoover	Village of Reeseville/Town of Shields	Member	920/927-2822
Andy Oemig	Village/town of Lowell/Town of Beaver Dam	Member	920-927-5794
Troy Schliesman	City of Juneau/Town of Oak Grove	Vice President	920-386-0101
Stacy Schmitt	City of Juneau/Town of Oak Grove	Board Clerk	920-382-8989
Serene Seufzer	Village/town of Lowell/town of Beaver Dam	Member	920-927-3449
Neil Whiting	City of Juneau/town of Oak Grove	Treasurer	920-386-4959

Dodgeland School District

Beliefs, Vision and Mission Statements Committee Meeting

December 16, 2015

Mission Statement

“The mission of the Dodgeland School District is to prepare and empower learners to successfully contribute to an evolving world community.”

Dodgeland Mission Statement

The Dodgeland School District will provide each student the opportunity to acquire the necessary knowledge, skills, and attitudes to realize his or her potential to lead a fulfilling and productive life.

1. WE BELIEVE THAT ALL STUDENTS DESERVE THE SAME WELL-ROUNDED EDUCATIONAL OPPORTUNITIES.

- We will challenge all students to expand their horizons.
- We will use our assessment and achievement data to promote and improve our programs.
- We will encourage community involvement in developing and reaching our goals for educating our children.

2. WE BELIEVE THAT ALL CHILDREN HAVE THE ABILITY TO LEARN.

- We will have programs to support student learning.
- We will evaluate individual student progress to aid him/her in reaching his/her potential.

3. WE BELIEVE LEARNING STARTS AND CONTINUES IN THE HOME.

- We will promote student learning by building a home/school partnership.
- We will provide resources to assist families.

4. WE BELIEVE THAT COMMUNICATION IS A SOURCE OF UNDERSTANDING AND, THEREFORE, THE RESPONSIBILITY OF ALL.

- We will facilitate open lines of communication among students, families and staff.
- We will maintain open lines of communication with the Dodgeland community.

5. WE BELIEVE THAT ALL STUDENTS DESERVE A SAFE ENVIRONMENT IN WHICH TO LEARN.

- We will work with parents and community toward an understanding of our rules and regulations which are designed to provide a safe environment.
- We will provide programs for students that increase their awareness/understanding of safety issues.
- We will collaborate with local/county agencies to provide a safe learning environment for students.

6. WE BELIEVE THE DISTRICT SHOULD BE FISCALLY RESPONSIBLE.

- We will investigate and provide quality, cost effective programming for the district.
- We will live within revenue limits unless otherwise approved by our community.

Dodgeland Non-Discrimination Policy

It is the policy of the Dodgeland School District that no person may be denied admission to any public school in this district, or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extra-curricular, pupil services, recreational or other programs or activities because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap, as required by S. 118.13 Wis., Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title IV of the Civil Rights Act of 1964 (race and national origin) and section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Dodgeland School District.

The Dodgeland School Staff will create a positive climate in which all students feel they belong and in which all staff focus on:

- * Respect of others, self and property.
- * Successes rather than failures.
- * Capabilities rather than limitations.
- * Strengths rather than weaknesses.
- * Realizing that mistakes are a natural part of the learning process.
- * Acting as positive role models for students, parents, and other staff members.
- * Recognizing parents and the community as partners in the educational process of all children.
- * Implementing a school-wide plan to acknowledge and encourage appropriate choices in the school.

PARENTS, you can:

- * Display your child's work.
- * Encourage your child to talk about school. Ask specific questions like: What story/book did you read today? What did you do that was fun today? What is one interesting thing you learned in school today? What did you work on in science today? Help me learn one thing you learned today in school.
- * Encourage your child to participate in school activities.
- * Communicate with your child's teacher.
- * Help your child follow through on school-related tasks.
- * Help your child learn from mistakes. A mistake is just a rung on the ladder to success.
- * Show your child how to say please and thanks in appreciation of others.
- * Use descriptive praise to encourage your child's school efforts. Describe what you see and how it makes you feel.

COMMUNICATION: Parent/School

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 3) District Administrator 4) Dodgeland Board of Education. Elementary school faculty members are available before and after school hours for meetings with parents and/or students except in cases of prior commitment. *Please contact the faculty for an appointment to ensure their availability.* Other conference times are available upon request. Communication between the home and school is very important.

Expectations of Parents

- That parents realize they are an essential supporting element in the school/parent team.
- That parents maintain an open relationship with school staff and contact the school as they see problems developing.
- That parents set a good example by emphasizing academics and encouraging their child to do his/her best in school.
- That parents support and reinforce school rules and policies.

Expectations of Staff

- That staff provide a safe and orderly school environment.
- That staff maintain a positive relationship with parents and contact them as they see problems developing.
- That staff provide a classroom environment which promotes what we know about learning.
- That staff encourage parent participation in their child's learning.

STAFF may communicate with families through:

- School website/Facebook page
- An elementary school monthly calendar of events
- Individual classroom newsletters
- Feedback about student work
- Quarterly Progress Reports
- Notes or phone calls home
- Personal contacts
- Response to all parent communication
- Regularly scheduled fall and spring conferences (one conference per family)
- Additional conferences as requested by parents, students or staff
- E-mail
- Student Planners/Folders

PARENTS are encouraged to:

- Communicate with staff about your child's progress regularly.
- Monitor student progress through the use of Power School.
- Communicate first with the staff member involved when questions arise.
- Set up a time to communicate. Staff members may not always be immediately available.
- Address questions or concerns as situations arise. Please let your child's teacher know about things which may have an impact on student behavior (death, separation, parent out of town, etc.). Be sure to share such things as birth of a sibling, success in an activity, getting a new pet.
- Possible ways to communicate:

~ Write a note or letter.

~ Contact the office to have a staff member call you or leave a voicemail on the individual teacher's extension.

~ Make a direct phone call to a staff member before or after class hours.

~ Make an appointment to talk.

~ Email.

- When scheduling an appointment with a staff member, you are welcome to suggest including other staff member(s), the school counselor, or the Building Principal. (See Dodgeland Elementary School Staff)

For general building comments or concerns, contact the Building Principal.

Important Information for Parents

Abused or Neglected Students

Wisconsin Statute 48.981(2) requires that any school personnel, who in the performance of their duties, encounter a child they suspect has been physically or sexually abused, are mandated to report such incidents to the appropriate authorities. If school personnel willfully ignore or violate this section by failure to report, they are subject to fine or imprisonment.

