

New Holstein Elementary School Parent/Student Handbook



2017-18 School Year

New Holstein School District Mission:

Student learning is our first priority.

We provide strong leadership, innovative curriculum, and integrated technology in a climate of mutual respect.

In partnership with the community,
we prepare our students for the future

New Holstein Elementary School Vision:

New Holstein Elementary creates a safe, positive, and engaging learning environment for all children. We challenge students by developing instruction that allows individualized learning through explicit modeling and use of technology for real-world application. All learners are empowered to be self-sufficient, responsible, cooperative and respectful leaders for the future.

New Holstein Elementary School Hours:

The school office is open Monday - Friday from 7:15 a.m. to 3:45 p.m. Please call (898-4208), or come to the office if you have questions or concerns. Visitors will enter the building through our main entrance and press the buzzer.

Morning supervision begins at **7:40 a.m.** for all 4K- 5 students. Parents: For safety reasons, please do not allow children to come to school before supervision begins.

Parent Involvement Committee: *PAWS Parent Committee*

Developing an active parent organization is a goal of each elementary school. During the course of this school year, you will receive information regarding opportunities for you to become involved in your parent organization. If you would like to participate, please contact Mrs. Fenner. Thank you!

New Holstein School District
2017-2018 School Year Calendar

Sept. 05, Tuesday	First Day of School
Sept. 25, Monday	Picture Day
Oct. 13, Friday	3rd Annual Pumpkin Run
Oct. 19, Thursday	<i>Evening Parent/Teacher Conferences & Book Fair</i>
Oct. 20, Friday	<i>Morning Parent/Teacher Conferences (No School) & Book Fair</i>
Oct. 27, Friday	Teacher In-service (No School –Students)
Nov. 03, Friday	End of 1 st Quarter
Nov. 23 & 24	Thanksgiving Break
Dec. 15, Friday	Holiday Concert
Dec. 25, Monday	Winter Break Begins
Jan. 02, Tuesday	Classes Resume
Jan. 18, Thursday	End of 2 nd Quarter
Jan. 19, Friday	Semester Break (No School)
Feb. 16, Friday	Teacher Inservice (No Students)
March 8	<i>Evening Parent/Teacher Conferences & Book Fair</i>
March 9	<i>Morning Parent/Teacher Conferences (No School) & Book Fair</i>
March 23	End of 3rd Quarter
March 29- April 2	Spring Break- (No School)
April 26 & 27	April Break- (No School)
May 28	Memorial Day
June 6th	Students' Last Day/ End of 4 th Quarter



Going

Technology
Every
Child
Holds

This will provide one technology device for each student. Additional information is included in this packet along with the Student/Parent Device Agreement, which needs to be signed and returned.

Students will have the following options to consider:

Elementary School 4K- 5th grade

- iPad available during school hours (Signed device agreement with no fee)

Middle School / High School

- Bring your own technology device. Families are able to purchase a mobile device for their child on their own to be used in place of the device the school district is offering. Device needs ability to run Google Chrome browser and have wireless (N) capability. Students who bring their own device will be provided a filtered internet connection. (Signed device agreement with no fee)
- School district Chromebook for Middle School, Freshman and Sophomores. Laptop for Juniors and Seniors available for use both on and off school premises. Device insurance available for \$40 per device per year with \$50 deductible for each damage occurrence. (Signed device agreement)
- If no device insurance is purchased student is responsible for all costs associated with the repair or replacement of the device. Device replacement will not exceed \$400.

Damage caused by intentional acts, fire, loss are not covered by this insurance service.

Examples NOT covered:

Cause of Failure

Damaged in fire
Intentional damage
Barcode labels removed from school devices
Power cord missing or not complete

Resolution

Not covered - home insurance coverage
Not covered - user responsible
\$5 charge
\$15 or \$25 - depends on computer model

Student /Parent Device Agreement
New Holstein School District Technology Student / Parent Device Agreement

Student Information:

Please Print All Information

Last Name	First Name	Middle Name	Grade
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Parent / Guardian Information:

Last Name	First Name	Middle Name	Grade
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Terms of Agreement:

Your right to use and possession of property terminates no later than the last day of the school year unless earlier terminated by the New Holstein School District (noncompliance of User Agreement) or upon withdrawal from the New Holstein School District. Failure to return the property and the continued use of it for non-school purposes without the New Holstein School District's consent will be considered unlawful appropriation of New Holstein School property.

