

Jefferson School Parent/Student Handbook

6927 Maple Terrace, Wauwatosa, WI 53213

Phone Number: (414) 773-1200

Absentee Call-in Number: (414) 773-1202

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Check out the Jefferson School Website!

www.wauwatosaschools.org/schools/elementary/jefferson

The new and improved Jefferson School website is off and running. Here is some of the information you will find on our website:

"About our School" Link:

- The Jefferson Parent/Student Handbook
- The Wauwatosa School District Calendar
- The Jefferson School Calendar of Events
- The School District map and boundaries
- How to register your child for school
- School District curriculum information
- The Jefferson School Supply List
- General information about our school

"Lunch Menu and Account Information" Link:

- General information about the district hot lunch program

"Meet the Staff" Link:

- All staff members' email links and individual websites

"Newsletter" Link:

- Jefferson School Family Newsletters

"Parent Community Connection" Link:

- Current PTA Newsletter
- Latest PTA "Blast" - The latest news from the Jefferson PTA
- A list of materials contained in the Jefferson Parent Resource Center
- General PTA information

COMING & GOING...

ARRIVAL & SCHOOL HOURS

The playground is supervised between 8:00 and 8:15 a.m. daily and during recesses. **There is no after school supervision.** All students are expected to go directly home at the end of the day. Children should not arrive before 8:00 a.m. Automobiles use Aetna Court. Buses use Maple Terrace.

Junior Kindergarten

AM Class – 8:20-10:55 a.m.

PM Class – 12:30-3:20 p.m. (M, Tu, Th, Fr) and 12:30-2:20 p.m. (Wed. only)

Senior Kindergarten – Fifth Grade

8:20 a.m.-3:20 p.m. (M, Tu, Th, Fr) and 8:20 a.m.-2:20 p.m. (Wed. only)

Teachers arrive at approximately 8 a.m. and leave at 3:45 p.m. The school office opens at 7:45 a.m. and closes at 4:15 p.m.

Arrival

Junior kindergarten (4K) and senior kindergarten (5K) students enter at the doors off the kindergarten playground. First graders through fifth grade enter through the doors off the main playground. If students have a special pass to arrive before the bell from their teachers to go to club meetings, band, orchestra or chorus rehearsals, they must enter through the main doors on Maple Terrace.

Dismissal

- Children meet parents on the playground or at cars.
- Kindergarten children must be met by an adult or older sibling after school. Names of those authorized to pick up must be provided to the kindergarten teachers at the beginning of the school year.
- Children needing to meet siblings or friends should meet them at a planned place on the playground at dismissal.
- If you pick up your child at dismissal and you need to change that time, please plan ahead and tell your child before they leave for school in the morning. We try to keep classroom interruptions to a minimum. On the rare occasion you need to phone us, please call early in the day to insure the message gets to your child in a timely manner. The end of the school day is a hectic time.
- Any children left on the playground without parent supervision must come to office by 3:35 p.m. to wait for their pick-up.

Before and After School Playground Procedures

Before School:

- Supervision begins at 8:00. Please do not leave children unattended before 8:00.

- We ask that children do not play basketball or football before school once the playground gets crowded - around 8:00. Children, parents, and teachers have been struck by balls or run into by students as they become engrossed in the games that are being played.
- We invite children to play small games of catch along the west fence line or play on the equipment. Additionally, many children enjoy lining up to be ready for their day.

During School:

- Children should not bring toys to school – including playground equipment. This eliminates things getting lost/stolen and difficulty with sharing.
- Playground equipment is provided for the children to play with during recess.

After School:

- Children need to be picked up at 3:20 p.m. (2:20 p.m. on Wednesdays). There is no supervision after school.
- **Supervised children** may play on the playground after school.
- Walkers must go home first before returning to the playground without supervision.
- Unsupervised children on the playground will be asked to walk home, or sit in the office to wait for a ride.

ACCESS TO BUILDING

All visitors must obtain a visitors badge upon entry to the school building.

Locked Doors

After the start of the school day, all doors are locked except for the main entrance doors near the office. Please use these doors to enter the building and stop at the school office to let us know you are here. For security reasons, please do not coax students or staff to let you in other doors. They are instructed not to open doors for strangers.

ATTENDANCE

Students need to be in school every day unless they are ill or have other justifiable cause for absence. We can only teach children when they are present and they learn from the social context of school. Teachers prepare interesting motivating lessons involving group work, experiments and classroom practice. Much of what we do cannot be made up at home. You can help us maintain good attendance by:

- making doctor and dental appointments after school or on days off,
- planning vacation and out of town trips when school is not in session, and
- setting a good example with your own attendance at work.