Accidents

If a student is injured at school (minor abrasions, scraped knees/elbows, etc.) the school will provide appropriate aid. If a student is seriously injured at school, parents will be contacted immediately. Action will be taken by the school to provide appropriate first aid and additional support will be called as deemed necessary. An accident report will be sent home.

The district does not provide any accident insurance. Information is available from a private carrier.

Age of Entry

A child must be four (4) years old on or before September 1st to enter 4-year old kindergarten. A child must be five (5) years old on or before September 1st to enter 5-year old kindergarten, and six (6) on or before September 1st to enter First Grade. A pupil entering school for the first time must present a birth certificate or other legal evidence of date of birth and a record of immunizations on or before enrollment. Contact the elementary school office at 386-4404, ext. 1000, to get information regarding the district's early admission policy.

Attendance

School Hours: 8:00 AM to 3:00 PM (4 Year-Old Full day Kindergarten – Grade 5)

Breakfast: Served at 7:35 AM in the Commons.

Start of the Day: The doors will remain locked until 7:30 AM at which time students may enter the building for breakfast. Students who arrive between 7:30 AM and 7:50 AM are to proceed directly to the Commons for breakfast or to the playground. Students will be released to their lockers about 7:50 AM. All elementary school students and parents are asked to enter the building through the elementary school entrance, not the District Office entrance.

Tardiness: Students who are not in their classroom by 8:00 AM will be considered tardy. Students who are tardy are to bring a note from a parent explaining the tardiness and to report to the office for a pass before being admitted to class.

1. Students who come to school between 8:00 AM and 9:00 AM are considered tardy. [Please escort your child to the school office if they are arriving late.]
2. Parents will be notified if their child has been absent or tardy an excessive number of times.

End of the Day:

1. The doors will remain locked until 3:00 PM. Parents may enter the building at this time and are asked to remain in the Commons.
2. Students in the 4-year old classes will be released at 3:00 PM from the Kindergarten Wing door (door 29).
3. Students in the 5-year old kindergarten classes will be released at 3:00 PM to the Commons area.
4. The bell rings at 3:00 PM. Please do not leave toddlers unsupervised.
5. Students must go directly home when dismissed at 3:00 PM unless they are participating in a supervised learning or extra-curricular activity.
6. There is no supervision of students after 3:00 PM. To ensure the safety of all children, we ask that you consistently follow these guidelines.
7. Parents/guardians picking up students should not leave vehicles idling without a driver. Please park in stalls or use the round-about to pick up children.

Regular School Attendance has been shown to benefit students academically and personally. State law requires that parents assure regular attendance by their children. Irregular attendance results in considerable educational loss. Students are considered absent if they miss more than one hour of the morning or afternoon. When a student is absent or will be tardy, the parent must contact the school during

the morning, on the day of absence or tardiness. If such notice is not given, it will be assumed that the absence is unexcused (truant). The school secretary or designee will follow up with the parent or guardian on all absences. The school secretary will be available to take calls starting at 7:00 AM. During extremely busy times in the office or when the office is closed, you may wish to leave a message on the voice mail (ext. 1000) indicating the student's name, teacher's name, whether the absence or tardiness is all or part of the day and the reason. The school secretary or designee will follow up with parent/guardian on any absences we have not been notified on. Personal illness, serious illness in the immediate family, or death of a family member or relative exemplifies excused absences. Students who come to school after 9:00 AM are considered absent for ½ day. Students who leave school after 1:00 PM will also be considered absent for ½ day.

In the case of unexcused absences, the student will be permitted to make up schoolwork and receive full or partial credit. District policy requires that parents be notified by mail of tardiness and/or unexcused absences in excess. Excessive tardiness and/or unexcused absences may be considered a form of truancy and will be referred to the court or to Social Services.

Prior Parent-Excused Absences – A student who is excused in writing by his/her parent/guardian in advance of an absence will be excused from attendance at school. Parents/Guardians are requested to submit such written verification to the office at least 2 days prior to the scheduled absence. A student may be excused by the parent/guardian under this provision for not more than 10 days during a school year. If it is necessary for a child to leave school early, parents or guardians need to make arrangements with the school office for the child's release. The child will be sent for and excused from the office. Parents/guardians are to make arrangements with the classroom teacher(s) for satisfactory make up of class work. Students will only be released from the office to a parent or a person designated (in writing) by the parent. If the adult is unknown to office staff, identification must be presented.

Release from School- -Appointments During School Day - - We encourage parents to make medical and dental appointments after school hours so as not to interrupt learning. If your child does need to leave the building during the school day, PLEASE COME INTO THE OFFICE TO GET HIM/HER AND TO SIGN HIM/HER OUT. This is for the safety of the child. It is our way of knowing that the child has left the school with the proper person. Also, send a note ahead of time, if possible. A child returning to school from an appointment needs to be checked into the office with a note for our documentation to assist with maintaining accurate attendance records. This note does need to be on letterhead or other means from which your child had their appointment.

Homework During Absences - Parents concerned about students missing assignments during an absence should arrange for assignments to be sent home with a brother, sister, neighbor, or to be picked up at the end of the school day by a parent. Please arrange for the homework by calling the office in the morning. This gives the teacher time to prepare assignments the child can successfully complete.

Extended Absences - Please try not to take a vacation while school is in session. While a vacation can be educationally profitable, it can seriously impact the following points: 1) It is impossible to "make-up" the classroom lessons missed. 2) Since many assignments and follow-up practice are a part of each day's classes, it is not possible to furnish all materials in advance or do so accurately. 3) Your child will not have the resource of teacher direction. 4) Missed instruction could affect grades and attitude.

Parents are encouraged to coordinate extended absences such as family vacations with school vacations so as not to interrupt learning.

Extended absences must be received through the office. Make-up work should be organized through the classroom teacher.

Attendance Letters are sent out of concern to advise parents of their students' absences. If a student has 5 unexcused or 10 excused absences parents will be notified by letter of the requirement to have a professional/medical excuse for any absences in the remainder of the semester. Letters/contacts will also be made to request a parent meeting if habitual truancy continues. **Habitual truancy** is defined as the student being absent from school without an acceptable excuse for part of or all of 5 or more days on which school is held during a school semester.