The device owned by the New Holstein School District is provided for Student under following terms and conditions: The device remains at all times the property of the New Holstein School District and Student's possession and use of the device does not in any way change ownership of the device. The device is provided solely for the use of the Student and solely for school purposes. The device may not be loaned to anyone else. The Student's password and usernames are not to shared with anyone. Should the device be returned to New Holstein School District inoperable and/or damaged beyond normal use, the Family is responsible for reasonable cost of repair and will not exceed \$400. If the device is lost or stolen, replacement expenses will be responsibility of the Family. Replacement cost will not exceed \$400. It is understood that the device will be returned to the New Holstein School District no later than the last day of the school year unless this Agreement is terminated earlier by the New Holstein School District, upon the Student's withdrawal from the New Holstein School District, or with the written consent of the New Holstein School District.

The Student's signed Acceptable Use Policy governs the Student's use of the device. The policy is included in the Student's Handbook. Failure to comply with the New Holstein School District's policies may result in the immediate repossession of the device by the New Holstein School District and other consequences for violation of the New Holstein District's policies. The Student's use is also subject to copyright laws. No software may be loaded on the device without prior approval of the New Holstein School District. Failure to comply with the terms and conditions set forth above may result in the termination of the Agreement by New Holstein School District and the immediate repossession of the device by the New Holstein School District.

Failure to return the device to the New Holstein School District at the end of the Agreement or when requested to do so by the New Holstein School District may result in the New Holstein School District taking legal action for the return of its property. Should the New Holstein School District have to initiate any such proceeding, you will be responsible for the fees incurred by the New Holstein School District in obtaining the return of its property.

Please place a checkmark by the option you are choosing for the 2017-18 school year:

Option 1: Bring your own technology device. Families are able to purchase a mobile device for their child on their own to be used in place of the device the school district is offering. Device needs to be able to run Google Chrome browser and have a wireless (N) connection. Students who bring their own device will be provided a filtered internet connection. (no fee)

Option 2: Unlimited use of school district device both on (Elementary) and off the school premises (Middle School and High School)

Device insurance for \$40 per device per year. In the event of damage occurring, the deductive is \$50 for each occurrence.

Yes, I would like the optional device insurance OR No, I decline the optional device insurance.

By signing below, I acknowledge that I have read, understand and agree to abide by the terms and conditions set forth above.

**NEW HOLSTEIN SCHOOL DISTRICT
ELEMENTARY STUDENT & PARENT HANDBOOK**

Print Student's Name

Grade

The below signatures indicate that we have read and understand the Elementary Student & Parent Handbook.

Student's Signature

Date

Parent/Guardian's Signature

Date

Parent/Guardian Comments:

Please return this to your child's teacher before September 22nd.

ENROLLMENT

ENROLLMENT AND ENTRANCE REQUIREMENTS (Policy 5112)

We welcome our new and returning families!

Parents/Guardians are asked to register children at the New Holstein Elementary School Office on **2226 Park Avenue, New Holstein, WI 53061**. When enrolling a child, please bring along their birth certificate and proof of residency. A purchase agreement on a home, a rental lease, or a current utility bill is accepted as residency proof. If the child is enrolled by an adult who is not the parent, proof of guardianship or kinship must be presented in writing. Proof of kinship must be signed by the parent and notarized.

A child is eligible for entrance into four year old kindergarten if s/he attains the age of four (4) on or before September 1st of the year in which s/he applies for entrance and meets residence requirements. A child is eligible for five year old kindergarten when s/he attains the age of five (5) on or before September 1st of the year in which s/he applies for entrance and meets residence requirements. The child may not be placed in an alternative program without permission of the parent. A child must be six (6) years of age on or before September 1st in the year in which s/he enrolls. A student must have completed a kindergarten program or must receive a waiver of this requirement. (Policy 5112)

If a student has attended another school, please bring along the name and address of that school when you come to register. Those records are needed before a grade placement can be made.

CUSTODIAL COURT ORDER (Policy 5230)

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents.

CURRENT PARENT/GUARDIAN CONTACT INFORMATION

It is very important that the school has an up-to-date address, telephone number and email address on file for each parent/guardian. The school office needs to have current: · Home address · Home, work and cell phone numbers · Email addresses. Please let the school office know right away if this contact information changes at any time during the school year. If you have students at several schools, you only need to contact one school and the changes can be made for all members of your family.