Attendance/Absence Procedures

- Call the attendance office at (414)773-1202 to report your child's absence before **8:45 AM**. Please state child's name, length of absence, grade level and teacher's name.
- When possible, it is desirable to notify the school in advance if your child is going to be absent for reasons other than illness.
- Absences are reported to your child's teacher.

- If a child returns to school with any of the symptoms listed on the previous page, he/she will be sent to the office and parents/guardians will be called at home or work to pick up their child as soon as possible.
- After ten excused absences, you will receive a letter stating, "if there are any further absences, a conference with the principal or school team could be required." This letter is placed in the cumulative folder.
- If absences continue, we may request that any additional absences be accompanied by a medical excuse to be considered excused.
- In the case that 5 or more UNEXCUSED absences occur, parents will be informed of school board policy and state law and the district may begin a process of referring the family to the district attorney's office.
- If a child becomes ill or there is an accident at school before sending a child home, parents/guardians are contacted at home or work so arrangements can be made. It is important to supply the school with emergency information and keep it updated.

Contagious Disease

Report all cases of communicable disease as soon as possible to the Wauwatosa Health Department at 474-8400 and the school office.

Assignments for Absentees

For any absence of two days or longer, please call the office to request that assignments be collected for pickup after school or taken home with another student. This request should be made by **noon** if assignments are needed at the end of the day. **The school office is open until 4:15 p.m.**

Tardiness

Our children are learning life-long habits. Please help your child learn to be on time.

- Your child is expected to arrive at school and enter by the first bell at 8:15 a.m. Children who are more than 5 minutes late after the bell rings are considered tardy.
- If your child is late for school, have him/her report to the office before going to class. He/she will be marked tardy and then sent to their classroom with a note for the teacher.
- Parents, teachers and the principal will deal with chronic tardy cases.

BICYCLES

Children may bring their bikes to school and should store them in the bicycle racks found near the front entrance on Maple Terrace. For your protection, please lock bikes to the rack. Riding bikes is not permitted on the playground at any time.

CONCERTS

The school has two concerts each year, one in the winter and a second in the spring. Watch the school newsletters for dates and times of the concerts.

CROSSING GUARDS

A school crossing guard is on duty on 70th & Aetna, 68th & Aetna and 70th & Bluemound for very limited amounts of time, usually about 15 minutes before and after school. Children should

not enter the street until the crossing guard has stopped all traffic and has given permission to cross. The crossing guard company is hired by the City of Wauwatosa, not the school district. Parents should call Wauwatosa City Hall at (414) 479-8916 if they have questions or concerns about crossing guard services.

INCLEMENT WEATHER

If the district cancels school due to inclement weather, our school will use our Alert Now system to automatically call all parents of our students to notify them.

If school is held under conditions you believe to be unsafe, you should retain your child at home. The school will respect your decision.

Milwaukee 220 students who usually ride the bus to school will not receive transportation on days when Milwaukee schools are closed due to inclement weather but Wauwatosa schools are open. If parents are unable to transport their children on that day, those children will be marked with an excused absence for the day.

Cold or Rainy Arrivals

During especially cold or rainy weather, students will come inside to the multi-purpose room where there is supervision. When the temperature is 0 degrees or combination of temperature and wind chill reach -5 degrees, students will remain indoors. Otherwise, it is expected that children spend a part of their school day on the playground at noontime and/or recess.

LEAVING DURING SCHOOL HOURS

A note from home or a phone call to the teacher or the school office are necessary for students needing to leave during school hours. The office will not release students to non-custodial parents or other adults unless parents have directed us to do that. If an unfamiliar person comes to pick up a student and the office has not been notified, we will call the parent to clarify the matter.

VISITATION

All visitors to the schools in the Wauwatosa School District must obtain a visitor badge when they sign in at the office. Parents/guardians are also encouraged to come to school to visit classrooms; however, these visits must be arranged with the teachers in advance. You are also invited to ask for additional conferences with the teachers if there is a need. Visitors must check in at the office upon arrival. When children are present, visitors should not expect teachers to leave their students to talk. When in the building visiting, please turn cell phones off while instruction is taking place in the classrooms. Your assistance in keeping classroom interruptions to a minimum is appreciated.

Field Trips

Throughout the course of the school year, students may have the opportunity to take field trips. For safety reasons, parents who have not signed up to be a chaperone and siblings may not attend these field trips.