Behavior Expectations

At Dodgeland Elementary School we are committed to the idea of enhancing a child's ability to function appropriately in school and in the community. We have a goal of establishing an atmosphere throughout the school in which children will feel safe, secure, happy, and have a maximum opportunity to learn. We believe that students must take responsibility for themselves and their actions and that by doing so they will take pride in themselves and their school. It is important that parents understand and support this plan.

All of the students are expected to follow the "Trojan Way" Code of Conduct:

1. Be Respectful
2. Be Responsible
3. Be Safe
4. Choose Wisely

Please see the School-Wide Behavior Expectations Matrix (page 14) for the list of expected behaviors in each setting. Throughout the school year, behavior expectations will be emphasized in classroom lessons and school assemblies. Students are acknowledged frequently for displaying appropriate behaviors.

To build good habits and positive attitude of following these expectations, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using positive voice tone.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

We also have a school-wide system for undesired behaviors, both minor and major.

Minor behaviors include, but are not limited to: general class disruption, blurting, not following directions, running, rough play, etc.

Major behaviors include, but are not limited to: chronic minor behaviors, stealing, swearing, major class disruption, bullying/harassment, aggressive physical contact, serious threats, possession/use of weapons, etc.

Minor/Teacher Managed Behaviors	Major Behaviors
1 st time: Reteaching of behavior, documentation	Student immediately sent to office for meeting with Principal or Behavior Specialist. Parent contact will be made regarding incident and consequence
2 nd time: Reteaching of behavior, documentation	
3 rd time: Parent contact and formal office discipline referral	
3 minor behaviors will result in a lunch detention	

Please note, all referrals made to the office result in the principal meeting with the student to review the incident. Office action regarding the referral will be based upon the reported information on the referral and any new information resulting from the meeting with the student and/or other witnesses. Consequently, when a behavioral referral is made from the office, it verifies that misconduct deserving parent attention has occurred.

The nature of the parent response to a behavioral referral from the office will influence what the child learns from the experience. Parents, who work with school personnel in a constructive spirit to resolve the problem, will model an appropriate way to solve problems and reinforce in their child that misbehavior is unacceptable.

Use of Appropriate Language - We believe there are standards of acceptable language and standards for appropriate ways of talking to and with other people. Our staff believes that we, parents and teachers, have a responsibility to model acceptable language for our students. We also believe that all of us have a responsibility to teach children that certain language is inappropriate by telling them that it is unacceptable and by helping them to find more appropriate ways to express their feelings. When students ignore requests for appropriate language, a natural consequence will be given. Use of inappropriate language results in loss of privileges and consequences according to Discipline procedures.

School-Wide Behavior Expectations Matrix

Expectations	Classroom	Hallways	Bathroom	Playground	Lunch Room	Bus	Assemblies	Emergency
Be Respectful	<ul style="list-style-type: none"> *Listen to teacher *Listen to fellow students *Only "put-ups" No Put-downs *Wait your turn when your teacher is speaking with another adult. *Body Basics 	<ul style="list-style-type: none"> *Hands/feet off walls *Near Zero Voice *Smile to say hello *Body Basics 	<ul style="list-style-type: none"> *Respect others' privacy (don't look under stalls) *Quiet voices 	<ul style="list-style-type: none"> *Line up with your classroom when the whistle blows *Include Others *Take turns *Be a good sport 	<ul style="list-style-type: none"> *Whisper voices in lunch lines *Inside voices at lunch table *Use your manners 	<ul style="list-style-type: none"> *Listen to driver *Speak quietly (Use indoor voice) *Say "Good morning" or "Good night" 	<ul style="list-style-type: none"> *Eyes/ears listening to the speaker *Hands/feet to yourself *Clap at appropriate times *Body Basics 	<ul style="list-style-type: none"> *Silent so all students can hear directions *Silent walking
Be Responsible	<ul style="list-style-type: none"> *Follow directions *Do your own work *Worry about you *Arrive at school on time *Homework and books returned on time. *Clean up/put away materials in proper places. 	<ul style="list-style-type: none"> *Enter and close lockers/doors quietly *Stay in your space in front of your locker *Walk directly to your destination—No loitering. 	<ul style="list-style-type: none"> *Finish in a timely manner-do your business and get out! *Use appropriate amounts of soap/paper towels *Throw paper towels in trash 	<ul style="list-style-type: none"> *Put away equipment *Listen to supervising adults *Dress for the weather 	<ul style="list-style-type: none"> *Be responsible for your lunch card *Clean up all messes *Raise hand for help and wait to be excused 	<ul style="list-style-type: none"> *Keep backpacks closed *Take all items off the bus with you *Give lost/found items to driver *Be at bus stop on time *Be role models for younger children 	<ul style="list-style-type: none"> *Sit flat on floor *Raise hands to participate 	<ul style="list-style-type: none"> *Silent
Be Safe	<ul style="list-style-type: none"> *Walking feet *Keep hands to self (from friends and projects) *Sit in middle of chair/stool *6 feet on the floor (2 of yours & 4 of the chair) *Push your chair under desk/table. 	<ul style="list-style-type: none"> *Walk in single file line—"behind somebody, not beside somebody" *Hands and feet to self *Place shoes/boots in front of locker *Safe lines for dismissal and rainy day procedures 	<ul style="list-style-type: none"> *Be careful for water on the floor *ALWAYS wash hands with soap for at least 15 seconds *Stay off stall doors 	<ul style="list-style-type: none"> *Wait for an adult before going out *Check with an adult before leaving recess area *Play safely *No running on playground equipment 	<ul style="list-style-type: none"> *Wait patiently *Stay seated *Walk 	<ul style="list-style-type: none"> *Stay seated *Be SILENT at Railroad crossings *Keep hands/feet/objects to yourself *Walk on and off the bus *Wait your turn in line 	<ul style="list-style-type: none"> *Walk carefully on bleachers or gym floor (watch for students, displays, and cords) 	<ul style="list-style-type: none"> *Eyes forward so you can follow *Keep hands to appropriately *Walking in a line *1 Line dismiss at a time
Choose Wisely	<ul style="list-style-type: none"> *Make good choices about when to speak *Use time wisely *Be a good role model for others 	<ul style="list-style-type: none"> *Stand in line near a friend that will make good choices with you 	<ul style="list-style-type: none"> *Try to use the bathroom during designated times (class bathroom breaks, before/after lunch and recess) 	<ul style="list-style-type: none"> *Follow game rules 	<ul style="list-style-type: none"> *Lunches should not be shared 	<ul style="list-style-type: none"> *Follow the bus rules *Sit near a friend that will make good choices with you 	<ul style="list-style-type: none"> *Sit near a friend that will make good choices with you *Use the restroom before an assembly 	

Bicycle Rules

Bicycle riding presents a safety hazard when students do not follow proper bicycle safety rules. If your child is not able to handle a bicycle safely, please do not allow him/her to ride it to school. Children are to ride their bikes on the right side of the road or in the marked bike lane, watch out for cars, and stop at all stop signs. We expect students to walk their bikes on school grounds. School parking lots are off limits. Helmet use by students is recommended. Bicycles must be kept in the bike racks all day. Bike racks are off-limits to playing or loitering during the school day. We strongly recommend that all children lock their bikes once they arrive at school. The school is not responsible for lost, stolen or damaged bikes.