The district has an electronic communication system (Skyward) that can be used to alert families with general information as well as to quickly communicate in the event of an emergency. This system can be used to report: · Unexcused absences · Low or negative lunch account balance · Upcoming school events related to the student's grade, class or school · Late start or school closing · Information updates during and follow up to emergency situations.

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS: (NHSD Policy 5111)

The Board of Education establishes the following policy for determining the eligibility of students to attend the schools of this District, as per state statutes: 20.13(1(f), 121.77 et seq., 121.81, 121.84, Wis Stats.42 U.S.C. 11431

OPEN ENROLLMENT PROGRAM: (NHSD 5113)

The School District ("District") will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time. 18.51, Wis. Stats.Wis. Admin. Code. Ch. P.I. 36

STUDENT FEES, FINES, AND CHARGES: (NHSD 6152)

The Board of Education may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge. A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the General Fund with an accurate accounting of all transactions. **Fines:** When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Any fees or fines collected by members of the staff are to be turned into the school office on the same day of collection. Money should not be held overnight by employees or overnight in desks or other work areas. Students will not be permitted to purchase a meal from the Food Service Department, but will instead be provided an alternative meal until the school collects delinquent lunch accounts. In the event the above course of action does not result in the fee being collected, the Board authorizes the District Administrator to take the student and/or his/her parents to Small Claims Court for collection. Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

SCHOOL FEES:

Early Childhood-Kindergarten:

1. Basic Student Fee	\$14.00
2. Activity Fee	\$ 6.00
3. Art Fee	<u>\$ 4.00</u>
	\$24.00

Grades One through Five:

1. Basic Student Fee	\$17.00
2. Activity Fee	\$ 5.00
3. Art Fee	<u>\$ 3.00</u>
	\$25.00

ATTENDANCE

SCHOOL HOURS

School hours for NH Elementary students are: 7:50 am – 3:05 pm (Monday, Tuesday, Thursday, Friday)
7:50 am – 2:05 pm (Wednesday)

ARRIVAL/DISMISSAL PROCEDURES

Students who walk or are transported by parents should arrive at school after 7:40 a.m. Supervisors are on duty at **7:40 a.m.** on the west side playground. There is no supervision before 7:40 a.m.. Students that come to school before 7:50 a.m. will remain outside until their teacher comes and takes them to class. Students will not be allowed in any other part of the building prior to the 7:50 a.m., except the 3-5th graders taking breakfast.

School End Time: **3:00- 3:05pm** for 4K – 5K students. For grades 1-5, 3:10 pm for bus and approximately 3:15 pm for walkers. On Wednesdays, early dismissal for teacher collaboration, students will be dismissed at 2:05pm and 2:10 respectively for bus and walkers.

Excusing Students Early: 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. 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. Students must **sign out** in the office prior to leaving the building for any reason. Likewise, they must **sign back in** upon returning to school.

Snow Days and Emergency Closings: The decision to close school will be made by the Superintendent of NHSD. In the event that school would be canceled, delayed, or dismissed early due to inclement weather, please listen for the announcement on local radio and television stations

and the SKYWARD alert now message via text, email, or voice. Parents are asked to have arrangements in place, in advance, for the care of their children if school should be dismissed before the end of the day. Please make sure the school has your most current emergency phone number.

Emergency Procedures: Fire drills are held monthly and at various times during the day. Instructions are given to the children and teachers at the beginning of each school year. Tornado drills are also conducted periodically and children are moved to the areas, which provide the safest shelter. Teachers and children are given specific directions for these evacuations.

ABSENCE/TARDY GUIDELINES FOR ELEMENTARY SCHOOLS (Policy 5200)

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason timely notification (oral or written) stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each absence.

As required under State law, a student shall be excused from school for the following reasons:

Physical or Mental Condition: The student is temporarily not in proper physical or mental condition to attend a school program.

Obtaining Religious Instruction: To enable the student to obtain religious instruction outside the school during the required school period.

Permission of Parent or Guardian: The student has been excused by his/her parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following: professional and other necessary appointments (e.g., medical,

dental, and legal) that cannot be scheduled outside of the school day, to attend the funeral, legal proceedings that require the student's presence, college visits, job fairs, and vacations.

Religious Holiday: For observance of a religious holiday consistent with the student's creed or belief.

Suspension or Expulsion: The student has been suspended or expelled.

