

# 2016-2017 SCHOOL YEAR ELEMENTARY HANDBOOK



## ELEMENTARY SCHOOL HOURS

**All four elementary schools have the same student day schedule:**

**4K Morning Session - 8:30-11:40**

**4K Afternoon Session - 12:25-3:35**

**5K - Grade 5 - 8:30-3:35**

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Dear Parent:

This parent handbook is sent to you with the hope that you will find answers to many school questions which arise during the year. We have attempted to answer questions most frequently asked of schools and PTO leaders. Please be aware that all dates are subject to change. This handbook represents portions of school policies that are essential to the efficient operation of the school district.

We are happy to welcome your children back to school and hope that together we can look forward to a happy and successful year.

Sincerely,

South Milwaukee School Board  
 Superintendent's Office  
 School Principals

**SCHOOL ADDRESSES AND TELEPHONE NUMBERS**

BLAKEWOOD SCHOOL	3501 Blakewood Avenue	766-5900
LAKEVIEW SCHOOL	711 Marion Avenue	766-5252
E. W. LUTHER SCHOOL	718 Hawthorne Avenue	766-5326
RAWSON SCHOOL	1410 Rawson Avenue	766-2904
MIDDLE SCHOOL	1001 15 <sup>th</sup> Avenue	766-5800
HIGH SCHOOL	801 15 <sup>th</sup> Avenue	766-5100
DISTRICT OFFICES	901 15 <sup>th</sup> Avenue	766-5000

**ELEMENTARY SCHOOL HOURS**

All four elementary schools have the same student day schedule:

4K Morning Session - 8:30-11:40

4K Afternoon Session - 12:25-3:35

5K - Grade 5 - 8:30-3:35

**Children should not arrive on school grounds prior to 15 minutes before the start of the school day.**

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**Children will be reminded not to linger on the playground after school.**

**2016-2017 Calendar for 4-Year-Old Kindergarten & Early Childhood Students**

|                     |                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------|
| <b>Thur Sep 1</b>   | 4K Visitation Day - Morning Class 9-11 am<br>4K Visitation Day - Afternoon Class 1-3 pm |
| <b>Fri Sep 2</b>    | First Day for all 4K and EC Students                                                    |
| <b>Mon Sep 5</b>    | No School for all 4K and EC Students (Labor Day)                                        |
| <b>Mon Sep 26</b>   | No School for all 4K and EC Students                                                    |
| <b>Fri Sep 30</b>   | Class in Session for all 4K and EC Students                                             |
| <b>Tue Nov 8</b>    | No School for all 4K and EC Students                                                    |
| <b>Fri Nov 11</b>   | Class in Session for all 4K and EC Students                                             |
| <b>Nov 23-25</b>    | No School for all 4K and EC Students (Thanksgiving Break)                               |
| <b>Dec 23-Jan 2</b> | No School for all 4K and EC Students (Winter Break)                                     |
| <b>Fri Jan 27</b>   | Class in Session for all 4K and EC Students                                             |
| <b>Mon Jan 23</b>   | No School for all 4K and EC Students                                                    |
| <b>Mon Feb 20</b>   | No School for all 4K and EC Students                                                    |
| <b>Mon Mar 27</b>   | No School for all 4K and EC Students                                                    |
| <b>Fri Mar 31</b>   | Class in Session for 4K and EC Students                                                 |
| <b>Apr 14-21</b>    | No School for all 4K and EC Students (Spring Break)                                     |
| <b>Mon May 8</b>    | No School for all 4K and EC Students                                                    |
| <b>Fri May 12</b>   | Class in Session for all 4K and EC Students                                             |
| <b>Mon May 29</b>   | No School for all 4K and EC Students (Memorial Day)                                     |
| <b>Wed Jun 7</b>    | Last Day for all 4K and EC Students                                                     |

## SOUTH MILWAUKEE SCHOOL BOARD 2016-2017

|                   | <u>Office</u>  | <u>District Email</u>                                                      |
|-------------------|----------------|----------------------------------------------------------------------------|
| Patricia Bordak   | Vice President | <a href="mailto:pbordak@sdsd.k12.wi.us">pbordak@sdsd.k12.wi.us</a>         |
| Carol Dufek       | President      | <a href="mailto:cdufek@sdsd.k12.wi.us">cdufek@sdsd.k12.wi.us</a>           |
| John E. Haslam    | Treasurer      | <a href="mailto:jhaslam@sdsd.k12.wi.us">jhaslam@sdsd.k12.wi.us</a>         |
| David J. Maass    |                | <a href="mailto:dmaass@sdsd.k12.wi.us">dmaass@sdsd.k12.wi.us</a>           |
| Douglas Perry     |                | <a href="mailto:dperry@sdsd.k12.wi.us">dperry@sdsd.k12.wi.us</a>           |
| Jon Shelenske     |                | <a href="mailto:joshelenske@sdsd.k12.wi.us">joshelenske@sdsd.k12.wi.us</a> |
| Therese C. Travia | Clerk          | <a href="mailto:ttravia@sdsd.k12.wi.us">ttravia@sdsd.k12.wi.us</a>         |

Visit the district website for meeting dates  
and agendas:

[www.sdsd.k12.wi.us/board](http://www.sdsd.k12.wi.us/board)

### DISTRICT ADMINISTRATORS

|                  |                                                           |          |                                                                      |
|------------------|-----------------------------------------------------------|----------|----------------------------------------------------------------------|
| Rita Olson       | Superintendent                                            | 766-5011 | <a href="mailto:rolson@sdsd.k12.wi.us">rolson@sdsd.k12.wi.us</a>     |
| Jennifer Sielaff | Director of Personnel,<br>Administrative & Legal Services | 766-5011 | <a href="mailto:jsielaff@sdsd.k12.wi.us">jsielaff@sdsd.k12.wi.us</a> |
| Blaise Paul      | Director of Business Services                             | 766-5027 | <a href="mailto:bpaul@sdsd.k12.wi.us">bpaul@sdsd.k12.wi.us</a>       |
| Thomas Vogel     | Director of Pupil Services                                | 766-5026 | <a href="mailto:tvogel@sdsd.k12.wi.us">tvogel@sdsd.k12.wi.us</a>     |
| Ann Ecker        | Director of Instruction                                   | 766-5088 | <a href="mailto:aecker@sdsd.k12.wi.us">aecker@sdsd.k12.wi.us</a>     |
| Brian Gannon     | Student Learning &<br>Technology Coordinator              | 766-5053 | <a href="mailto:bgannon@sdsd.k12.wi.us">bgannon@sdsd.k12.wi.us</a>   |

|                                  |                                  |
|----------------------------------|----------------------------------|
| <b>DISTRICT NURSE</b>            | <b>Amanda Dehli, R.N.</b>        |
|                                  | <b>Contact Individual School</b> |
| <b>FOOD SERVICE</b>              | <b>766-5023</b>                  |
| <b>RECREATION DEPARTMENT</b>     | <b>766-5081</b>                  |
| <b>SM FITNESS CENTER</b>         | <b>766-5084</b>                  |
| <b>SM PERFORMING ARTS CENTER</b> | <b>766-5048</b>                  |

|                                      |                 |
|--------------------------------------|-----------------|
| <b>SM CITY HALL</b>                  | <b>762-2222</b> |
| <b>SM HEALTH DEPT.</b>               | <b>768-8055</b> |
| <b>SM PUBLIC LIBRARY</b>             | <b>768-8195</b> |
| <b>NON-EMERGENCY SM POLICE DEPT.</b> | <b>768-8060</b> |
| <b>NON-EMERGENCY SM FIRE DEPT.</b>   | <b>768-8191</b> |