Skateboards and roller blades are not allowed to be used on school walkways, on steps or within the school building at any time. If skateboards or roller blades are used for transportation to school, they need to be removed upon arrival. Skateboards/roller blades need to be stored in the student's locker. They are not allowed on the playground during school hours.

Bus Safety

SAFE TRANSPORTATION OF SCHOOL CHILDREN IS A JOINT RESPONSIBILITY. BUS OWNERS, DRIVERS, SCHOOL AUTHORITIES, STUDENTS AND PARENTS MUST ALL COOPERATE IN ORDER TO ASSURE SAFE, COMFORTABLE TRANSPORTATION.

To help us ensure the safety of all children, a child is required to ride the bus that he or she is assigned. **Students are not allowed to ride another bus or to get off at a different stop other than their normal one without a signed note from their parent/guardian.** Please have your child bring the signed note to the office indicating any changes before the student gives the note to the driver. **UNLESS THE DRIVER RECEIVES A SIGNED NOTE FROM THE PARENT AND THE NOTE IS OKAYED IN THE OFFICE, HE/SHE WILL SEND CHILDREN HOME ON THEIR ASSIGNED BUS!** In most instances, with permission, children may ride on a different bus if there is space available.

Parent Responsibility

- A. Parents must realize that school bus transportation is a "privilege" not a "right." Pupils who misbehave may be denied the privilege of riding on the bus since their misbehavior jeopardizes the safety of the entire busload and could result in injury to others.
- B. Parents are expected to cooperate with school and/or bus company officials relative to pupil safety violations and/or conduct reports.
- C. Parents should make sure elementary school students are dressed appropriately for inclement weather so that they can be at the bus stop waiting for the bus in cold and rainy conditions.
- D. Parents must observe all school property, traffic and road regulations.
- E. Please do not park or stop out front in the yellow marked areas or out back by the playground. Drop off students in front of the elementary school in the round-about or park in parking lot to walk your child to the building.**
- F. Any EC/4K parent/guardian should call Lamers Bus Company at 386-2200, Ext. 11411 (Joel Schaalma's direct number) if your child will not be riding the bus that day. Please be on time before and after school.

Pupil Responsibility

Safety is the first consideration for bus transportation. Good student behavior makes it possible for safe driving. This service is most effective when the following guidelines are adhered to:

1. Students are to ride only on assigned buses. For alternative student bus transportation a parent/guardian must contact Lamers @ 920-386-2200, ext. 11411.
2. Be on time at the designated location, as well as at school.
3. Enter and leave the bus in single file.
4. The bus driver has the authority to assign seats.
5. Avoid putting head or hands out of the windows.
6. Throwing objects from a bus is dangerous and a violation of state law.
7. Courtesy and respect for others make for a pleasurable ride.
8. Speak in moderate tones.
9. Keep the bus clean; students are responsible for their personal belongings.
10. Damaging, littering, or soiling the bus in any way is vandalism and against state law.
11. Watch and listen to the driver for special instructions during emergencies.
12. Students will lose the privilege of bus service if willful and persistent behavioral problems occur.
13. Administration reserves the right to follow school discipline process for any bus misbehavior.

Students experiencing a problem with another child, or aware of any unsafe condition, should report the complaint to the driver immediately or before leaving the bus.

Child Custody

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If you have a court order limiting the custody, communication or visitation rights of one parent, please bring a copy to the school office. Unless the court order is on file at Dodgeland, we must provide equal rights to both parents.

Communication

The Dodgeland School District supports direct and clear communication. Newsletters, mailings, brochures, e-mails, voicemails and conferences are some of the ways information is shared. Seeking answers to questions and/or resolutions of problems are encouraged through normal channels of communication, starting with your child's teacher, and then with the building principal.

Computer/iPad Use

Parents/Guardians and students are required to sign the Technology Usage form at the beginning of the school year **via online registration**, allowing computer/iPad use. Technology use is a privilege. This privilege may be revoked by the teacher, building principal, or Technology Coordinator.

District Policies / Rules

A copy of District Policies and Rules is available for review at school offices upon request.

Dress and Grooming

Students are expected to dress in a manner conducive to learning, health and safety. We recognize that students' individual dress is primarily a parental responsibility that should reflect concern for the health and safety of the child. When the dress of the student constitutes a physical danger to any person, or when it causes a disruption or disturbance to the learning environment, the student will be asked to change or may be sent home to change. The following will apply:

- Clothing and/or jewelry that disrupts the educational process or that could cause harm or damage (e.g. halter tops, very short skirts, shorts, and/or shirts, extremely oversized or revealing clothing, chains hanging from clothing, plastic word bracelets) should not be worn. Students are expected to cover their midriff area. This can be at the discretion of an adult.
- Students are expected to wear shoes at all times.
- No caps, bandanas, hats or jackets are allowed to be worn inside the building/classroom.
- Athletic shoes and clean, non-restrictive clothing (shorts and a shirt) designated for physical education, are required for physical education classes.
- Clothing that advertises alcoholic beverages, drugs, drug paraphernalia, tobacco products, degrading messages, and obscenities of any kind, violent pictures, weapons of any kind, or suggestive material may not be worn.
- Perfume or cologne may be worn in limited amounts for special occasions. Students may be asked to refrain from wearing perfume or cologne worn at the discretion of an adult. Perfume/cologne bottles are not permitted at school.