DOLLARS & CENTS...

ACCOUNTING PRACTICES

We collect checks for various accounts: fees, hot lunch, field trips, milk for kindergarten break, etc. All of these must be banked in different accounts. Please send **SEPARATE CHECKS**, made payable to **the school**, when paying for the above items. If you have more than one child in school, you can write one check for all of your children for one account (example: one check for hot lunch, one check for fees for all of your children). In these cases, please list the names and room numbers for the children in your family on the envelope.

FEES

Texts, workbooks and supplies will be furnished by the school district. The fee schedule is determined each year and will be noted in a summer letter to families. All resident and non-resident students pay fees. They are to be paid on a yearly basis at the beginning of each year. We will collect fees for all children in one family in one fee envelope that will be provided on the first student day. Please complete all information on the front of the envelope. One check may cover the entire amount. Cash may be sent if desired.

Parents will be required to pay for lost classroom or library books. When lost books are found in good condition, those charges will be refunded.

FIELD TRIP COSTS

The school budget and PTA cover some of the costs of field trips. Additional costs may be required to supplement transportation or admission fees. Those costs will be noted on the permission slip prior to the field trip. Parents should appeal to the principal to have those fees waived in special circumstances. Safety expectations for field trips are outlined later in this handbook.

INSURANCE

Insurance that covers accidents occurring on school grounds is available at the beginning of the school year for a nominal fee. Forms are sent home to each family. Return the forms indicating if you would like the insurance.

LOST & FOUND

Each school has a lost and found area. Parents and students should check this area regularly. All clothing and personal items must be clearly labeled. Lost glasses, keys and other small items are kept **in the school office**. Children should carry as little money as possible. Games, toys, and treasures should be kept at home. Unclaimed items are taken to a charitable agency at the end of January and one week after school is out in June.

LUNCH PROGRAM

The Wauwatosa School District lunch program offers a PRE-PAYMENT plan for purchasing meals and/or ala carte milk. Each elementary school student is assigned a unique lunch ID and receives a lunch account which monitors purchases. No cash is accepted in the lunch line. Households are notified of their assigned account number and PIN number at the beginning of the school year. Lunch can be purchased on a day-to-day basis.

Students have their own lunch accounts. Their account numbers are the same as the ID numbers they use when buying a lunch. Payments for deposit into your child's account can be brought to the school office. Checks are made out to: **Lunch Cashier System-Wauwatosa SD.**

In order to ensure proper credit to the correct student, please reference your child's name and ID number on all payments. Payments will be processed and available for your child's use on the day it is received.

A service charge of \$15.00 will be assessed for all non-sufficient funds checks. As it is the responsibility of the parent/guardian to make certain there is money in each of their children's accounts, you are encouraged to review your family account balance online. A link is available on the Wauwatosa School District website to view your account status. If your family account balance reaches \$6.00, you will be notified either by e-mail or a letter sent home. If your family account balance reaches \$0.00, an alternative food offering will be provided to your child. No elementary student will ever be denied lunch without prior notice from the District.

Please contact the district Food Service Office at (414) 773-2637 if you have any questions.

Free and Reduced Lunch

Families who qualify may be eligible for meal benefits and are encouraged to take advantage of the free/reduced meal program offered through our district. These benefits are provided in a totally confidential way. Free/reduced lunch applications are sent home at the beginning of the school year. They are due back by October 1.

Junior and Senior Kindergarten Milk Break

The district provides white milk for kindergarten snack break at the cost determined by the district each semester. This is a voluntary program. We collect the money at the beginning of the school year and at the end of January. Checks are made payable to **Wauwatosa School District Food Service**. If you do not want your child to drink milk, please send a nutritious drink from home. No soda is permitted.

PICTURES

School pictures are taken early in the school year. This is a service the school provides. Order forms for various package prices are sent home and should be returned on picture day. We collect package orders at school but business is done directly with the photo companies. Checks should be made payable to the photo company. Purchasing pictures is a voluntary family choice.

Families also are able to bring in younger siblings for pictures.

SUPPLY LIST

While school fees and the school district budget provide most items your child will need for school, we recognize that part of the anticipation of preparing for the school year is shopping for supplies. Purchasing items is encouraged. School supply lists are posted on Jefferson's web site at www.wauwataschools.org/schools/elementary/jefferson. A copy is also included in our August newsletter. Please contact the school office if you need a list.