Illness of an Immediate Family Member:The illness of an immediate family member.

Emergency: An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons

Truancy: (Policy 5200)

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

*A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of **five (5)** or more days on which school is held during a school semester, **10 days a year.***

STUDENT HEALTH GUIDELINES

Student Health Services: (NHSD Policy 5310):

The Board of Education may require students to submit to periodic health examinations to: protect the school community from the spread of communicable disease, determine that each student's participation in health, safety, and physical education courses meets his/her individual needs; determine that the learning potential of each child is not lessened by a remediable, physical disability.

The District shall specify the need for health services which may include, but not be limited to: dental examinations; vision screening; audiometric screening.

STUDENT HEALTH GUIDELINES:

Student Accidents/Illness/Concussion (NHSD Policy 5340)

The Board of Education believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the

administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

MEDICATION POLICY: (Policy 5330)

All medication, whether prescription or over the counter, must be brought to the office. The following procedure applies:

1. A Medication/Treatment Request Form for all medication, prescription and non-prescription, shall be required of the parent who requests that designated school personnel administer medication.
2. Prescription medication must also have the written authorization of the health care provider and must include the written instructions for administering such medication.
3. Prescription medication that is to be dispensed at school must be in the original pharmacy-labeled container. The label on the container shall include the name and telephone number of the pharmacy, the pupil's identification, the name of the physician, the name of the drug, the dosage to be given and the method of administration.
4. Non-prescription medications must arrive at school in the original labeled container from the manufacturer. Instructed dosage from the parent may not exceed the manufacturer's recommended dosage unless ordered in writing by a medical provider.
5. Personnel will, under no circumstances, provide any medication to any student without meeting the criteria listed above. This includes any request that your child receive aspirin, ibuprofen, or the like.
6. A note is needed if you want your child to have cough drops during the school day.

Concussion: A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping. Each school year students/parents shall be provided with an information sheet regarding concussion and head injury. If a student is going to participate in an activity where a concussive event may occur, the appropriate release must be signed at least once per school year

When should your child stay home because of illness?

Vomiting: return 24 hours after vomiting

Diarrhea: return 24 hours after diarrhea

Rash: rash that is open and draining or a rash with a fever

Contagious Disease: strep throat, impetigo, pink eye...return after 24 hours of treatment with antibiotic. (please notify the school office so that we may alert other parents as needed.)

Nuisance Disease: head lice, scabies, ringworm...must be treated before returning to school.

Chickenpox: child may return to school 5-7 days after onset of rash, with all sores dry and scabbed over. (please notify the school office so that we may alert other parents as needed)

Illness or injury at school

Students who become ill or injured at school will be seen in the office by our staff. If your child is unable to return to class, a parent will be contacted. For your child's comfort please be sure to have

their emergency contacts up to date and have a plan in place for someone to pick them up in the event you are not available.

Diet Restrictions

If your child has any type of diet restrictions, including lactose intolerance, our Food Service requires a Special Dietary Restriction Form filled out and signed by a physician, in order to allow accommodations for the student.

Latex

If your child is allergic to latex, it is important that you inform the school office. We will make every effort to minimize exposure to latex for all students.

TRANSPORTATION

It is the policy of the Board of Education to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency. (NHSD Policy 8600)

Car Pick-Up/Drop-Off Procedures:

Before School: Please drop students off on Washington St. on the east side of the school any time after **7:40 am.** It is a way one in the morning, so please pull up to the door and drop off as quickly as possible. **4K parents** may park in our west side parking lot and walk your child to the office.

After School: ALL parent pick up in on Washington St. anytime after 3:05 pm. There is NO office parent pick up after 3:00. All parents will be directed to the parent pick area on Washington Street. PLEASE, do **not** use the circle in the front of the building for parent pick up or drop off, buses will be dropping off students.

Bus Transportation:

The designated bus loading area at NHES School is the west side parking lot at the side of the school (next to the basketball hoops). To make a safe bus loading zone for children, busses will be dropping off students around 7:40 am - 7:45 am and will be back at NHES School to pick up children around 3:00 pm and generally leave the school by 3:10 p.m. Please do not park or wait in this area. The school bus is considered to be an extension of the classroom; therefore, the NHSD requires students to conduct themselves while on the bus in a manner consistent with established standards for classroom behavior. The NHSD has developed a set of bus rider rules.