## SCHOOL ADMINISTRATORS

### 6-12 Campus

|                                     |                 |          |                                                                                |
|-------------------------------------|-----------------|----------|--------------------------------------------------------------------------------|
| HS Principal (grades 9-12)          | Beth Kaminski   | 766-5110 | <a href="mailto:bkaminski@sdsms.k12.wi.us">bkaminski@sdsms.k12.wi.us</a>       |
| HS Associate Principal (A-L)        | Jason Termaat   | 766-5113 | <a href="mailto:jtermaat@sdsms.k12.wi.us">jtermaat@sdsms.k12.wi.us</a>         |
| HS Associate Principal (M-Z)        | Ron Rivard      | 766-5112 | <a href="mailto:rrivard@sdsms.k12.wi.us">rrivard@sdsms.k12.wi.us</a>           |
| MS Principal (grades 6-8)           | Jim Hendrickson | 766-5805 | <a href="mailto:jhendrickson@sdsms.k12.wi.us">jhendrickson@sdsms.k12.wi.us</a> |
| MS Associate Principal (grades 6-8) | Nick Anton      | 766-5806 | <a href="mailto:nanton@sdsms.k12.wi.us">nanton@sdsms.k12.wi.us</a>             |

### Elementary Schools

|                        |               |          |                                                                          |
|------------------------|---------------|----------|--------------------------------------------------------------------------|
| Blakewood Principal    | David Newman  | 766-5900 | <a href="mailto:dnewman@sdsms.k12.wi.us">dnewman@sdsms.k12.wi.us</a>     |
| Lakeview Principal     | Cindy Dennis  | 766-5252 | <a href="mailto:cdennis@sdsms.k12.wi.us">cdennis@sdsms.k12.wi.us</a>     |
| E. W. Luther Principal | Eric Wightman | 766-5326 | <a href="mailto:ewightman@sdsms.k12.wi.us">ewightman@sdsms.k12.wi.us</a> |
| Rawson Principal       | Colin Jacobs  | 766-2904 | <a href="mailto:cjacobs@sdsms.k12.wi.us">cjacobs@sdsms.k12.wi.us</a>     |

### Pupil Services Staff

|                              |                                                                                 |
|------------------------------|---------------------------------------------------------------------------------|
| Pupil Services Office        | 766-5041                                                                        |
| Director of Pupil Services   | Thomas Vogel                                                                    |
| School Psychologists         | Victor Moreno<br>Emma Johnson                                                   |
| Elementary School Counselors | Shannon Enloe<br>Brienne Williams                                               |
| School Social Workers        | Molly Gallegos<br>Heather Hillstrom<br>Miy Latterman                            |
| Speech Pathologists          | Anna Borden<br>Sandra Costello<br>Dawn Curry<br>Lauren Tkachuk<br>Jill Zientara |
| Occupational Therapists      | Laurie Giera<br>Alexandra Blok                                                  |
| Physical Therapist           | Christine Finne                                                                 |

### SUBJECT AREA

### SPECIALISTS

|                                 |                                                          |
|---------------------------------|----------------------------------------------------------|
| Art                             | Andrea Beck<br>Monika Petras<br>Christina Ramirez        |
| General Music                   | Michael DeBruin<br>Christopher Sepersky<br>Amanda Tinsen |
| Instrumental Music              | Mary Beth Garrett                                        |
| Physical Education              | Seth Kroenke<br>Sharon Stellwagen<br>David Walters       |
| Elementary Library/IMC          | Diane Konjura                                            |
| Gifted and Talented Coordinator | Jennifer Cosgrove                                        |
| Instructional Specialist        | Nicole Horsley                                           |
| ESL                             | Abbey Algiers<br>Brian DeSua                             |
| Math                            | Beth Schefelker                                          |

## **BLAKEWOOD STAFF**

Principal – David Newman

Secretary – Chris Ortiz

Faculty Secretary – Renee Lutzke

Custodian – Travis Larson

5<sup>th</sup> – Stephanie Bruck

5<sup>th</sup> – Tom Dentici

5<sup>th</sup> – Monica Hughes

4<sup>th</sup> – Molly Rezel

4<sup>th</sup> – Peter Ritonia

3<sup>rd</sup> – Joanne Limoni

3<sup>rd</sup> – Jennifer Toltzman

2<sup>nd</sup> – Jaymi Porter

2<sup>nd</sup> – Katy Shea

2<sup>nd</sup> – TBD

1<sup>st</sup> – Meribeth Bouchard

1<sup>st</sup> – Jennifer Vierk

5K – Mechelle Esposito

5K – Lori Sirianni

4K – Tanya Fox

Early Childhood 3 & 4 year olds – Mary Hansen

Pupil Services – Emma Johnson and Brienne Williams

ESL – Brian DeSua

Special Education – Nicole Boico, Madeline Braun, Tammy Neeb, Nicole Weiss, and Brittany Zietlow

Literacy – Janice McKeith and Mary Lou Qualler

## **E. W. LUTHER STAFF**

Principal – Eric Wightman

Secretary – Julie Schneider

Faculty Secretary – Kathy Wunsch

Custodian – Matt McCarthy

5<sup>th</sup> – Julianna Bauhs

5<sup>th</sup> – Lisa Gokey

4<sup>th</sup> – Kathy Koscielniak

Multiage 3<sup>rd</sup>/4<sup>th</sup> – Nicole Gottsacker

3<sup>rd</sup> – Aaron Jones

2<sup>nd</sup> – Janet Horrigan

Multiage 1<sup>st</sup>/2<sup>nd</sup> – Amanda Drew

1<sup>st</sup> – Mary Fortier

5K – Kim Au

5K – Brenda Osell

4K – Kathy Rutter

Math – Nicole Constantine

Pupil Services – Shannon Enloe and Emma Johnson

ESL – Brian DeSua

Literacy – Jenny Fischer and TBD

Special Education – Natalie Eiting and Al Llanas

## **LAKEVIEW STAFF**

Principal – Cindy Dennis  
Secretary – Roxanne Terranova  
Faculty Secretary – Cortney Larson  
Custodian – Jeff Frasch

5<sup>th</sup> – Courtney Cavadias  
5<sup>th</sup> – Rochelle Sodemann

4<sup>th</sup> – Diane Carrier  
4<sup>th</sup> – Sarah Wilke

3<sup>rd</sup> – Maria Busalacchi  
3<sup>rd</sup> – Natalie Manthe  
3<sup>rd</sup> – Laurie Robb