For your child's health and safety, please help him/her dress appropriately for winter weather conditions. During the noon hour recess period, students may be playing outside for up to 30 minutes. Jackets, hats, snow pants, boots, etc. are expected to be worn outside when appropriate for the weather. If they do not have boots, they must remain on the blacktop and/or stand by the building. Many students keep a sweatshirt in their lockers for days when it might be warmer at noon than it was in the morning. Students will not go outside for recess if the wind chill is 0 or below. We ask that no shorts be worn between November 1 and April 1.

Drug Free School Zone / Chemical Abuse

The Dodgeland School District is a tobacco free environment. No student shall use, possess, distribute, exchange, sell, give away or be under the influence of tobacco, alcohol and/or controlled substances, real or look-alike drugs, at any time in the school building, on school property or as part of school-related activities. In addition, no student shall use or possess drug paraphernalia for purposes prohibited by the Controlled Substance Law or local ordinance. Depending on the severity of the incident, students will receive a minimum of a one-day suspension, to a maximum of being recommended for expulsion.

Elementary School Guidance Services

Counseling services include: **weekly classroom lessons**, individual counseling; consultation with staff and parents regarding meeting the developmental needs of students; referral to outside agencies when appropriate; coordinate, conduct or participate in activities which contribute to the effective operation of the school; crisis intervention; general tasks, such as truancy issues, file reviews and new enrollments. If you wish for your child not to participate in these services, please submit a letter stating your request, student(s) name(s), signature and date.

Emergency Response Plan

Our Emergency Response Plan provides all staff with a quick reference of what to do in various emergency situations ranging from handling a situation within the school to calling 911. This plan was developed through the cooperative efforts of district staff, parents, police and the fire department. Copies of the plan are in every room of the school building.

Family Rights and Privacy Act

The Dodgeland School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its educational program or activities.

Field Trips

Classes may take field trips to a variety of places. A student must have a signed parent/guardian permission slip to participate. Prior to the event date, parents/guardians will be notified of the trip, including the amount of each student's share of the cost. Since field trips are closely related to activities going on in the classroom, students are expected to be sent to school. Should a parent and/or guardian not want their child to ride the bus for an activity, the student must present a written parental request to the teacher and/or the principal prior to the trip.

Field Trip Chaperones

Some field trips may need parent chaperones to help assure student safety while away from school. Chaperones also help us maximize the educational benefit of these trips by asking questions and pointing out the things children might otherwise miss. Parents who wish to serve as a chaperone must be approved by the Administration. All chaperones must complete a background check form to be used for a criminal record check prior to being considered for a field trip chaperone. Please see "Volunteers" on [Page 29](#) of this handbook for additional information.

Fire and Tornado Drills

Fire and tornado drills are conducted to help students prepare for an emergency situation. Escape routes and acceptable behavior standards are discussed in class. Each student is made aware of the serious nature of fire and tornado drills, so as to make sure that they are prepared in case of a disaster.

Directions for Fire and Storm Warning drills are posted in each room indicating which exits are to be used by students during a drill. Fire drills are held throughout the school months. Weather-related drills are held in the spring. Students will walk with no talking to leave the building or to move to designated safe areas. Students will remain silent in order to hear and follow directions from staff. If weather conditions present a serious threat to the health and safety of children at dismissal time (i.e. tornado warnings), students will be kept inside school until either the threat of danger has passed or a parent or other responsible adult has arrived at school to safely escort the child home.

Fund Raising

The Board of Education recognizes that in certain instances fund-raising activities might be necessary to support special types of projects in the school. Such fund-raising activities will be kept to a minimum. The dollars accrued will be put back into the educational program for the students or awarded to the designated, advertised charity.

Harassment Policy

The Dodgeland School District is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. The district encourages the promotion of positive interpersonal relations among members of the school community. **Harassment or bullying of a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.** Every student is encouraged, and every staff member is required, to report any situation that they believe to be harassment or bullying directed toward a student. All complaints of harassment and bullying shall be processed in accordance with certain procedures. (S. 411.2.)

Health Services

The Dodgeland Schools have a part time school nurse on staff. If a student contracts a communicable disease, such as strep throat, chicken pox, head lice, etc., the parent/guardian is expected to notify the school and the health department. A release from the health department or family physician is necessary prior to returning to school. It is important that parents/guardians keep emergency phone numbers and contact person's names updated. School personnel, including nurses, may give first aid. They may never diagnose, give medical treatment or prescribe medication for a child.

Homework Policy

Homework provides meaningful opportunities for students to reinforce skills, foster individual interests, enrich classroom learning, and strengthen independent application of student learning. Homework is introduced on a limited basis in kindergarten and increased through grade 5 as appropriate.

In addition to assigned work, students are expected to read at home on a daily basis, as appropriate to their age. This can be individually or with a friend or family member. Students are encouraged to share special projects, books, writing and other learning with teachers and students. Any questions regarding homework should be directed to their classroom teacher. (See teacher extension list)

Illness

The office staff may handle illness/injuries which take place at school, and when necessary, notifies parents in the absence of the school nurse. When students are ill they should be kept home. Sick children need quiet rest to recuperate. We are unable to provide the down time they need here at school. When they return to school they should be well enough to participate in normal school activities unless a written statement from the physician limits participation.

Keep Your Child Home If He/She Has:

- Fever** – A temperature of 100 degrees or more.
- Diarrhea** – Increased number (3 or more) of abnormally loose stools in the last twenty-four hours. Abdominal cramping may accompany loose stool.
- Persistent or Uncontrolled Cough** – if your child is unable or unwilling to appropriately wipe their own noses or cover uncontrollable cough or sneezing, the child should be kept home to protect others from exposure.
- Vomiting** – If your child has vomited during the night or that morning.
- Eye/Nose Drainage** – yellow/green thick and draining.
- Sore Throat** – Especially when fever, redness, and/or swollen glands in the neck are present.
- Earaches** – Especially if history of ear infections exists. If a child has an elevated temperature, is tugging or digging in ear, and/or is sitting holding affected ear in hands.
- Appearance/Behavior** – child looks or is acting differently than usual, unusually tired, pale, lacking appetite, or is irritable, whiney.
- On antibiotics less than 24 hours.**

When children become ill at school they report to the nurse’s office. If any of the above listed conditions are present, office personnel will contact parents, guardians or their designees if the child is too ill to remain at school. Ill children should be picked up promptly once the contact person has been notified. The school does not have the capability to keep ill children at school. If the parent/guardian is not available, the contact person listed on the Emergency Card will be notified. **At least one of the persons listed on the Emergency Card should live within a 15-mile radius of the Dodgeland Schools and have transportation resources, in case they are called upon to pick up an ill child. Please keep the Emergency Card information up to date!** Any student absent from school may not participate in extra-curricular activities that day or evening.