CURRICULUM, EVALUATION & SPECIAL SERVICES

CURRICULUM

Art

Art at the elementary level offers children an opportunity to develop non-verbal communication skills in the language of the arts. Children learn to see and sense the visual and form relationships in the world around them. They learn to create and interpret ideas using design elements and a variety of materials. The art curriculum provides sequential experiences for making art, understanding the elements in the arts, knowing the historical and cultural importance of art and appreciating the aesthetic qualities of art. Art is taught as a distinct form of knowledge which complements and balances learning in other areas.

Communicative Arts (Listening, Speaking, Reading, and Writing)

The Communicative Arts curriculum integrates the communication skills of listening, speaking, reading, and writing into a program that will foster an understanding and appreciation of language and literature.

The listening component focuses on an interactive process which involves attaching meaning to that which is heard, observing and interpreting nonverbal signals, and determining what use can be made of the information received.

The speaking component develops an awareness of purpose and audience for speaking, as well as skill in sending messages and giving and receiving feedback concerning oral communications. Activities such as discussions, storytelling, giving directions, and choral speaking provide opportunities for oral language development.

The reading component emphasizes the development of independent strategic readers who construct meaning from print, apply strategies to learn from a wide variety of text, and who enjoy reading as a lifelong activity. The program begins with the initial exploration of print and includes the development of decoding, comprehension and critical reading skills. It includes literature study so students can experience and appreciate a wide variety of literary forms, elements and devices.

The writing component provides an introduction to the writing process and develops basic sentence and paragraph concepts. Grammar, usage and mechanics, as well as spelling and handwriting skills are taught and applied.

Health

Health education is the sum of those academic and social-personal experiences which contribute to an individual's taking responsibility for developing, maintaining and improving their personal health and wellness.

The program incorporates behaviors and thinking processes that allow continuous growth and change in physical, social, emotional and intellectual levels.

The health curriculum is composed of nine strands: accident prevention and safety, consumer health, environmental health, life education, mental and emotional health nutrition, personal health, prevention and control of disease, and substance use and abuse.

At the elementary level, the classroom teacher teaches all the strands with the exception of life education in grade five. This strand is team-taught with the physical education specialist.

Federal law requires school districts to have a wellness policy. The Wauwatosa School District has a wellness policy that sets realistic and attainable goals for nutrition education, physical activity, nutritional guidelines and other school-based activities based on the district's past, current and future practices. A copy of the wellness policy is available upon request.

Library

A goal of the Wauwatosa Elementary Library Media Program is to foster an appreciation of literature and a love of reading. All elementary schools have library media centers containing over 10,000 books as well as magazines, reference books, computer and audio-visual material.

The Library Media Center functions as a resource center for students, teachers and parents. Students in senior kindergarten visit the Library Media Center on a weekly basis to develop media skills and become familiar with authors, illustrators and their works.

Books are circulated for two weeks and may be renewed. If a book is lost or damaged the student is required to pay for the book.

Mathematics

In addition to basic computation and problem-solving, students are exposed to number theory, algebraic concepts, measurement, and geometry. The Everyday Math series is used as a basic textbook, supplemented with enrichment materials and manipulative aids. This textbook series introduces students to the structure of mathematics and mathematical concepts.

Music, General

All students in grades 5K-5 receive music instruction. Music instruction affords children an opportunity to develop a personal relationship with music while providing them with a unique means for self-expression. Through performing, describing and creating behaviors students experience a variety of musical styles and develop the skills, understandings and attitudes that will enable them to appreciate and enjoy music for a lifetime.

Music, Instrumental (Band and Orchestra)

The Wauwatosa School District provides students with an opportunity to begin study of instrumental music at the elementary level. Students in grade four may elect to begin string instrument instruction; grade five for wind and percussion instruments. The student learns the fundamentals of his/her selected instrument during a weekly, 30-minute small-group lesson. The parent provides the instrument, except for a limited number of larger instruments such as cellos and baritones, that are available through each school on a rental basis.

Although emphasis is placed on basic instruction, students also participate in a full-group ensemble where they learn to cooperate with other students to create an aesthetic whole.

Music, Vocal (Choir)

The Wauwatosa School District provides students with an opportunity to participate in choir starting in grade three. The vocal music program provides pleasant and meaningful experience that contributes to the wholesome personal growth of the individual. It affords satisfaction to the student as an individual and as a member of a performing group. The program provides for

continuous growth in music understanding, technical skills, plus related concepts of a cultural, historical, and geographical nature.

Concerts

Students taking part in instrumental and vocal music programs will meet with the instructors for one rehearsal per week outside school hours with two concerts per year.