2<sup>nd</sup> – Rachel Swick  
2<sup>nd</sup> – Craig Tinsen  
2<sup>nd</sup> – Tracy Wendt

1<sup>st</sup> – Jennifer Benn  
1<sup>st</sup> – Mary Beth Brever  
1<sup>st</sup> – Sue Hirthe

5K – Karen Kitchin  
5K – Jennifer O'Brien  
5K – Amy Rippel

4K – Kristen Maes-Beattie

Pupil Services – Heather Hillstrom and Cyndi Kieck

ESL – Abbey Algiers

Special Education – Michelle Amich and Jennifer Johnson

Literacy – Therese Hanneman, Janice McKeith and Melissa Spangler

## **RAWSON STAFF**

Principal – Colin Jacobs  
Secretary – Nancy Zakrzewski  
Faculty Secretary – Lisa Schwanke  
Custodian – Dave Kadow

5<sup>th</sup> – Cheryl Hagfors  
5<sup>th</sup> – JoEllyn Hetzer  
5<sup>th</sup> – Mary Zdero

4<sup>th</sup> – Linda Marquardt  
4<sup>th</sup> – Julie McNicoll  
4<sup>th</sup> – Natalie Patrick

3<sup>rd</sup> – Sherri Burbach  
3<sup>rd</sup> – Shannon Dardis  
3<sup>rd</sup> – Laura Widenski

2<sup>nd</sup> – Jenny Correll  
2<sup>nd</sup> – Bill Gaynor  
2<sup>nd</sup> – Laurie Nicholson

1<sup>st</sup> – Darci Bowden  
1<sup>st</sup> – Wendy Kutka  
1<sup>st</sup> – Amber Unger

5K – Sara Nelson  
5K – Rachel Ruetz  
5K – Tiffany Turnquist

4K – Mary Schlax

Pupil Services – Cyndi Kieck and Miy Latterman

ESL – Brian DeSua

Special Education – Chris Hansen, Rebecca Medzydlo, & Keri Rudolf

Literacy – Jenny Fischer, Renee Larsen and TBD

**BLAKEWOOD PTO OFFICERS FOR 2016-2017**

|                |                 |          |
|----------------|-----------------|----------|
| President      | Cristina Crogan | 659-3892 |
| Vice-President | Heidi Lee       | 570-1088 |
| Treasurer      | Molly Lesinski  | 215-7616 |
| Secretary      | Jackie Neubauer | 852-5956 |

**LAKEVIEW PTO OFFICERS FOR 2016-2017**

|                |                   |          |
|----------------|-------------------|----------|
| President      | Christine Clausen | 861-1779 |
| Vice President | TBD               |          |
| Treasurer      | Shannon Tierney   | 762-7414 |
| Secretary      | Kristina Snead    | 530-1104 |

**E. W. LUTHER PTO OFFICERS FOR 2016-2017**

|           |                |          |
|-----------|----------------|----------|
| President | Michelle Davis | 553-3139 |
| Treasurer | John Leanna    | 762-4825 |
| Secretary | Beth Leanna    | 762-4825 |

**RAWSON PTO OFFICERS FOR 2016-2017**

**rawsonpto@gmail.com**

|                |                                                |          |
|----------------|------------------------------------------------|----------|
| President      | Michele Johnson<br>michele_johnson@outlook.com | 745-3640 |
| Vice President | Damien Miller                                  | 304-5305 |
| Secretary      | Peggy Bolhuis                                  | 762-1416 |
| Treasurer      | Tami Mayzik                                    | 350-3271 |



## **ABSENCES - ILLNESS**

Please call the school office before 9:00 a.m. whenever your child will be absent from school for any reason. If we do not receive a call, we will contact you to find out why your child is not in school. If you would like homework sent home, please call early in the day to give the teacher time to gather materials for a late afternoon pick-up. If the school is not notified why a student is absent, he/she will be marked as having an unexcused absence. **If a student has a medical appointment, a doctor's note should be submitted to the office.**

The teacher will observe your child when he/she returns to school, and if in the opinion of the teacher your child appears ill, your child will be sent to the office. If a child has or develops a chronic health problem, the nurse servicing the school and the principal should be notified so they can assist in helping the child realize the maximum benefit from the educational program available to him/her and possibly help with the health concern.

## **APPROPRIATE DRESS**

Children should be encouraged to be neat and clean in person and in dress. Appropriate dress in school promotes better schoolwork. During warm weather, children may wear shorts and t-shirts to school for their comfort. We discourage tank tops, halter-tops, and bare midriffs. During inclement weather, please have your child wear appropriate outerwear such as a hat, coat and boots. Boots should fit so that your child does not have difficulty in getting them on and off. Please contact the school office if you would like assistance in obtaining cold weather items. Clothing with inappropriate words, pictures or symbols that are disruptive to the educational environment are not to be worn to school.

Parents are asked to assume responsibility for the appearance of their child. If you have any questions regarding school dress, please contact your school principal. Please label your child's clothing whenever possible. Each year, many articles of unmarked clothing remain unclaimed in our "Lost and Found" boxes. If your child's name is in his/her boots, coat, sweater, etc. the clothing can be readily returned.

## **ATTENDANCE**

The District shall abide by and implement student compulsory attendance laws. State law requires each child residing in the District between the ages of 6 – 18 and those enrolled in Kindergarten, to be in school attendance (religious holidays excepted) unless he/she:

1. Is excused temporarily for physical or mental reasons;
2. Has graduated;
3. Has been authorized to attend an alternative educational program;
4. Has been excused by his/her parent/guardian prior to an absence in accordance with state law; or
5. Has been excused by the building principal or his/her designee.

Any violator of the compulsory school attendance law shall be subject to penalties outlined in state law.

We cannot stress enough the need for regular school attendance if your child is to be successful in school. Even though written assignments can be made up later, absentees miss class discussion and the teacher's explanation. A day lost from school is gone forever and cannot be regained. The schools feel very strongly that they have an obligation to work hard at educating your child. This can only be accomplished, however, if the child is in regular attendance, including days of cold or inclement weather if school is open. Good school attendance also includes being on time and not tardy. If a student misses part of a day (40 or more minutes) this tardiness may also be considered truancy. It is the parent's responsibility to get the child to school on time on a daily basis.

Excessive Excused Absence – Parents may be asked to provide documentation from a health care provider in instances of excessive medical absences. This does not include absence due to contagious disease, surgery, or hospitalization. Your child is entitled to make up any tests, quizzes or exams that he/she may have missed.

## **CHARGE FOR WRITING "BAD CHECKS"**

The District will not cover bank charges for checks that are returned unpaid due to insufficient funds. Individuals issuing checks to the District that are not paid will be charged the return check fee in addition to the amount of the check written. Currently, this fee is \$15.00 per check.

## **CELL PHONES**

Cell phones may be brought to school, but must be out of view and turned off at all times during the school day. Violations may result in confiscation of the student's cell phone.