Immunizations

In order to protect the health of our students, State Law requires that students must meet minimum immunization requirements. The parent/guardian must present written evidence of required immunizations within thirty (30) days of admission. These requirements can be waived only if the properly signed health, religious, or personal conviction waiver is filed with the school. Specific information regarding waivers may be obtained through the school office. The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses			
Grade PreK (2 years through 4years)	4 DTP/DTaP/DT MMR (5) 1 Var (6)	3 Polio	3 Hep B	1
Grade K through 5	4 DTP/DTaP/DT/Td (1,2) (5) 2 Var (6)	4 Polio (4)	3 Hep B	2 MMR

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) to be compliant. (a dose 4 days or less before the 4th birthday is also acceptable.)
2. DTP/DTaP/DT/Td 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. (a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine, recommended for adolescents. If your child received a dose of tetanus or diphtheria containing vaccine such as Td within the past 5 years, Tdap 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. (a dose 4 days or less 1 before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the 1st birthday (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.

Inclement Weather/Closing of Schools

In the event of extreme weather conditions, or other similar emergencies, the Superintendent of Schools may make the decision to close District Schools early, call a one or two hour delay, or close school for the entire day. We use an instant notification system to notify parents of school closings/delays, which is why it is important to keep your contact information up to date.

Radio Stations to listen to for this information are:

Beaver Dam WBEV AM 1430
 Beaver Dam WXRO FM 95.3
 Milwaukee WTMJ AM 620

Television Stations to tune into for this information are:

Madison WISC Channel 3
 Milwaukee FOX Channel 6
 Milwaukee WISN Channel 12

On a one-hour delay there will be no breakfast served. On a two-hour delay, there will be no breakfast served, and no EC AM class.

On rare occasions, school may close early. The parent/guardian should inform their child's teacher where they should go if any early closing is necessary. If the teacher has not heard from a parent/guardian the normal after-school routine will be followed.

Lockers/Desks/Storage Cubbies

For the safety and welfare of the school populous, ownership of lockers, desks and storage cubbies is maintained by the Dodgeand School District. Students are granted use of these storage areas solely in accordance with this policy.

The district assumes no responsibility for articles missing from lockers, desks, or storage cubbies but will assist students in attempts to recover any missing articles. If damage is not reported, the student to whom the locker was assigned will be held accountable. School officials retain the right to search lockers periodically and may schedule locker clean-outs periodically.

When either the safety or welfare of the school populous is in question, the district reserves the right to have its officials inspect the contents of any locker, desk or storage cubby at any time.

Lost and Found

The school is not responsible for lost money, toys or other valuables carried by students. Parents should encourage their children to use good judgment regarding personal belongings that are brought to school. Lost items or clothing, etc. are usually placed in the “Lost and Found” area. Please check periodically. We urge you to label all outer clothing articles. A great number of clothing articles are left unclaimed at school each year; such items are donated to a charity.

Lunch and Breakfast Program

Good nutrition is important, especially at the school age stage of development. You can support this by providing a nutritious lunch or taking part in our district breakfast/lunch program. Adequate time is provided for students to complete their meal. Children who carry a cold lunch may deposit money into their account for milk or bring another beverage. Children are encouraged to try new foods, to prevent waste, to taste everything, and to drink their milk.

Breakfast is served daily in the Commons between the times of 7:35 AM – 7:55 AM. Please arrive early enough to eat and get to class on time.

Breakfast \$ 1.10

Parents are welcome to join their children for lunch at school. Please let the office know before 9:30 AM if you will be eating lunch at Dodgeland. You can purchase your lunch in the lunch line with cash, check or a deduction from your child’s account. **There are designated tables for parents to sit with their child(ren) and one friend during lunch.**

The district has a computerized credit/debit system. Each student is assigned an individual ID number. As the children go through the lunch line, **they enter their individual ID number into the keypad.** Please have your child bring breakfast/lunch or milk money to school in an envelope marked with the child’s first & last name, classroom and the amount of money enclosed. Checks for lunch should be made out to Dodgeland School District and **cannot** be combined with other money. The food service expects that students prepay for their lunches, rather than “owe” for lunches already eaten. **The use of their lunch number is the only** way to receive their meal. Please do not use cash at the time of the purchase of a lunch except for the sale of milk. Each time a student has lunch or milk, the cost is deducted from the prepaid balance. Parents can pay, at a minimum, the weekly amount or any other amount beyond that.

Carton of Milk: \$ 0.30
Hot Lunch (milk included) daily: \$ 2.45
Semester Milk (Grades K-5): \$ 27.00 (Paid in full at the beginning of each semester)
Semester Milk (4K or EC): \$ 21.60 (Paid in full at the beginning of each semester)
Adult Hot Lunch: \$ 3.75

Applications for free and reduced meals are available to each family at registration and throughout the school year. They may be obtained at the district office or food service office.

Monthly lunch menus are available through the monthly school newsletter and the Dodgeland Website. Please be aware that no breakfast is served if on a delayed schedule. Questions can be directed to the Food Service Director. (Extension # 1341)

Lunch Room Procedures

All students are expected to report to the lunchroom at designated times to eat their lunches. We ask that **no soda** be brought to school for lunch or snack break. In order to create a pleasant environment in the lunchroom, students are to wait in line to receive hot lunch/milk, walk at all times, and speak at a conversational level.

Students are to clean off their table and nearby floor area after eating and return trays/garbage to appropriate receptacles.

Display responsible table manners.

Stay in your seats until dismissed.

Enter and leave in a peaceful and slow manner.

Food or drink is not allowed in the halls or on the playground.

Throwing food will be an automatic discipline referral.

Materials Fees

The Dodgeland Board of Education has established a Materials Fees Schedule.