Physical Education

Physical education is an essential component of an individual's life-long process of growth and development; therefore, the physical education program must be an integral part of the educational process.

The purpose of physical education is to provide sequential physical education activities that enable each individual student to develop the physical, social, intellectual, and psychosocial skills necessary for attaining lifetime benefits.

To participate, students are required to wear tennis shoes and clothing appropriate and suitable for movement and activity. Students should also be prepared to participate in a variety of outdoor activities.

The physical education program consists of three phases: (1) instructional, (2) intramural, and (3) interscholastic athletics. The instruction program receives major emphasis correlated with a good intramural program so that students, no matter what their abilities and capabilities, participate in worthwhile activities. The Wauwatosa School District offers elementary intramurals in a variety of activities: flag football, soccer, volleyball, softball and low organized games are some of the typical activities. (A notice concerning specific nights and times will be sent home early in the school year.)

Science

Elementary science is the beginning of a total K-12 science program which has as its broad goal scientific literacy for everyone. The components of science education - the nature of science skills, knowledge, and science, technology and society interactions are the main organizers of the concepts and activities at each grade level and are spelled out in expectations (what a child should know) and enables (ways of getting to expectations).

In elementary science, the curriculum emphasizes hands-on, discovery, and process activities with critical thinking and problem solving as a major focus. Factual knowledge is also important especially as it evolves from students' discoveries and supplemental text materials. The equipment and materials are provided in kits through the Science Resource Center. A positive attitude toward science and a sense of wonder in children is also a goal. Consideration is given to the development level of the children at each grade as they move from simple observations, to recording, and measuring, thence to analyzing, synthesizing, predicting and hypothesizing.

Social Studies

The elementary social studies program in Wauwatosa is patterned after suggestions made in the Wisconsin Department of Instruction Conceptual Framework. Knowledge, skills and values are stressed in emphasizing students' intellectual and social growth.

The course of study is sequentially organized and grows from a study of self, to that of one's place in the family neighborhood, community, city, state and nation. Curriculum guides are developed and activities are carefully compiled by the elementary teaching staff on each level to

meet their students' needs. Historical, anthropological, sociological, political, geographic and economic concepts are identified, defined and compared, whenever possible, on a global basis.

The elementary teaching staff employs a variety of instructional styles, concentrating on hands-on learning activities, to motivate students to achieve their maximum potential.

World Language

Within the World Language classes at the elementary level, it is fundamental that students are learning about how to learn a language. Among other goals, we attempt to enhance literacy skills by equipping students with the ability to understand parts of language and detecting language in context. Through our Spanish program, kids will gain language learning skills in addition to a basic level of proficiency in the Spanish language. We expect and will encourage student interest in a variety of languages at the secondary level, not just Spanish.

GIFTED AND TALENTED

The Wauwatosa School District believes that all students have unique gifts and talents, the ability to learn and achieve, and opportunities for optimal development. We believe that gifted and talented students possess measurable, qualitatively different characteristics in one or more of five areas: general intellectual ability, creativity, leadership, artistic ability and academic aptitude. The frequency, intensity, quality and/or novelty of their response differ(s) from 98 percent of the population.

We will provide an educational programming model designed to meet the unique needs of each identified highly able student. We are committed to maximizing students' intellectual and human potential through differentiating the curriculum in order to offer appropriate and challenging opportunities in the classroom. Our mission is to prepare each student to reach his/her potential through independent, life-long learning. We believe that "optimal development" sets no limits on what a student can learn and accomplish.

Questions can be directed to your child's classroom teacher, principal or learning coordinator.

SPECIAL EDUCATION

Parents or guardians who suspect their child has a disability which affects learning can initiate an evaluation process in which their child will be tested and evaluated to see if the child qualifies for special education services. The rules that govern this process come under a law called IDEA, the Individuals with Disabilities Education Act. Teachers who suspect a child has a disability may also contact parents to initiate the process. If parent or teacher initiates the process, the parents will be given complete information regarding their rights in this process. An IEP (Individual Education Plan) team will be established with parents, teacher, principal, social worker, school psychologist and district evaluators to discuss outcomes of the evaluation process and if services can be provided. Parents control the process, giving permission from beginning to end.

Contact your child's teacher, the speech therapist, the school social worker, the principal or the district's Student Services Department if you wish to find out more information about these services.

SOCIAL WORKER

Social worker services include consultations, small group sessions with students on family or peer issues and coordinating school or outside agency services. Contact the school office for more information.

