

New Holstein Elementary School Parent/Student Handbook



2024-2025 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

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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
(920-898- 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 **7:30 a.m.** for all 4K- 5 students. Parents: For safety reasons,
please do not allow children to come to school before supervision begins.

**Practice Respect,
Act Responsibly,
Welcome Friends,
and
Safety Always!
That's the Little Husky Way!**



Going **T**echnology

Every

Child

Holds

This will provide one technology device for each student. Additional information 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

- School district technology device available. **Device insurance available for a \$47 fee per device per year. First breakage covered by the fee with subsequent damages to be billed directly to the family.**

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 the ability to run Google Chrome browser and have wireless (N) capability. Students who bring their own device will be provided a filtered internet connection.
- School district technology device for Middle School, Freshman, Sophomores, Juniors and Seniors available for use both on and off school premises. **Device insurance available for a \$47 fee per device per year. First breakage covered by the fee with subsequent damages to be billed directly to the family.**
- If no device insurance is purchased, the 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 fee. Examples NOT covered:

Cause of Failure

Damaged in fire
Intentional damage
Charger missing or not complete
Missing keys
Cracked screen
Totaled device

Resolution

Not covered - home insurance coverage
Not covered - user responsible
\$25 per charger
\$50 replacement keyboard
\$50 replacement screen
\$200 and up pending cost of device

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	E-Mail Address
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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 District property.

The device owned by the New Holstein School District is provided for Student under the 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 be 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 a device is lost or stolen, replacement expenses will be the 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 School District's policies.

The Student's use is also subject to copyright laws. No software may be loaded on the device without the 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 this Agreement by the 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 this 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 proceedings, you will be responsible for the fees incurred by the New Holstein School District in obtaining the return of its property.

Please place a check mark by the option you are choosing for the 2024-2025 school year:

_____ Option 1: Bring your own technology device. Middle and High School 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 available for a \$47 fee per device per year. First breakage covered by the fee with subsequent damages to be billed directly to the family.

_____ 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. **Insurance does not go into effect until payment has been made.**

Parent / Guardian Signature	Date	AND	Student Signature	Date
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**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 20th.

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

(BOE Policy 2260)

The Board does not discriminate on the basis of race, color, religion, ancestry, creed, pregnancy, marital status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities.

The District Administrator shall attempt annually to identify children with disabilities, ages 3-21, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

Students, parents and all other members of the School District community are encouraged to promptly report suspected violations of this policy to a teacher and administrator. Any teacher or administrator who receives such a complaint shall file it with the District's Compliance Officer at his/her first opportunity.

Students who believe they have been denied equal access to District educational opportunities, in a manner inconsistent with policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false.

The Board designates the following individuals to serve as the District's "Compliance Officers" (hereinafter referred to as the "COs").

Mr. Doug Olig
High School Principal
New Holstein High School

Mrs. Mary Pritchard
Elementary School Principal
New Holstein Elementary School

1715 Plymouth Street
920-898-5115
dolig@nhsd.k12.wi.us

2226 Park Avenue
920-898-4208
mpritchard@nhsd.k12.wi.us

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 is eligible for first grade when s/he attains the age of six (6) years of age on or before September 1st in the year in which s/he enrolls and 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 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. No student shall be denied any educational opportunity because of his or her inability to pay any fee or charge imposed. 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. 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 – 3:00 pm (Monday, Tuesday, Thursday, Friday) 7:50 am – 2:00 pm (Wednesday)

ARRIVAL/DISMISSAL PROCEDURES

Students who walk or are transported by parents should arrive at school **after 7:30 a.m.** Supervisors are on duty at **7:30 a.m.** on the west side playground. **There is no supervision before 7:30 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. In case of inclement weather, students are assigned indoor areas according to grade level.

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

School requires all students to attend school regularly in accordance with Wisconsin law. The New Holstein Elementary School's educational programming is based on the presence of a student and requires the continuous attendance of a student for all instruction and classroom participation. Accordingly, the state of Wisconsin and the New Holstein School Board (Board Policies 5200, 5223) support regular attendance.

Reporting an absence • All student absences must be reported to the school office by a parent or guardian (898-4208) by 8:30 am on the day of the absence. Failure to contact the office within 24 hours of the student's absence (parent initiated) will result in the absence being unexcused, and the appropriate disciplinary action will be taken.

TARDY POLICY

Tardiness interferes with instruction and student learning. Students are expected to be on time at the start of the school day. Arrival between 8:05 and 8:30 am will be marked as tardy.

PERMISSION TO LEAVE SCHOOL EARLY

In all situations, students must obtain a permit to leave the building from the office before leaving the school. **Students are not to contact parents on devices other than the phone provided in the office.** Students who need to be dismissed before the end of the school day must bring a note from a parent/guardian requesting dismissal (that includes a reason for the absence) or a parent/guardian must telephone the school by 8:30am. A parent must come into the office to pick up their student and sign them out.