Half-Day Early Childhood	\$15.00
4-Year-Old Kindergarten	\$15.00
Grades K-5	\$25.00
Grade 5 Physical Education Uniform T-Shirt	\$6.00

****Students who qualify for Free or Reduced Meals shall have their Material Fees waived.***

Materials fees can be paid via online registration program, in the Elementary School Office starting the first day of the school year or mailed to the school. Checks should be made out to the Dodgeland School District, and the student's name should be written on the check (in the Memo area) for office verification and last name differences. Students who enroll after the start of the school year shall pay the full materials fee. The fee may be waived by the building principal for any student who enrolls after the beginning of the fourth quarter. Students who withdraw during the first quarter may receive a refund of up to three-fourths (3/4) of the materials fee for the semester. Students who withdraw after the first quarter will not receive a fee refund.

Media Center

The Dodgeland Elementary School Media Center is open to staff and students each day from 7:30 AM to 3:00 PM. Children come to the media center with their teacher for ½ hour each week. They have the opportunity to choose items for check out, read magazines, listen to stories, work on classroom projects, and learn library skills. The number of items checked out by students depends upon their grade level.

Students in early childhood through Grade 1 may check out 1 item. Students in Grades 2 through 5 may select 2 items. Additional items may be checked out by students in Grades 2 through 5 for classroom projects. There is no time limit for returning items as long as they are being read. However, it is suggested to return items before new items are chosen. This helps to cut down the number of items lost or damaged. If checked out items are lost or returned damaged, charges will be assessed for repair or replacement.

Medication and Emergency Care

The school district's policy on any medication prescribed by a doctor is as follows: NO PRESCRIPTION MEDICATION WILL BE GIVEN UNLESS A MEDICATION CONSENT FORM HAS BEEN COMPLETED BY A PHYSICIAN. Medication consent forms can be obtained in the school office. All medication will be dispensed through the nurse's office and not by the classroom teacher.

Parents/guardians must also fill out a Medication Consent Form for over the counter medication such as Tylenol and cough medicine. The school doesn't and cannot provide any over the counter medication for students. Any and all medication bottles must be properly labeled. Medication must be in a clean pharmaceutical container that has the same medication name, unit size, dosage and the student's name attached.

Except for inhalers, students may not keep any medications in their desks, lockers, backpacks, etc. With a written parent note, students may bring cough drops for their own use and kept by the teacher in the classroom. These may not be shared with others.

The district assumes no responsibility for those students whose parents determine that they are old enough and mature enough to take their own medication. Our concern is not only for the child taking medication, but also for any child who may find lost or unprotected medication. If you decide your child may carry and self-administer medication a "contract for self-carried medication" must be filled out and on file in the health room office. Wisconsin does have a STUDENT INHALER LAW that allows students with asthma to carry and use metered dose and powdered inhalers with written permission.

Money

Money that you send to school with your child should be put in a sealed envelope. Please mark the envelope with your child's name, the teacher's name, and the purpose for which the money is to be used. Checks should be made payable to the Dodgeand School District, and should include the child's name written in the memo area for the school's records. Checks are to be made out for the exact amount for a given transaction. Checks for classroom book orders must be made payable to the book company and not to the school. The elementary school may participate in fundraising activities. All information regarding fundraisers and collection of money will be provided to you in advance. Any fundraiser is optional to you.

Parent Involvement

Teachers need parents and parents need teachers. Students need both. Parental involvement, ideas and/or concerns for our school programs are extremely valuable and very much appreciated. We may call on parents for advice, help, support and critical evaluation. We try to involve parents in a wide variety of activities.

Parents play a very important role in the education of their children. We encourage active parent involvement in the educational process. Parents/Guardians may provide input regarding the kind of instructional environment that best fits their children's learning needs. Input can specify the strengths and needs of each child. Specific teachers should not be requested. There is no guarantee that a request will occur.

An Open House is held at the beginning of the school year. This is a time for students and parents to meet teachers and staff.

Conferences with teachers and other personnel are encouraged at any time during the school year. Conferences can be arranged by calling the classroom teacher. Arrangements can be made to meet with an individual teacher or a team of teachers. Mandatory school-scheduled parent-teacher conferences are held following first quarter reports. Midway into the third quarter a teacher or parent/guardian may request to have a conference.

Pediculosis (Head Lice)

Head lice checks may be done three times a year: start of school year, after winter and spring breaks by the school nurse and a trained volunteer. Teachers in the elementary school notify the school nurse if a student exhibits signs of head lice, such as excessive scratching of the head or neck, or if the student complains of his/her head itching. The school nurse checks the child and if nits or live head lice are found, the student is removed immediately from the classroom and is taken to the nurse's office to wait until a parent/guardian can pick the child up. Siblings will also be checked if lice is found. Head lice information/products are available from the school nurse and can be sent home with the student. A memo may go home with all the students in that same grade, alerting the parents/guardians to check their child's head. The school nurse will check all the students in the involved grade on the day the head lice is found. Upon return to school, the parent/guardian must provide the school with proof of treatment. That student will then be checked by a staff member for any evidence of nits or live lice. If the student is found to have nits or live lice, they will be sent back home for additional treatment. Students new to Dodgeland Elementary School, who start after September 1st, may be checked for nits or live bugs before being allowed to enter their class.

Personal Belongings

Students will occasionally misplace things. All articles of clothing and school supplies should be plainly marked with the student's name. The following items are not to be brought to school unless the student has permission from his/her teacher for a special event, or from the building principal.

The following items should not be brought to school:

Trading cards of any kind	Stuffed animals of any kind	Shock ink pens
Ammunition	Toys from home	Items of great value
Phones/iPods	Hand-held video games / systems	Laser pointers, cameras
Cell phones, headphones	Laptops, USB external drives	

These items may be sent home, given back at parent/teacher conferences, and/or asked that you pick them up in the office.

Any student who is caught bringing any of the above items will hand it over to the teacher or building principal. Students are encouraged to check the "Lost and Found" periodically for missing items.

The school is not responsible for items lost by the students. Students are encouraged not to bring any items to school having great value. Any student correspondence (i.e. invitations) and/or gifts are to be handled outside of school time.

Physical Education

All students are required to participate in physical education classes. If, because of any injury or illness, you feel your child should not participate for a day, please send a note of explanation or call the school office with your request. For serious injury requiring more than one day of nonparticipation, a doctor's excuse is needed. Students are expected to have a pair of gym shoes for physical education classes. This pair should be kept at school at all times if at all possible.

Students in Grade 5 do need to wear physical education uniform shirts that can be purchased for \$6.

Playground Supervision

Supervision is provided when students are on the playground during regularly scheduled school hours. Students are expected to report problems immediately to the playground supervisor. School personnel assigned to the playground supervision will have the authority to discipline students. **After school playground use:** Supervision is not provided for the general school population after school hours.