STUDENT ASSIST TEAMS

A Student Assist Team is a group of building professionals who meet on a regular basis and can be called together to meet about a child experiencing learning or behavior problems. It is a constructive, sharing process in which a teacher can receive insights and advice from peers about helping a student in his or her classroom. Parents and teachers can ask for this kind of problem solving by contacting the child's teacher or principal.

HOMEWORK

Homework is an extension of the classroom learning process and is an addition to the regular school day. Homework is a valuable component of the educational process when assignments are meaningful, relevant and appropriate to instructional objectives. The goals of homework are to assist students in mastering the knowledge, concepts and skills learned in the classroom, to extend the curriculum when desirable and to develop good study habits and responsible attitudes toward learning.

To achieve these goals, students at each grade level (K-12) will be assigned homework on a regular basis. Assigned homework will have a direct application to what is being studied in the classroom and will be designed to be totally accomplished outside the classroom setting. Parents are encouraged to provide the opportunity for their children to complete homework assignments and to cooperate with and give support to the teachers in monitoring, assessing and responding to students' homework assignments. The time for homework should increase gradually from grade to grade and should take into account individual student needs.

KINDERGARTEN SCREENING

Early in the school year of junior kindergarten, school staff members work together to observe and review the progress of students in junior kindergarten. Coordinated by the school's social worker and working with parents, kindergarten teachers and related services staff, the process identifies students who may need individual observation or assessment to determine if they require extra assistance in school. If your child is identified as needing additional assessment, you will be notified and included in the process from the beginning. Parent permission is obtained before any individual assessment of a student.

PSYCHOLOGIST

School psychologists are assigned to every school in the district on a part time basis. School psychologists bring expertise and experience in working with students across the spectrum of

needs, and assist in developing programs and interventions for students who may be struggling or advanced. Psychologists participate as active members of individual student assessment teams, work with staff members in developing interventions for different types of learning needs, and work with students in identifying and minimizing barriers to learning. The school psychologist is available to work with parents to discuss your child's learning experience and needs.

REPORT CARDS

The grading/reporting system will be outlined with parents at the classroom orientation meetings at the beginning of each year. Parents will receive report cards three times a year:

- In **November**.
- In **March**.
- Mailed home about a week after school is out in **June**.

RETENTION

School Board Policy #7020 addresses promotion and retention. It states, "The decision to retain a student should result from careful study and evaluation by the teacher, principal, parent, and building based student support team members." If a child is to be considered for retention in grade, the parent must be notified as soon as the issue is raised and will be included in discussions about the possibility of retention. Details of the process used in considering retention are available from the school principal.

SECTION 504

Section 504 refers to a federal civil rights law that protects individuals with physical or mental impairments, which substantially limit their ability to access and participate in the educational program from discrimination. All students who are identified as students with disabilities under the IDEA are covered by Section 504. In addition, students who do not meet the criteria established under the IDEA but who have a physical or mental disability, which substantially limits their ability to access and participate in the educational program, may be eligible for accommodation under Section 504. If you have any questions about Section 504 eligibility, please contact the principal, school social worker or psychologist. They can answer questions regarding this legislation and district processes.

DISTRICT & STATE WIDE TESTING

Statewide Testing

Throughout your child's elementary years, he/she will be evaluated in a number of ways. The Wisconsin Student Assessment System uses a criterion referenced test which includes:

Grades 3, 4, 5 - Tests in reading and mathematics for grades 3-5. At grade 4, students are also tested in language arts, science and social studies. These are comprehensive criterion tests to see if children are proficient in each content area tested at their grade level. Results are mailed home to parents.

District Testing

In addition to the testing mentioned above, the district also evaluates students in various curricular areas throughout the year to see how they are performing. Parents can ask teachers about these assessments at conference times. Some of these assessments include:

- Reading Assessments - All students in grades 1-5 are assessed to determine at what level they are reading. The test is normally given in spring to determine the progress the student has made in reading over the course of the year.
- Writing Samples - Administered by classroom teachers twice each year and kept in a writing folder to show growth over time.
- Math Computational Fluency Assessments - All students in grades 1-5 are assessed in three areas of computation each Spring:
 - Basic Facts (timed test)
 - Application of Facts
 - Communication in Math
- Measure of Academic Progress (MAP) – These computer-administered tests are given two times a year in grades 1-5 in the areas of math, reading, and language arts. Teachers use this information to help differentiate instruction.

HEALTH & SAFETY

ABSENCES

See "Coming & Going" section.