Upon returning to school from an appointment or arriving at school late, parents must sign students in at the school office.

ABSENCES:

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 of Absence 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.

School Attendance Officer:

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities s/he is required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school, or failed to fulfill the attendance requirements of a virtual instruction program component, and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences:

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

- A. Physical or Mental Condition: The student is temporarily not in proper physical or mental condition to attend a school program.
- B. Obtaining Religious Instruction: To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).
- C. 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:**
 - a. Professional and other necessary appointments (e.g., medical, dental, and legal that cannot be scheduled outside of the school day, to attend a funeral, legal proceedings that require the student's presence, college visits, job fairs, vacations,
- D. Religious Holiday: For observance of a religious holiday consistent with the student's creed or belief.
- E. Suspension or Expulsion: The student has been suspended or expelled.
- F. Program or Curriculum Modification: The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
- G. Child at Risk: The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.
- H. Virtual Access: The student is unable to access virtual instruction programming due to a temporary disruption in the student's access to necessary technological systems (i.e. internet outage, computer failure, software malfunction. Etc.) as communicated by the student's parent.

A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:

A. Quarantine of the student's home by a public health officer; illness of an Immediate Family Member, an emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences:

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

DEFINITIONS

a. Wisconsin Statute Compulsory School Attendance • State statute ([s.118.15](#)) requires school attendance of a child ages six to 18 unless he/she: (1) is excused, (2) has graduated, or (3) is enrolled in an alternative education program. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.

- **It is the responsibility of the parent to provide reasons for their child's absence.**
- **It is the responsibility of the school principal to determine whether the absence is acceptable (excused) or not acceptable (unexcused).**
- **Students and/or parents who violate Wisconsin Statutes will be referred to the courts system and or human services for review.**
- **In the State of Wisconsin, five (5) unexcused absences (whether they be entire days or only part of days) in one semester is considered truancy.**

b. Attendance • There are four types of student absences:

- **Exempt Absence**
Students who are absent for part or all of the school day due to a court appearance, documented medical appointment, school function, and/or immediate family funeral (limited). These are absences that do not count against the 10 allowed parent excused days.
- **Pre-Approved Absence**
Students who know they will be absent for all or part of a school day must notify the office at least 24 hours before the date of their absence. Pre-approved absences count towards the 10 allowed parent excused days.
- **Excused Absence**
This type of school absence is primarily due to an unforeseen circumstance and does not require pre-approval to be excused. These include, but are not limited to, illness or injury without a doctor's excuse, emergency medical or dental appointments, extreme weather conditions or a vacation. Phone calls from a parent excusing an absence must be received in the office by 8:30am or it will be considered unexcused. Excused absences count toward the 10 allowed parent excused days.
- **Unexcused Absence**
This includes, but is not limited to, tardiness, reporting late to school without an excuse that falls into one of the above categories, truancy/skipping, oversleeping, car trouble, and/or failure to notify the office of the absence in accordance with school policy.

Truancy Plan

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.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem.

A student will be considered truant if the student 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 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.

Notice of Truancy:

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by personal contact or telephone call, if possible, and a written record of this **notice** shall be kept. In the event that an attempt is made to contact the parent by personal contact or telephone call and the parent is not reached, notice may be provided by 1st class mail. If such notice is not effective, notice shall be made by mail. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy:

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy. The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.
- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent if s/he fails to cause the child to attend school

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

<h2>STUDENT HEALTH GUIDELINES</h2>

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 antibiotics. (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:

PARENT CAR PICK-UP/DROP-OFF:

Before School: There is **NO supervision** until **7:30 am**. Parent drop off is in the front circle. Please do not get out of the car when dropping off. This will help keep the traffic moving and students safe. Students will be outside on our west side playground until 7:50 am. All bus students will be dropped off on **Washington St.** on the east side of the school. **4K students ONLY** can use the west side parking lot and walk your child to the office.

After School: ALL parent pick up will be on Washington St. any time after **3:00 pm**. There is NO office parent pick up after 3:00. All parents and students will be directed to the parent pick area on Washington Street. Students can only be picked up in the office for appointments or emergencies. PLEASE, do **not** use the circle in the front of the building for parent pick up or drop off.

In order to provide adequate time to notify school personnel, any changes to Pick-Up / Bus Transportation for the day, needs to be called in before NOON, of the end of day dismissal.