## **CHILD FIND**

The School District of South Milwaukee must locate, identify, and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Thomas Vogel, Director of Pupil Services, South Milwaukee School District at (414) 766-5041 or in writing at 901 Fifteenth Avenue, South Milwaukee, WI 53172.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the School District of South Milwaukee may be sent to Pupil Services Office, 901 Fifteenth Avenue, South Milwaukee, WI 53172.

## **COMPUTERS - APPROPRIATE USE POLICY**

Technology resources provided by the School District of South Milwaukee are for educational purposes only. Acceptable uses are those which support the District mission and vision. Additional information will be provided for students in grades 4 and 5.

- Access to the technology system is a privilege not a right; and each student will be held responsible for his/her actions on the technology system. Inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution under those laws.
- Students failing to abide by the Appropriate Use Policy may lose network/computer privileges along with consequences that may arise from violations of normal school rules, up to and including possible expulsion.
- All aspects of the technology system are the District's property. The District can review all electronic documents, messages, or information for any reason at any time.
- The District technology system shall be used in a responsible, efficient, ethical, and legal manner.
- The District will provide students access to technology resources, including the Internet, unless the parent/guardian notifies the appropriate building principal in writing that the District should prevent access to technology resources for his/her student(s).
- Students are responsible to follow the entire Student Appropriate Use for School Computer Systems School Board Policy 362.2, located on the District and high school websites.

### **Use and guidelines of the District Technology System**

1. All use of District technology resources, including access to the Internet, must be in support of the educational objective of the District. All Board policies must be followed when using any technology resource.
2. Use of District technology to access and/or distribute any material that violates U.S., state, or School Board policy is prohibited.
3. Use of technology to access/use copyrighted materials, pornography, materials harmful to minors, obscene materials and/or similar materials is prohibited.
4. Students may not use the District's technology system in an offensive, harassing, illegal, or defamatory manner. Hate mail, harassment, discriminatory remarks, cyber bullying, and other antisocial behaviors are unacceptable in Internet and other network communications. The District prohibits the use of the system to send or receive offensive or improper messages such as derogatory messages about other students

or staff members. In addition, the District prohibits the use of the technology system in any way that could be construed as harassment or disparagement of others.

5. Use of proxy sites to bypass District web filters is prohibited.
6. All information accessible through the Internet should be assumed to be private property and subject to copyright protection. Internet sources should be credited appropriately, as with the use of any copyrighted material. For example: a. Harnack, A. and Kleppinger, E. (2001). Citation styles: Using principles of APA style to cite and document sources. In *Online! A reference guide to using Internet resources*. Retrieved January 20, 2003 from <http://www.bedfordstmartins.com/online/cite6.html>
7. Students have a responsibility to respect the privacy and property of other users. Students should not intentionally seek information about, obtain copies of, or modify, files, data or passwords of other users. A student will not allow another student to access computers or network resources using his/her login credentials.
8. For their own safety, students should not reveal any personal information, such as addresses, phone numbers, or photographs.
9. Employing the Internet for commercial purposes is prohibited. Students may not use the system to solicit for commercial activities, religious, or political causes, outside organizations or other non-school related matters without prior authorization from the building principal.
10. Students should not expect that files stored on district servers will always be private. School and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
11. Technology resources must be handled with care. Physical damage or network interruptions such as the introduction of viruses or deleting of files are prohibited.
12. No eating or drinking near computers.
13. Students are directed to keep passwords for their own private use and should log-off network when leaving the desktop station.
14. Students may not access social networking sites (such as MySpace, Facebook, etc.), personal websites, personal blogs, online gambling sites or personal email accounts on District computers. Students may not engage in cyber-bullying activities.
15. Students may not load, save, download, or otherwise install software on technology without approval from the District technology department.
16. Students who create web pages, blogs, profiles or other online postings that result in the student's online posting being accessed and viewed in the school environment may be disciplined if there is a disruption at the school as a result of the online posting.

## **PARENT/TEACHER CONFERENCES**

October 5 & 6, 2016 – 4:00 to 8:00 p.m. and February 15 & 16, 2017 – 4:00 to 8:00 p.m.

### **Parent's Contribution**

Child's reaction to school.

Evidence of initiative and creativeness in the home.

Health problems and special handicaps.

Home responsibilities and duties; out-of-school activities.

Response to rules, regulations and prejudices in the home.

Problems in the home which the parents feel will help the teacher to "know" the child.

Hobbies, special interests and abilities.

Relationship with other members of the family.

### **Teacher's Contribution**

The child's progress in his/her classroom work.

Work habits at school.

Interests, attitudes, aptitudes and abilities.

Relationship with teacher and other staff members.

Evidence of initiative, originality and responsibility in school situations.

Social adjustment, relationships with other children in the classroom, on the playground and in other groups.

Response to school rules, regulations and procedures.

## **CROSSING GUARDS**

Whenever possible, please have your child cross the street where there are crossing guards. For the safety of the children, the South Milwaukee Police Department and the School District maintain school crossing guards at intersections in the city where a large number of children are crossing streets with heavy traffic. Parents driving children to school are asked to use extreme caution around the schools because many children are entering or leaving automobiles. Vehicles are not allowed on the playgrounds between the hours of 7:30 and 4:00 p.m. without permission.

In addition to the crossing guards, student safety cadets are used at school crossings near each school. If you are interested in becoming a crossing guard, please contact the South Milwaukee Police Department for information.

## **CURRICULUM MODIFICATION**

In accordance with Wisconsin Statute 118.15 (1), the School District of South Milwaukee may provide program and curriculum modifications for a child under certain guidelines. The parent or guardian should first talk with the principal and/or Student Learning and Technology Coordinator regarding the specific program or curriculum modifications requested. The parent or guardian should then speak with the superintendent if a solution is not obtained. Finally, any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications.

The school board shall render its decision, in writing, within 90 days of a request, except that if the request relates to a child who has been evaluated by an individualized education program team under s. 115.782 and has not been recommended for special education, the school board shall render its decision within 30 days of the request. If the school board denies the request, the school board shall give its reasons for the denial.

Any decision made by a school board or a designee of the school board in response to a request for program or curriculum modifications shall be reviewed by the school board upon request of the child's parent or guardian. The school board shall render its determination upon review in writing, if the child's parent or guardian so requests.

Please contact your child's building principal or Brian Gannon, Student Learning and Technology Coordinator, if you would like more information or to make a request for modifications.

## **DISCIPLINE**

Expected behavior in school:

1. Respect and obey all school personnel.
2. Respect the rights of fellow classmates.
3. Act in a manner that will not cause injury to you or to others.
4. Students will not be allowed to possess, use, and/or distribute weapons, pepper spray, ignition devices, facsimile firearms (including toy weapons) controlled substances, drug paraphernalia, laser pointers or any object that could be used to cause bodily harm while on school grounds or at school sponsored activities.
5. Students are encouraged not to bring electronic equipment to school. If a child must bring a pager or cell phone, it must be turned off during school hours.

Expected behavior on the playground:

1. Play in designated areas.
2. Play safely and follow rules of good sportsmanship (avoid rough play).
3. Use assigned playground equipment in a proper manner.
4. Play in a respectful manner with other students.
5. Follow individual school playground rules.