- 1. First offense-**The child will be warned by the authorities.
- 2. Second offense-**The child's parents will be informed of the misconduct in writing, and they will be advised of the action that will take place in the case of a third offense.
- 3. Third offense-**The child may be denied transportation for one to five days. This will be established by the administration.
- 4. Successive offenses-**These will be handled on a "case by case" basis. Students could be removed for an extended period of time.

****This procedure shall not apply to fighting, destruction of property, bodily injury, use of tobacco products, or other serious offenses. (In any of these cases, the rider may lose riding privileges as early as the next bus ride.)**

Student Absences:

Please notify the bus contractor of absences (Bus Service, 920-898-4207) 1. Parents/guardians should notify the bus contractor by 6:00 AM if their student(s) is not riding the bus that day. 2. Should a student(s) not be riding the bus for an extended time, the parent/guardian should notify the bus contractor the days the student(s) will not be using the bus service.

STUDENT SERVICES

FOOD SERVICES: (8500)

The Board of Education shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students. The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction. The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages as well as to the fiscal management of the program as well as all Federal and State requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons. Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15b.3 applicable State and Federal requirements. To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the student's diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent is required. Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program. Students will not be permitted to purchase a meal from the Food Service Department, but will instead be provided an alternative meal until the school collects delinquent lunch accounts. The operation and supervision of the food-service program shall be the responsibility of the Business Manager and the Food Service Director. Food services shall be designed to operate on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program. A periodic review of the food-service accounts shall be made by the Business Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account. The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks. No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

TECHNOLOGY:

TECHNOLOGY, PHOTO/VIDEO, WEBSITE ACCESS – This year, all students will automatically be provided supervised access to the internet, an email account, along with the District's ability to use their picture/video on the website and in publications. If you do not want your child(ren) to have access to any of the items noted, please contact the appropriate school office to opt your child(ren) out. Staff, students, and parents are responsible in upholding the website terms and conditions as well as the guidelines set out in New Holstein School District Policies; 7540- Computer technology network, and internet acceptable use and safety and 7540.03. A full description of the terms and conditions as well as the guidelines set out can be found under the district's policy link; <http://www.nhsd.k12.wi.us/district/policies.cfm>.

Student Education Technology acceptable use and safety (Policy 7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services

to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

Personal Electronic Devices: (5136)

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher or the sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Students in grades PK-5 may not use personal communication devices (PCDs) during the school day, including recess and lunch. Elementary students may use PCDs before and after school. However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

DRESS AND GROOMING: (NHSD 5511)

New Holstein Elementary School believes that the responsibility for the personal appearance of students enrolled shall normally rest with the students themselves and their parents and/or guardians. However, student dress should not affect the health and/or safety of students, be vulgar, or disrupt the learning process within the school. The following guidelines will be adhered to:

1. No student will be permitted to wear any clothing, jewelry, or other items which are normally identified with an anti-social organization (e.g. gangs), or clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, and/or illegal drugs. Further, clothing and/or jewelry may not be distracting, unhealthy, unsafe, or inappropriate for school.
2. No student will be allowed to be barefoot. All students must wear appropriate footwear. (no slippers)
3. No student may wear clothing that exposes a bare midriff or shoulders (i.e. tank tops, cutoff shirts, tube tops, etc.) Shoulder straps on shirts must be at least 1 inch wide. Undergarments should not be exposed.
4. Short skirts, very short shorts (less than a 2 ½ inch inseam), or baggy pants worn low on the hips are also not allowed.
5. Hats, caps, bandanas, or other outdoor attire should be removed immediately when entering the school and placed in the student's assigned locker.
6. Should an item be confiscated, a parent conference may be required before said item is returned.

GENERAL DISCIPLINE (Policy 5600)

The principal shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

Disciplinary Procedures: Since safety is a prime concern, appropriate behavior is the expectation. Students not following expectations shall be subject to disciplinary procedures which may include: Written warning, Student conference, Parent conference, Restorative Practices, Suspension of riding privileges, Suspension in school, Suspension out of school, Law enforcement referral, Expulsion, and Other.

Classroom and building rules will be cooperatively established, reviewed, and enforced. Conflict resolution and problem-solving skills will be taught. Positive behavior will be recognized and encouraged. Causes for misbehavior will be analyzed to facilitate prevention of behavior problems. Alternative approaches for dealing with the child's behavior will be developed based on the analysis of causes as well as the effectiveness of previous approaches. Logical and natural consequences for behavior will be applied. Communication among staff, students, and parents will be ongoing. The effectiveness of behavior plans will be continually monitored, evaluated and revised as necessary.