CONTAGIOUS DISEASE

You will want your child at home when he/she appears ill. A diagnosis can only be made by a physician and your contacting him/her will help to assure a quick recovery.

Guidelines for keeping your children home from school:

1. Children should be kept home if they have an elevated temperature. Parents will be contacted to pick up their child if he/she has a temperature of 100 degrees or higher. All students should remain free from fever for at least 24 hours before they return to school (regardless of how they feel).
2. If your child appears ill before school starts please bring him/her home. If he/she feels better after resting at home for a few hours and does not have a temperature bring him/her to school to complete the day.
3. All children who are experiencing diarrhea, vomiting, fever, a rash, deep cough, or any communicable disease should not come to school.
4. Children who experience loose stools (diarrhea) at school will be sent home after the second incident.
5. Children with the following symptoms will be sent to the office for evaluation and staff may determine that parents should be notified of their child's illness:
6. Deeply colored nasal drainage
7. An increase in oral or nasal secretions
8. Sneezing frequently accompanied by the appearance of illness (please notify school if your child has allergies)
9. Sore throat that inhibits the child's ability to eat or speak
10. Persistent Headache
11. Persistent coughing
12. Flushed face or extreme pallor
13. Audible wheezing or shortness of breath
14. ANY SKIN RASH must be evaluated by a physician and treatment received before the child returns to school. If a child comes to school and a skin rash is noted by school staff they will contact the parent and request that the child be picked up and evaluated by a health care provider. This is done because many of the common contagious diseases that occur in children may first be seen as a rash. Many times the treatment is simple and the child can return to school shortly after treatment has begun. Our goal is to keep the school environment safe for all students, staff members, and visitors.
15. Children who report to the school office complaining of feeling ill will be allowed to rest, use the bathroom, or sit quietly to see if they feel any better. If staff determines that your child cannot return to class they will call you, using the numbers you have designated on your child's emergency card. Please keep the office updated if you have any changes in these phone numbers or emergency contacts.

16. Report all cases of communicable disease as soon as possible to the Wauwatosa Health Department (479-8938).

DOCTOR/DENTAL APPOINTMENTS

Appointments should be scheduled outside of the school day and during vacations if possible. Teachers work hard developing lesson plans. You can help by scheduling all non-emergency appointments when school is not in session.

EMERGENCY EVACUATION & DRILLS

Fire drills are conducted monthly and a tornado drill is conducted once a year. In case of an actual fire or emergency where children and adults cannot return to the building, all people will be taken to Meadowbrook Church on 70th and Aetna Ct. until they can be sent home safely.

EMERGENCY SCHOOL CLOSING PROCEDURES

Closing During the School Day

The normal expectation will be that every effort will be made to adjourn at regular dismissal time. However, on rare occasions, when maintaining the regular schedule may result in large numbers of students being unable to return home safely, school will be dismissed early. Parents should:

- Fill out the emergency school closing card at the beginning of the year so we know who to call in this case.
- Listen to area stations to hear if schools will be closed.
- Know that elementary students will not be dismissed unless school personnel are certain that students will be properly supervised when they reach home or emergency destinations.

Closing Programs After School, Evenings & Weekends

If the schools are closed for emergency reasons, all activities (recreational, athletic, co-curricular, clubs, organizations) will not be held.

EMERGENCY INFORMATION

Student Family & Emergency Contact Information

A sheet is printed from the information we have on our database that we receive from each family and is included in your packet given at the beginning of each year. Please make any changes on the form, sign and return to the school office as soon as possible. This information is vitally important. Among other things, we use this information to contact you in case of emergency.

EXCLUSION FROM PHYSICAL EDUCATION

All students will participate in physical education classes unless excused for health reasons. A statement from a physician specifying the length of exclusion and nature of the physical condition is needed if a child is to be excluded from classes longer than five days.

HEALTH RESTRICTIONS

In order to better understand and meet the needs of your child, it is important that you share with school:

- Any limitations that should be placed on your child's activity.
- Any **medication** your child is taking. All medications are kept in their prescription bottles in the office and administered by the office staff. Parents must fill out a special form detailing the information needed. While asthma inhalers are allowed by law to be kept in a student's possession, we encourage parents to keep asthma inhalers with their children's teachers or in the school office for safety reasons.
- Any condition which affects your child during the school day such as; allergies, asthma, bone and joint diseases, convulsions, seizures, diabetes, heart trouble, kidney disease, vision and hearing problems etc.