Specific school rules relating to student discipline will be addressed at each elementary building. Additional information may be sent home via newsletters and/or handbooks addressing individual school expectations.

## **EXPULSION**

The School Board may expel a student from school whenever it finds that the interest of the school demands the student's expulsion and finds the student:

1. Is guilty of repeated refusal or neglect to obey the rules;
2. Knowingly conveyed or caused to be conveyed a threat or false information concerning an attempt or alleged attempt being made to destroy school property by means of explosives;
3. Engaged in conduct while at school or while under the supervision of a school authority, which endangered the property, health, or safety of others;
4. While not at school or while not under the supervision of a school authority, engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of a school authority or engaged in conduct which endangered the property, health or safety of an employee or a School Board member of the district;
5. Is at least age 16 and repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute other grounds for expulsion under Section 120.13(l)(c)l of the Wisconsin Statutes; and/or
6. While at school or while under the supervision of a school authority, possessed a firearm (as defined by 18 U.S.C. 921(a)(3)).

(Policy 447.3; Wisconsin Statutes Section 120.13)

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, requires that you be advised of your rights concerning your education records and of certain categories of public information which the school has designated "directory information". Students have the right to inspect and review all records that meet the definition of "Education Records". A request for this review should be made to a Guidance Counselor.

The School District of South Milwaukee designates the following personally identifiable information contained in a student's education record as "directory information" and may disclose that information without prior written consent:

1. The parent's name, school of enrollment, and grade level.
2. The student's participation in officially recognized activities and sports.
3. The student's weight and height if the student is a member of an athletic team.
4. The student's photograph.
5. The student's honors and awards.

Within the first three weeks of each school year, the school district shall publish in the official district newspaper the above directory information list. Students who enroll after the notice is published will receive notification of this list at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (letter to the district administrator's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

Each student's record will be appropriately marked to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

(Policy 347; Wisconsin Statutes Section 118.125)

## **FIELD TRIPS**

During the school year, your child's class may take a few short walking field trips during school time to visit the public library or other nearby places. This is done as part of the regular schoolwork in order to provide your child with additional enriching learning experiences. When the class leaves school grounds, they will be under the supervision and direction of the teacher. However, in order for us to take your child on these trips, it is necessary for you to give us permission. A permission slip is made available at the beginning of the school year for you to sign. This permission slip is kept on file at school. At the time your child's teacher plans one of these trips, you will be notified where and when the class is going before they make the trip. For non-walking trips, we will send a separate permission slip for your signature.

## **HOMELESS CHILDREN – ANNUAL NOTICE**

The McKinney-Vento Act defines homeless children and youth (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.
- Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

If you are personally aware of or are acquainted with any children who may qualify according to the above criteria, the School District of South Milwaukee provides the following assurances to parents of homeless children:

- The local district staff person (liaison) for homeless children is the Director of Pupil Services, please contact the Pupil Services Secretary, Amber Bondeson.
- There shall be immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- All educational opportunities and related opportunities for homeless students (preschool to age 21), including unaccompanied youth, shall be the same as for the general student population.
- Enrollment and transportation rights, including transportation to the school of origin may be possible. "School of origin" is defined as the school the child attended when permanently housed or when last enrolled.
- Written explanation of why a homeless child is placed other than in a school of origin or school requested by the parent, with the right to appeal within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children. These shall include: special notices of events, parent-teacher conferences, newsletters, and access to student records.

Please contact Thomas Vogel, homeless liaison for the School District of South Milwaukee, at 414-766-5041 for additional information about homeless issues. You may also print out posters at [http://center.serve.org/nche/pr/er\\_poster.php#youth](http://center.serve.org/nche/pr/er_poster.php#youth)

## **HOMEWORK**

Teachers are encouraged to give homework assignments, which stem from class work, giving the student the opportunity to integrate and apply what he/she has learned.

It is important for parents to have a positive attitude toward their child's homework responsibilities. Parents who take an active interest in their child's progress at school and at home, and who teach their children the value of education in our society, will do more than anyone else in shaping the positive attitude of their children.

Parents should endeavor to provide a proper place for study and see that the necessary materials are available. Students should be free from interruptions and conflicting demands during the time required to complete assignments. He/she should be encouraged to stick to his/her assignments, receiving advice and help only when necessary. Parents should never do their child's homework for them.

## **HOT LUNCH & BREAKFAST PROGRAMS**

The School District of South Milwaukee is committed to providing a healthy meal program for your children. A hot lunch and a morning breakfast in the classroom is available to elementary school students. School prepared meals will be available to students each day. Menus will be published in advance.



The School District of South Milwaukee uses a “debit” card system for its food service program. This computerized system:

- Allows processing of free and reduced meals with no discrimination.
- Allows parents to issue just one check at a time for all their children; no matter what school they attend in the district.
- Provides convenient online prepayment service, as well as other online features.
- Provides quick and accurate reporting of your child's lunch information.
- Prepares timely reports for the state and federal government.

Your child has been assigned a student identification number and an individual meal account. This ID number and meal account follows your child throughout his/her years in the School District of South Milwaukee. When a child moves through the lunch line, their identification number is entered into the computer and a withdrawal is made from their meal account. No money is handled on the lunch line.

**DEPOSITS:** Parents must pre-pay for their child's purchases. There will be no charging of meals. Convenient online prepayment service is available at [www.MySchoolBucks.com](http://www.MySchoolBucks.com) - The District Office does not accept walk-in payments. Parents who choose not to take advantage of online prepayment may continue to make payments by check or money order at school registration or at their child's school during the regular school year via the child, parent walk-in, or U.S. Postal Service. Submit check or money order made payable to School District of South Milwaukee (or SDSM), along with a deposit slip, to your child's school office. School addresses are listed below. Payments should be clearly marked “for meal account”, as well as with the child's name, school, and dollar amount to be deposited. Deposit slips are available at all schools and online at [www.sdsm.k12.wi.us](http://www.sdsm.k12.wi.us). Parents may write one check for all their students, no matter what school they attend in the district. This type of payment can be processed at any school. Funds will be available the same day if the deposit is received prior to 9:00 a.m.

Please allow 5 days for account deposit for any payments sent via U.S. Postal Service. Parents should pre-pay for at least a week's worth of meals at a time, although payments of one month or more work best with this system. Students are informed of low balances. The district will make an attempt to inform you when your child's balance falls below \$8.00. If your student's account falls to \$0 balance, please send him/her to school with a lunch from home. There will be no charging of meals.

**COSTS:** The following costs apply to the 2016-2017 school year: Elementary student lunch = **\$2.10** (cost includes one milk); reduced price lunch = **\$ .40**; milk = **\$ .30**; Elementary student breakfast = **\$1.15**. Reduced meal benefit students receive **free** morning breakfast in the classroom. Parents who want their child to receive the morning breakfast meal should sign up for the program at registration or in your child’s school office.