Bus Transportation:

The designated bus unloading area at NHES School is on Washington St., which is on the east side of the school. To make a safe bus loading zone for children, busses will be dropping off students around 7:30 am - 7:45 am and will be back at NHES School on the Westside parking lot to pick up children around 3:05 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.)**

SCHOOL BUS SAFETY

It shall be the policy of the School District of New Holstein to provide safe and orderly transportation for all students between home and school as well as during school sponsored activities. **Because bus riding is a privilege rather than a right, it is expected that all students shall adhere to the adopted rules and regulations.**

BUS PASSES:

No student will be allowed to ride other than assigned bus unless permission is granted by school authorities. Bus pass will only be utilized in emergency or extenuating circumstances.

STUDENT BUS ABSENCES:

Please notify the Transportation Director of any absences at (920) 898-4769 x. 4002

1. Parents/guardians should notify the Transportation Director 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 student(s) designated school of 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, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with 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. A request for substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider with prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition necessitates dietary restrictions for the student. The individual making such a request of the Food Service Director shall be informed that medical certification that the student has a restricted diet, in accordance with the criteria set forth in 7 CFR 15b.3 must be submitted five (5) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such statement is received. To qualify for such substitutions the medical certification must identify:

- A. the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;
- B. an explanation of how the condition or symptom 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 provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. 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.

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. No student will be permitted to purchase any meals for which a student does not have a sufficient balance in his/her food service account or sufficient cash on his/her person to purchase the food items. A student who has exceeded the permissible negative balance amount in his/her account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. He/she will be provided an

alternative meal that meets the USDA guidelines applicable to alternative meal options. The cost of the alternative meal will be added to the delinquent account.

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 Dietary Guidelines for Americans and the USDA smart Snacks in School nutrition guidelines. 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 school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines and may only be sold in accordance with Board Policy 8550. 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)

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. Accordingly, the District Administrator shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. The District Administrator shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. provide an appeal procedure to review decisions of the building principal in situations involving expressive conduct which the student believes is legally protected;
- C. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- D. ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be suspended from school. If the clothing cannot be removed, the student may be sent home after contact is made with the student's parent/guardian.

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 words 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. Bullying need not be based on any Protected Class. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
- 5. cyberbullies hack into or otherwise gain access to another's electronic accounts (e mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

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, standards 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 semester. New Holstein School District uses three proficiency levels to indicate student proficiency in achievement on report cards. Student's progress report measures achievement in relation to our educational program and academic expectations. It does not list all of the skills 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
3 – Proficient: The student understands this and can do it independently at this point in the school year
2 - Approaching: The student is beginning to understand this, but still needs help at this point in the school year
1 – Needs support: The student is learning this, but doesn't understand it yet at this point in the school year
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

- 1. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- 2. 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 students 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)

STUDENT RESOURCE OFFICER (SRO)

According to the National Association of School Resource Officers, the presence of school resource officers in schools has become an important part of the duty to protect children on campus. Once schools are made safe, the campus tends to stay safe. Speaking as a practical matter, the presence of local police on campus is essential. The specialized knowledge of the law, local and national crime trends and safety threats, people and places in the community, and the local juvenile-justice system combine to make police critical members of school's policy making teams when it comes to environmental safety planning, facilities management, school- safety, and emergency response preparedness.

In order to fully realize the benefits of the presence of local police, officers must be trained properly. Officers' law-enforcement knowledge and skills, combined with specialized SRO training for their duties in the educational setting, result in SRO's possessing a skill set unique among law enforcement and educational personnel. In the New Holstein School District, we utilize the expertise of our SRO in many ways, including:

- Providing services to all three divisions (Elementary, Middle and High Schools)
- Investigating allegations of criminal incidents per police department and School Board policies.
- Enforce State and local laws and ordinances
- In conjunction with administration, make appropriate referrals to juvenile authorities or government agencies.
- Work to present juvenile delinquency through close contact and positive relationships with students.
- Development of crime prevention programs and conduct security inspections to deter criminal or delinquent activities.
- Establish and maintain close partnerships with all school administration
- Be visible within the school community, attend and participate in school functions, and build relationships with school staff, as well as students and parents.
- Work closely with teachers in designing and presenting law-related topics and the role of police in our society.

The addition of security cameras and other security measures have provided a meaningful and needed level of safety, but the value of these measures are only realized by the human element afforded by an SRO. The SRO completes the network of safety structures on our campus.

Who To Contact For Information, Problems or Concerns:

For information on school rules, schedules, special events, etc. please call the school. For information on District policies and matters of district-wide concern, please see the district website or any of the divisional offices. For problems or concerns regarding your child, please follow the steps listed below:

- Step 1: **Contact the teacher.**
- Step 2: Contact the principal for problems or concerns that are unresolved or continuing in the classroom
- Step 3: Contact the District Administrator as a final appeal if the parent/guardian is not satisfied with the decisions at the previous levels.

Board Policies of Interest to Parents:

All of our Board Policies can be found on our District website at www.nhsd.k12.wi.us. Click on the District link and choose Policies under the drop down menu.