Weapons: (Policy 3217) For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

It is the goal of the School District of New Holstein to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. Therefore, except as otherwise provided:

1. No person shall possess, use or threaten use of a weapon or look-alike weapon on school premises, in school-sponsored vehicles or at any school-related event;
2. No person shall possess a firearm within 1,000 feet from the grounds of a school; and
3. No person shall unlawfully possess, use or threaten the use of a chemical irritant (e.g. pepper spray) on school premises, in school-sponsored vehicles, or at any school-sponsored event.

Bullying: (Policy 5517): Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race;

ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Harassment: includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy [5517](#) – Student Anti-Harassment.

PBIS Behavioral Procedures:

Practice Respect, Act Responsibly, Welcome Friends, and Safety Always! That’s the Little Husky Way! NHES staff values the dignity of all members of the school community at all times. A positive, consistent approach to discipline which focuses on safety, respect, and responsibility will be used along with a problem-solving model that promotes a positive self-image. We will encourage, prompt, and teach students to become increasingly independent as they accept responsibility, make positive choices, and manage their own behavior. By working together, we can ensure positive student behavior. NHES is a PBIS school. PBIS, which stands for Positive Behavior, Intervention and Support, is a statewide initiative. Teachers teach behavior expectations, check in with the class about how the class is doing with behavior, and positively recognize great behavior efforts. Our school staff members award PAWS Tickets to reinforce expected behaviors. Tickets are drawn from each grade level once a week for students to pick from a menu of choices. Students have specific expectations they follow throughout all areas of the school and classroom. On the next page is the NHES School-wide Behavioral Expectation Matrix:

NHES PAWS Expectations Matrix (PBIS)

All Settings	Practice Respect	Act Responsibly	Welcome Friends	Safety Always
Cafeteria/ Before School	Voice level 1 or 2 Raise your hand if you need help or finished Follow adult directions	Have your tray ready Know your lunch number Keep your area clean	Use kind words Be helpful to friends Include others	Walk at all times Stay in your seat Hands and feet to yourself
Hallway	Close lockers quietly Use voice level 0 or 1 Space between you and others in line	Keep halls clean Keep your items in your area Keep hands at your side	Use kind words Smile to students passing Help those in need	Walk at all times Stay to the right side of hallway Stay in a line Face forward in line
Playground	Take turns Keep hands and feet to yourself Show kindness to all	Dress for weather Line up when whistle is blown Make safe choices	Use kind words Include others Share equipment	Use equipment appropriately Stay in designated areas
Bathroom	Voice level 0 or 1 Give others privacy Flush toilet	Quietly wait your turn Keep bathroom clean	Use kind words Give others privacy	Walk at all times Keep water in sink
Line Up	Voice level 1 or 2 Follow adult directions	Line up when whistle blows Stay in a straight line	Allow others to line up in front of you Hands and feet to yourself	Stay in designated area Keep hands and feet to yourself Face forward in line
Before School	Voice level 1 or 2 Follow adult directions	Stay in your grade level line Hands and feet to yourself	Join the end of your line Hands and feet to yourself	Stay in designated area Keep hands and feet to yourself
Bus	Keep hands, feet and objects to self Use a quiet voice Use appropriate language	Stay seated with feet on the floor Keep food & drinks in your backpack	Use kind words Be helpful to friends	Keep the aisle clear Keep all objects inside the bus Be silent at railroad crossings

GRADING (Policy 5421)

In grades 4K-5, standard based grading that aligns with Wisconsin's Model Academic Standards will be utilized. The Board directs the District Administrator to develop procedures for grading which:

- a. develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- b. help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- c. provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- d. provide for a pass/fail grade in programs where appropriate;
- e. provide students the opportunity to assess both their own achievements and their areas of difficulty.

Cheating:

Cheating, in any form, will not be tolerated at New Holstein Elementary School. Cheating includes plagiarism, copying another student's work, using prepared unauthorized materials on an assessment, use of teacher texts, use of ill obtained test/answer keys, taking a test under another name, fabricating data or citations, forgery, or submitting the same or similar work in more than one class. The consequence for any student caught cheating will be a grade of F for the assignment or test and a behavior slip which may result in loss of recess, an assigned detention or possible suspension.