**SPECIAL NOTES:** Parents may indicate whether their student is allowed to purchase ala carte items off their account either online at [www.MySchoolBucks.com](http://www.MySchoolBucks.com) or on a deposit slip submitted to the school. Deposit slips are available at all schools and online at [www.sdsm.k12.wi.us](http://www.sdsm.k12.wi.us). Food allergies and food abstinences may also be indicated in this way. The automated system will recognize these notes and make the cashier aware as the student takes a meal. Milk is the only ala carte item offered to elementary students.

**OTHER ONLINE FEATURES** at [www.MySchoolBucks.com](http://www.MySchoolBucks.com)

- View your student’s account balance
- Print a copy of your student’s eating history, which shows all dates and times of purchases made within the past thirty days. (Call 414-766-5023 for reports of purchases previous to 30 days.)
- Sign up for an automatic low balance email which will be sent when your child’s account drops below the amount that you’ve selected.

**FREE or REDUCED PRICED MEAL STUDENTS:** Students approved for free or reduced priced meals will also use their ID card to purchase meals. The computer program is set to recognize a student’s meal status. There is no identification of their meal status to others. Applications for free and reduced priced meals are available online at [www.sdsm.k12.wi.us](http://www.sdsm.k12.wi.us) , at student registration, and in the school and District Offices. Families may apply for meal benefits at any time during the school year. *Note: If your student takes only a milk, or only a sandwich, they will be charged full price for the item they have taken. In order to receive the free or reduced price benefit, your student must take 3 of the 5 meal items offered.* Also, due to new USDA requirements, all students who take hot lunch or breakfast in the classroom must select at least a ½ cup of fruit or a ½ cup of vegetable with their meal. To find out more about the Healthy Hunger Free Kids Act of 2010 and the new changes in school lunch, go to [www.fns.usda.gov/healthierschoolday](http://www.fns.usda.gov/healthierschoolday).

**YEAR END BALANCES** will be carried over into the next school year. If your child withdraws from the School District of South Milwaukee you may request a refund of the balance or a transfer of funds to the account of a sibling by calling (414)766-5023.

Please see our District website at [www.sdsm.k12.wi.us](http://www.sdsm.k12.wi.us) for monthly menus, Free and Reduced Priced Meals Application, and student deposit slip. Click on the “Parent/Student” link, and then click the “Breakfast/Lunch” link. If you have any specific questions regarding the student meal accounts, meals, menus or the program in general, you may contact Ms. Karen Stichart, School Nutrition Director (414)766-5135. Questions surrounding eligibility for free or reduced priced meals or online deposits should be directed to Ms. Donna Mildebrandt, School Nutrition Secretary (414)766-5023.

Blakewood Elementary, 3501 Blakewood Avenue  
E. W. Luther Elementary, 718 Hawthorne Avenue

Lakeview Elementary, 711 Marion Avenue  
Rawson Elementary, 1410 Rawson Avenue

**IMMUNIZATION REQUIREMENTS**

Proof of immunizations is required by State law upon school entrance:

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   |          |         |        |         |
|-----------------------------|-------------------|----------|---------|--------|---------|
| Pre K (2 yrs through 4 yrs) | 4 DTP/DTaP/DT     | 3 Polio  | 3 Hep B | 1 MMR5 | 1 Var6  |
| Grade K1                    | 4 DTP/DTaP/DT/Td1 | 4 Polio4 | 3 Hep B | 2 MMR5 | 2 Var 6 |
| Grade 1 through 5           | 4 DTP/DTaP/DT/Td2 | 4 Polio4 | 3 Hep B | 2 MMR5 | 1 Var 6 |



1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
3. Tdap means 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 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> 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 1<sup>st</sup> birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.
7. Students 13 years of age or older without a prior history of chickenpox disease, or who received their first dose of varicella vaccine at 13 years of age or older, are required to receive 2 doses of varicella vaccine.

**By law, all contagious diseases or conditions including chicken pox, measles, etc., must be reported to the Health Department. A written release slip must be obtained from the family doctor or the Health Department following any contagious disease.** Parents and guardians have the primary responsibility for their child's health. Sick children should not attend school for their own protection as well as that of their classmates. **Children with a persistent cough or a temperature over 100 degrees F should be kept at home.** Schools/Principals, by law can exclude a sick child.

The South Milwaukee Health Department conducts immunization clinics twice a month. Parents are urged to keep permanent family immunization records. The South Milwaukee Health Department directs activities toward the improvement of individual, family and community health. The school health program is part of the generalized public health program and provides services for all public and parochial schools in the city. Nurses periodically visit the schools and services to the schools include vision and hearing screening in addition to immunization review. Questions may be directed to the South Milwaukee Health Department at 768-8055.

Please Note: All other health related services are provided by the district health nurse and/or their designee.

### **INSTRUCTIONAL MATERIALS FEES**

An instructional materials fee is charged for each student. These fees are payable at the beginning of each trimester or can be paid in full at the beginning of the school year. This fee partially covers textbooks, workbooks and other instructional materials. **Please be prompt in payment of these fees.**

|                                                                               |
|-------------------------------------------------------------------------------|
| <p><b><u>Grades: Early Childhood, 4K</u></b><br/> <b>\$30.00 per year</b></p> |
|-------------------------------------------------------------------------------|

|                                                                                                  |
|--------------------------------------------------------------------------------------------------|
| <p><b><u>Grades 5K- 5</u></b><br/> <b>\$50 per year or</b><br/> <b>\$16.67 per trimester</b></p> |
|--------------------------------------------------------------------------------------------------|

### **KINDERGARTEN APPLICATION FOR 4K**

4K is for students who turn 4 years of age on or before September 1, 2016. Registration packets are available from May 1<sup>st</sup> through May 5<sup>th</sup> during regular school hours at each elementary building. Packets will also be available at Child Development Day/4K Registration Day on May 8, 2017 at the elementary schools. First priority (school, AM or PM) will be given to packets returned on registration day. Letters confirming school of placement will be mailed in late May.

### **LASER POINTERS**

No student may use or possess a laser pointer while on school grounds or at a school-sponsored activity or event. (Policy 443.8)

## **LICE**

Should you detect lice in your child, notify the school immediately. Although this is not considered a communicable disease, it is a nuisance that can be passed from person to person. Your student needs to be 'cleared' from the individual schools' health aide in order to return to school. Should the school detect lice in your child, you will be notified to pick up your child immediately. A 24-hour time period must pass before your child can be checked by the health aide to be 'cleared'. In this time, your child should be treated and all nits removed from their hair. Our district has a no-nit procedure so the head must be free off all nits, living or empty

## **LOCKERS**

When the school, for the convenience of the student, provides a student locker, it is to be used solely and exclusively for the storage of outer garments, footwear and school related materials. Students will not use the locker for any other purpose. Lockers will be kept neat, clean and in working condition. School personnel will periodically inspect lockers. Lockers may not be decorated inside or outside.

### **SEARCHES OF LOCKERS**

All school lockers (including hall, physical education, industrial technology) are the property of the school. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities as determined necessary or appropriate at any time, without notice, without student consent and without a search warrant.