Popcorn Fridays

You can always tell it's Friday at Dodgeland by observing the clothes of both students and staff. On Friday it is usual to find us dressed in the Dodgeland school colors of purple and white, or in Dodgeland logo clothing. These special days help us generate spirit for our school. We offer popcorn for 25 cents in addition to this. Please look for information regarding this.

Report Cards

A good school strives to develop an educational program suited to the developmental level of each child. Our progress reports were designed to evaluate each student on an individual basis without making peer comparisons. These quarterly reports, accompanied by a parent-teacher conference during the second and third quarters, should establish some definite goals for parents, teacher and student to work toward throughout the school year. Parents are urged to set up conferences with teachers and/or specialists whenever they feel the need.

Registration Information

Parents of kindergarten students and other new students need to complete a registration form when enrolling at Dodgeland Elementary School. It is important that parents contact the office with changes in address, phone numbers, emergency contact, employers, etc. The office needs current information to reach parents in case of an emergency or illness.

School Newsletter

The monthly elementary school calendar/newsletter/breakfast and lunch menu is sent home on the "Tuesday Newsday" prior to each new month and is also posted on the school website.

Search and Seizure

The school retains the right to conduct searches. Among the reasons are suspicion of concealing alcohol, drugs, disruptive material, dangerous weapons, contraband or other items, which pose a danger to health and safety. Discovery of illegal materials will result in a legal referral, suspension and/or expulsion.

Snacks

We recognize that many students need a **nutritional snack** during the morning in order to optimize their learning capabilities. A brief time (approximately 10 minutes) may be allotted in each pre-K through grade 5 classroom during which the students can eat a snack if they choose to do so. The students will continue to be involved in class activities or individual work as they are eating their snacks. *Milk will be served to the children during a morning break and can be purchased.*

We ask that parents send a nutritious snack that can be eaten as finger food without being too messy. Food that we suggest for the snacks include the following: crackers, pretzels, yogurt, bagels, fruit roll-ups, granola bars, fresh fruit, fresh vegetables, popcorn, cheese, dry cereal, and raisins. Snacks should be eaten in the classroom at the designated time and could be limited if necessary. No food or drink is allowed in the hallways or on the playground. No gum is allowed at school, either in the classroom or on the playground.

Special Education Services

Special Education programming is designed to meet the needs of students who are educationally, physically, or emotionally challenged in the least restrictive environment at the elementary school level. Parents/Guardians who have concerns about their child's academics, social skills and behavior may contact the classroom teacher, guidance counselor or school psychologist.

Standardized Testing

In order to promote student achievement, assessment at the elementary school level will be driven by a combination of state and federal mandates as well as local classroom level assessments. Assessment instruments will include, but not be limited to, normative and criterion-referenced tests; classroom level formal and informal assessments; teacher/student observation and self-reflection; performance assessments such as portfolios, exemplars, and presentations.

The state standardized testing program consists of the Wisconsin Forward Exam at grades 3, 4, and 5. At grades 3 and 5, students are annually tested in reading and mathematics. Fourth grade students are tested annually in reading, language arts, writing, mathematics, science and social studies. The results of these assessments are recorded in the students' cumulative file, distributed to parents, and used to evaluate curriculum and instruction.

Student Files

Student records shall be available for inspection or release only with proper prior approval of the parent/guardian, except in situations where legal requirements specify release of records without such prior approval. Please call the building principal to set up an appointment.

Telephone Use

We request that parents limit telephone messages for students to those involving unexpected situations or emergencies. Whenever possible, changes in after school routine should be finalized before a child leaves for school. Students may use the office phone with approval of teachers and/or office personnel.

Title I

Title I is a federally funded program under the Elementary and Secondary Education Act (ESEA). The purpose of Title 1 is to enable all children to meet high academic standards. This is accomplished by providing meaningful and challenging opportunities for student learning. Schools and families form partnerships to help students who need support in meeting high academic standards. Dodgeland Elementary is a school-wide Title 1 school, which means all of our staff are highly qualified and we meet regularly to analyze student progress to be able to provide additional intervention as necessary to help all students to achieve their potential.

Visitors Policy

All visitors to the building and volunteers are to check in at the office. You will be asked to sign your name in the logbook and you will need to wear a visitor badge to identify yourself to staff and children. This is very important as we work to keep children safe in the building. Any visitation of family members (i.e. cousins, friends, etc.) during school hours is discouraged and would need prior approval by the principal, should it occur as an exception.

Volunteers

Individuals interested in volunteering for the Dodgeland School District, including chaperoning field trips and assisting in extra-curricular activities, must be approved by the building principal before beginning volunteer duties. All volunteers must have a completed Volunteer/Chaperone Application form and a signed confidentiality statement on file in the office prior to performing any duties associated with being a volunteer. As part of the approval process all volunteers must submit to a criminal records check. Completed applications and the results of the criminal records check are kept in a secured location in the District Office.

Volunteer/Chaperone Application forms remain valid for three years. Following each three-year period a new volunteer application form and a signed confidentiality statement must be submitted. At that time, another criminal records check will be processed by the District Office.

Copies of the Volunteer Handbook, which includes two Volunteer/Chaperone Application forms and two confidentiality statements, are located in the office.

Weapons Policy

The school district's dangerous weapons and explosives policy states: "Students may not possess a weapon on school property, school buses or at any school related event. A weapon is defined as any object, such as a gun, knife, metal knuckles, razors, karate sticks, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or which may cause property damage."

Withdrawal – Transfer of Students

If you are planning a move, please contact the elementary school secretary at 386-4404, ext. 1000, so that arrangements can be made to get the necessary forms ready to send to the child's new school.

Contacts for Information, Problems or Concerns

For information on school rules, schedules, special events, etc...please call the school office, 386-4404, (ext. 1000).

For information on District Policies and matters of district-wide concern, please call the District Administrator, 386-4404, (ext. 1015).

For problems or concerns regarding your child, please follow the steps below:

Step One: Contact the teacher (usually the problem or concern can be solved at this level).

Step Two: Contact the Building Principal.

Step Three: Contact the District Administrator.

Step Four: Complaint form can be picked up at any of the school offices, and will be distributed to the Board of Education upon receipt of complaint.

Elementary School Principal

Jennifer Huelsman
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(920) 386-8288

District Administrator

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