Academic Responsibilities:

- Students are expected to use class time productively and to bring all necessary materials to class. This includes the textbook, assignment book, paper, pen, pencil, assignment due, and a recreational reading book.
- Students will also be expected to arrive at school with their school- provided technology fully charged.
- Teachers may provide time for students to work on assignments under their guidance and supervision. Additional help can be provided during the study period. It is a student's responsibility to ask for help.
- All assignments are to be completed by the date assigned by the teacher.
- All students will read up to 20 minutes every night.
- Students should put forth their best effort

STUDENT PROGRESS REPORTING:

Students in grades K-5th will receive report cards at the end of each of quarter during the school year. New Holstein School District uses four proficiency levels to indicate student proficiency in achievement on report cards. Student's progress report measures effort, and achievement in relation to our educational program and academic expectations. It does not list all of the skill and

concepts that are presented to students. It does indicate the skills, concepts, and strategies the majority of students possess after they have completed a specific grade. The rate of progress of each student depends on individual differences, learning styles, and effort. Below is the Performance Key use in all academic areas based on the Wisconsin State Standards.

Performance Key
4 = Extends beyond Accomplished (Exemplary); Student takes initiative to exceed the standard; consistently produces excellent work, applying skills/concepts correctly; shows creativity and insight.
3 = Meets Standard (Accomplished) = Student consistently produces work that meets the standard; frequently produces work of high quality; applies skills/concepts correctly
2 = Approaches the standard (Developing); Student shows basic working knowledge of skills/concepts; produces satisfactory work; inconsistently applies skills/concepts correctly.
1 = Does not Meet the Standard (Beginning); Student does not show basic working knowledge and/or understanding of skills/concepts; seldom produces work of satisfactory quality.
Empty boxes = Concepts/Skills Not Introduced or Not Assessed Yet

WELLNESS: As required by law, the Board of Education establishes the following wellness policy for the School District of New Holstein as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health and reducing childhood obesity;

- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health and reducing childhood obesity;
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school based activities.

The District Administrator shall obtain the input of District stakeholders, to include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, members of the public, and other school administrators in the development, implementation, evaluation, and periodic update, if necessary, of the wellness policy.

The District Administrator is encouraged to form a wellness committee to carry out this function.

The wellness committee shall be an administrative committee with members recruited and appointed by the District Administrator. The District Administrator shall be responsible for accomplishing the following:

- A. assess the current environment in each of the District's schools;
- B. measure the implementation of the District's wellness policy in each of the District's schools;
- C. review the District's current wellness policy;
- D. recommend revision of the policy, as necessary; and
- E. present the wellness policy, with any necessary revisions, to the Board for approval or re-adoption if revisions are necessary.

The District Administrator will oversee development, implementation, and evaluation of the wellness procedures.

The District Administrator shall conduct reviews of the progress toward school wellness procedures, identify areas for improvement, and recommend revision of procedures as necessary.

The Food Service Director or a designee of the wellness committee shall report annually to the Board on the District's wellness programs, including the assessment of the environment in the District, evaluation of wellness policy implementation District-wide, and the areas for improvement, if any, identified. The District Administrator or a designee from the wellness committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

- A. With regard to nutrition education, the District shall:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
 2. Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the curriculum standards and benchmarks established by the State.
 3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
 4. Nutrition education standards and benchmarks shall be age- appropriate and culturally relevant.
 5. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
 6. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
 7. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
 8. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
 9. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
 10. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
 11. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
 12. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
 13. The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.
- B. With regard to physical activity, the District shall:

Select one (1) or more of the following from both categories:]

1. Physical Education

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- b. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on

developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.

- c. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- d. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- e. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge and attitudes necessary to engage in lifelong, health-enhancing physical activity.
- f. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- g. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- h. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.

2. **Physical Activity**

- a. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- b. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.

C. With regard to other school-based activities the District shall:

- 1. The schools shall provide at least thirty (30) minutes daily for students to eat.
- 2. The school shall provide attractive, clean environments in which the students eat.
- 3. The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
- 4. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
- 5. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- C. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- D. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- E. All foods available to students in the dining area during school food service hours shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods available to student a la carte or from vending machines.
- F. The food service program shall be administered by a qualified nutrition professional.

The District Administrator shall be responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall distribute information at the beginning of the school year to families of school children and include information in the student handbook and post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District. (BOE Policy 8510)