Further, reasonable searches among the personal belongings of the student contained within the locker may be conducted where there is reasonable suspicion to believe that the search will provide evidence that the student has violated or is violating the law or school rules.

Locker searches may be conducted by the Superintendent, a building principal, an assistant principal, a police-school liaison officer or a school employee designated by the Superintendent or building principal.

## **LOST AND FOUND BOXES**

Each school has a Lost and Found Box where children's clothing and other articles that are found are held to be claimed by the owner. Each year there are many valuable items of clothing unclaimed. Please check the school office for glasses, watches, etc., as soon as possible.

## **MEDICATIONS**

### **DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD - YOU MUST INFORM THE OFFICE.**

All medications must be dispensed from the school office except as otherwise directed by the physician. For the administration of any medication a signed parent request form must be completed and on file in the school office. For prescription drugs, a written statement shall also be required from the physician who shall supply the appropriate instructions. The physician must state in writing specific conditions under which he/she shall be contacted regarding the condition or reactions of the student receiving the medication. Parents shall supply a properly labeled bottle of medication for school authorities. All medications not picked up by the last day of the school year will be destroyed.

## **ORCHESTRA**

Elementary Orchestra in 5<sup>th</sup> grade is available to students that attend the summer school orchestra program prior to 5<sup>th</sup> grade or have taken sufficient lessons outside of the school. Otherwise, students may start orchestra in 6<sup>th</sup> grade without previous experience. Some instruments are available for rent from the school but most of the instruments are rented on a rental-purchase plan from a private music company. All arrangements are made through the Music Department.

## **PHYSICAL EDUCATION NEEDS**

It is recommended that all students have a pair of gym shoes that can be kept at school for use during physical education periods only. Please try to avoid black sole shoes that mark up floors.

### **RAWSON AND BLAKEWOOD WOODED AREAS**

Rawson and Blakewood wooded areas belong to the School District of South Milwaukee; therefore, all policies, rules and regulations apply to these properties.

### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued three times during the year at the end of each trimester. Parent/Teacher conferences will be held twice during the school year. Parent/Teacher conferences are one of the best ways we know to help you understand your child's progress in school. Please plan to attend your child's scheduled conference.

### **RESIDENCY**

Any student seeking entrance into the district must reside within the established boundaries of the district, except as otherwise provided by law. Parents/guardians of a student that reside in the district with someone other than the parents/guardians will be required to complete a Determination of Residency Status form. Students may not reside in the district with someone other than the parents/guardians for the sole purpose of attending school in the district. Parents/guardians of a student who move out of the district during the school year must complete a tuition waiver form to remain a student in the district. (Policy 420)

### **SCHOOL CLOSINGS**

You may receive a phone call in the morning if school is closed.

For snow and other emergencies, TUNE TO:

TV: WTMJ-Channel 4  
WITI-Channel 6  
WISN-Channel 12  
WDJT-Channel 58

RADIO: WTMJ-620AM  
WISN-1130AM  
WLTQ-97.3FM  
WOKY-920AM  
WKTJ-94.5FM  
WMIL-106FM  
WKKV-100.7FM  
WRIT-95.7FM

They will broadcast complete information regarding school closings. School Closings will also be listed on the District Web Site – [www.sdsm.k12.wi.us](http://www.sdsm.k12.wi.us) and on Twitter at @SoMilwSchools

### **SEARCHES OF STUDENTS**

A student and his/her personal possessions may be searched by the building principal or his/her designee if there is reasonable suspicion that the search will turn up evidence that a particular law, school policy or school rule has been or is being violated. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age and gender, the student's disciplinary history and any other relevant circumstances or information. (Policy 446; Wisconsin Statutes Section 118.32)

### **SERVICES FOR CHILDREN WITH SPECIAL NEEDS**

The classroom teacher makes a large and important contribution to the emotional and intellectual well being of each child. However, a child at some time or another may need additional services because of a special need. When children need more individual attention than the classroom teacher is able to provide, special services may be provided.

If your child has a special problem in adjusting to school, or is having other problems that you are concerned about, please talk to your school principal or counselor.

### **SKATEBOARDS / ROLLERBLADES / SCOOTERS**

Use of skateboards, rollerblades, shoes with wheels or scooters on elementary school premises is prohibited when school is in session between 7:30 a.m. and 4:30 p.m. and during planned after school activities. This includes all sidewalks, driveways and parking areas. Students are not allowed to bring skateboards, rollerblades or scooters into the building or store them at school without permission. Students violating these guidelines may be subject to school disciplinary action.

## **STUDENT ASSISTANCE GROUPS**

Student assistance groups may be offered to all students in the school. Parents may notify the principal if they wish to exempt their sons/daughters from participation.

## **STUDENT CONDUCT**

District students shall act in such fashion that their behavior will reflect favorably on the individual student and the school, show consideration for fellow students, and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations and discharge them in accordance with school regulations. Students are expected to abide by the conduct rules outlined in the student handbook, the rules and regulations established by building principals for each school, and by the Classroom Code of Conduct approved by the School Board. (Policy 443, 443.1)

## **STUDENT NON-DISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES POLICY & COMPLAINT PROCEDURES**

The School District of South Milwaukee is committed to provide equal educational opportunities for all district students and to provide a learning and working environment free of discrimination based on a protected class of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, emotional, or learning disability, or handicap. No student may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, student services, recreational, or other programs or activities on the basis of the protected classes listed above.

If any student believes that they have been discriminated against based on a violation of Title VI, Title IX, Section 504 or Americans with Disabilities Act or based on an above category the student should first attempt to resolve the situation through the building Principal or Associate Principal. Formal written complaints may be directed to Jennifer Sielaff, Director of Personnel, Administrative & Legal Services, 901 15<sup>th</sup> Avenue, South Milwaukee. The phone number is 414-766-5011. (Please see Policy 411 and Rule 411 for specific steps and timelines).

## **STUDENT PROMOTION AND RETENTION PROCEDURES K-8**

### **PROMOTION**

Student placement into a specific grade shall have as criteria: 1) student academic performance based on District Curriculum Standards; 2) teacher recommendation; 3) state, local and classroom testing and assessment; and 4) other criteria, as appropriate.

In general, it is expected that a student shall make a year's academic progress for each year that he/she is in school. Progress shall be determined by their ability to meet the proficiency expectations of the District Curriculum Standards.

### **RETENTION**

It is recognized that retention alone is an insufficient intervention. In those cases where retention is recommended, it shall be combined with interventions specific to the individual student's learning needs. The recommendations can include, but are not limited to: change in teaching/instructional practices, summer school, tutoring, special materials, extended day opportunities, increase in school time focused on specific area.

Specific grade level considerations shall be as follows:

- Standardized test data shall be reviewed. Students who are Proficient or Advanced in all tested areas shall be promoted. Students who are Basic in any areas(s) shall be promoted with a set of recommendations as to how the student can reach the Proficient or Advanced level of performance. A student in the Minimal category, in one or more areas, can be promoted with a set of recommendations to bring the student to proficiency in the Minimal areas if:
- Daily performance and assessment demonstrates academic proficiency based on District Curriculum Standards.

Or

- The goals of the IEP (Individualized Educational Plan), 504 or LEP (Limited English Proficiency) plan are met.

Or

The school-based team recommends promotion based on academic performance assessments specific to the individual student. This recommendation shall be in the form of a document indicating the specific criteria used in making the decision. The document shall be placed in the cumulative folder and a copy of it is given to the parent.

### **STUDENT RECORDS**

Student records shall be maintained to assist the school in providing the student appropriate educational experiences. Student records shall include all records relating to an individual student, regardless of format, other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others and records necessary for and available only to persons involved in psychological treatment of a student. Student records shall be maintained in accordance with state and federal laws and established guidelines.

**Parents and students have the right to: (a) inspect, review and obtain copies of student records; (b) request the amendment of the student's school records if they believe the records are inaccurate or misleading; (c) consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; (d) deny the release of information which have been designated as directory data; and (e) file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.**

### **STUDENT RELIGIOUS ACCOMODATIONS**

The District shall provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements, upon written request, and with approval of the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

If any student believes this policy was not followed correctly the student should first attempt to resolve the situation through the building Principal or Associate Principal. Formal written complaints may be directed to Jennifer Sielaff, Director of Personnel, Administrative & Legal Services, 901 15<sup>th</sup> Avenue, South Milwaukee. The phone number is 414-766-5011. (Please see Policy 411 and Rule 411 on the district website for specific steps and timelines).

### **STUDENT WELLNESS COMMITTEE**

#### **Policy Statement**

The District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. This is a coordinated effort by the entire community, which includes parents, students, school administrators, teachers, school board members, City Health Department members, school nutrition professionals and the business community.

#### **Student Wellness Policy**

Our Student Wellness Committee has worked hard on the creation of an updated student wellness policy. The policy was recently approved by the School Board and will be implemented with the 2016-17 school year. The policy promotes student wellness and focuses on nutrition and activity. We encourage you to review the policy at the District website [www.sdsm.k12.wi.us](http://www.sdsm.k12.wi.us).

### **Homemade Treats**

One major change included in the student wellness policy centers around food allergies. The policy states that: . . . *healthy commercially pre-packaged and labeled (store bought) goods are required, if the celebration is to involve food.* This means that homemade treats are no longer allowed to be brought into the schools to celebrate events. Please keep in mind that we are addressing allergy concerns and we need to take the proper precautions to reduce risks to our students.

The policy states that the School Nutrition Services Department will make catering options available to our families; these options will be offered at near cost pricing for your convenience. The catering options can be obtained by contacting the main office at your school.

### **Cold Lunch/Snacks**

The Student Wellness Committee recommends that you do not send prepackaged lunches, such as “Lunchables”, fast food or soda. Recommended snacks are listed above in Birthday Treats.

### **Contact Information**

[DistrictConnection@sdsd.k12.wi.us](mailto:DistrictConnection@sdsd.k12.wi.us)

### **SUMMER SCHOOL**

A summer school program will be offered for elementary students. Developmental and extension courses will provide help for students in reading, writing, and mathematics. A variety of enrichment courses will also be offered to expand learning experiences. Music instrument lessons may be offered to students exiting grades 4 and 5. Recommendations for Core Reading/Literacy, Writing, Math, or Kindergarten are on the Trimester 2 Report Card.

### **SUPPLY LISTS FOR SCHOOL**

Children will be asked to bring supplies such as pencils, paper, scissors, crayons, and water colors. Individual schools and grade levels will provide a supply list to the students. Parents are advised to wait to hear from the school before buying supplies. Most supply lists will be available at registration and they are also listed on the specific schools part of the District Web Site – [www.sdsd.k12.wi.us](http://www.sdsd.k12.wi.us)

### **SUSPENSION**

The building principal or his/her designee may suspend a student for not more than five consecutive school days or, if a notice of expulsion hearing has been sent, for not more than a total of 15 consecutive school days in accordance with state law.

A student may be suspended for:

1. Noncompliance with school or School Board rules or teacher rules made with the School Board’s consent.
2. Knowingly conveying any threat or false information concerning an attempt or alleged attempts being made or to be made to destroy any school property by means of explosives.
3. Conduct by the student while at school or while under the supervision of school authority that endangers the property, health or safety of others which includes making a threat to the health or safety of a person or making a threat to damage property.
4. Conduct while not at school or while not under the supervision of school authority that endangers the property, health or safety of others at school or under the supervision of school authority or endangers the property, health or safety of any district employee or School Board member which includes making a threat to the health or safety of a person or making a threat to damage property.

Repeated violations may lead to expulsion. In addition, students shall be suspended when required by law. Suspensions may be in-house or out-of-school as determined by the administration.

**A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete coursework missed during the suspension period. (Policy 447.2; Wisconsin Statutes Section 120.13)**

### **TOBACCO, ALCOHOL AND OTHER DRUG PRODUCTS ON SCHOOL DISTRICT PREMISES**

The use of tobacco, alcohol and other drug products on the school district's premises is contrary to the educational goals, policies, image and interests which the district is trying to maintain for the health, safety and quality of life of all persons who enter onto the premises or use the facilities. It has been well documented over the years, through substantial medical research, that the use of tobacco is a hazard to the health and welfare of the user, and those exposed to smoke. The district is concerned about the effects that tobacco products may have on persons using the district's facilities. Therefore, the use of tobacco, alcohol and other drug products on school premises is forbidden. This includes cigarettes and e-cigarettes.

### **VANDALISM**

Causing or intending to cause damage to school or personal property is not allowed. This includes computer tampering and graffiti. Graffiti is criminal damage to property and will not be tolerated. Parents may be responsible for the cost of restitution to the district.

### **VISITORS**

**All visitors must register in the office before going anywhere in the building.** In addition to the scheduled parent/teacher conferences, parents/guardians are always welcome to visit, during regular classroom hours, to observe your child at work. If you have any questions regarding visiting the school or if you would like to set up an appointment to meet with a teacher, please call or stop in the school office. However, a school principal shall have the authorization to determine what a valid reason for allowing visitation is.

Student visitors are prohibited during the school day. Unauthorized persons will be referred to school officials for appropriate action.

### **VOLUNTEERS**

Everyone who volunteers in the schools or chaperones a field trip is required to complete a volunteer application and a Background Check Authorization form once each school year. These must be submitted to the appropriate school office 48 hours prior to volunteering/chaperoning in order to allow enough time to complete the background check.

### **PLEASE ENCOURAGE YOUR CHILD TO BRING HOME ALL NOTICES ON THE DAY THEY ARE RECEIVED SO YOU ARE NOTIFIED OF CONFERENCES, NO SCHOOL DAYS, AND MANY OTHER IMPORTANT DATES THAT ARE NOT INDICATED ON THIS CALENDAR.**

The School District of South Milwaukee, in compliance with Titles IV and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Equal Pay Act, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act, does not discriminate in any of its educational programs or employment practices, policies or procedures on the basis of race, creed, color, national origin, sex, handicap, age, disability, sexual orientation, arrest or conviction record, or marital status.