HEALTH ROOM

The health room is located **next to the office**. When illness or accidents occur at school, children are sent to the office or health room. The health room sometimes has a parent volunteer during lunchtime. Volunteers provide basic first aid, band aids, take temperatures and give lots of TLC. The health room volunteers receive American Red Cross training plus an orientation to the health room. All information concerning the health room and students is strictly confidential. Volunteers are needed and wanted at any time during the school day. The school office coordinates volunteer hours.

IMMUNIZATION

State law (140.05 Wisconsin Statutes) requires all children entering school be immunized. If these requirements are not met by the 30th day of school, **students will be excluded from school** until they receive these immunizations. These requirements can be waived only if a properly signed medical, religious or personal conviction exemption is filed with the school office. Required immunizations are:

DPT (Diphtheria, Tetanus, Whooping Cough) 2 months-6 years

- 3 doses 4-8 weeks apart
- 1 booster 6-12 months later
- 1 booster at 4-6 years

HEPATITIS B - 3 doses, entering JK

TD -Adult (Tetanus, Diphtheria) 7 years and older

- 2 doses 6-8 weeks apart
- 3rd dose 1 year later
- 4th dose at age 11 (required upon entering middle school)
- Recall booster after injury

POLIO 2 months through 18 years

- 2 doses 8 weeks apart
- 3rd dose 8 months later
- 4th dose at 4-6 years

MMR (Measles, Mumps, Rubella) 15 months through high school

- 2 doses lifetime, school and college age
- Repeat if given prior to 1 year of age

VARICELLA (Chickenpox) – Two doses of the vaccine are required only if your child has NOT had the chickenpox disease.

If you have any questions, please call the Wauwatosa Health Department, **471-8400**. They provide immunizations to children and adults at regularly scheduled clinics.

MEDICATION

School Board Policy #6040 and state law governs the administration of medications to students while in school. We have specific administrative guidelines for how nonprescription and prescription medications will be dealt with in our school. School employees can administer medication which is kept in the school office only when:

- Parents fill out a specific form in the school office. (This form applies to prescription drugs and nonprescription drugs.)
- Prescription drugs come in the prescription bottle with written instructions from a practitioner.
- Students may keep inhalers in their possession but we strongly encourage that inhalers be kept with teachers or in school office for safety reasons.

Parents of students with life-threatening allergies who need the use of an emergency injection device, need to train teachers, staff and the principal yearly in how and when to use the device.

NURSE/WAUWATOSA HEALTH DEPARTMENT

Wauwatosa's public health nurse acts as a consultant to teachers and the principal, coordinates services if needed and counsels students and parents if requested. Public health nurses are available to assist families in their homes. Please call the city health department, **(414) 471-8400**, if you would like to access a nurse's services. The Wauwatosa School District Nurse is Sally Roepe. She can be contacted at **(414) 773-1039**.

PARENTS & PARTNERS

SUPERINTENDENT'S ADVISORY COUNCIL

One or two parents from each school's advisory council volunteer to serve on the Superintendent's Parent Advisory Council that meets throughout the year. This is a wonderful way to get the global picture of the district. Parent representatives report back to the school's advisory council.

DIRECTORY

Each fall the school publishes a directory with student names, addresses, phone numbers, parent names and other basic information about classes, scouts and the board members. Parents have the opportunity to state if they would like to be included in it or not.

NEWSLETTER

The Jefferson School Family Newsletter is distributed around the first school day of the month. Its safe delivery is entrusted to each child. Please look for it on the first of each month; it will contain updated information about the month's activities.

NON-CUSTODIAL PARENTS

We recognize the importance of parental involvement. Some families have more than one household.

- Noncustodial parents may participate in all activities, including conferences. Parent/teacher conferences or meetings initiated by the school or district will generally be scheduled only once, at times convenient to both parents.
- Non-custodial parents are entitled to have access to school records unless access to those records has been restricted by court order.
- Non-custodial parents may release their child from school unless the custodial parent has presented the school with a court order or other legally binding document that prohibits such a release.
- Non-custodial parents should inform the school office if they would like to receive school mailings of report cards, newsletters and events.

PARENT INFORMATION MEETINGS/OPEN HOUSE

Classroom information meetings for families are held for each grade level at the beginning of the school year. Teachers present an overview of the curriculum to be taught, discuss expectations and answer questions parents have. Parents have a chance to sign up for how they want to help in their child's classroom. These orientations are a great way to open lines of communication early.

PARENT/TEACHER CONFERENCES

Parents and teachers have regularly scheduled conferences in **October** and **February** of each year. There are evening and daytime appointments. Parents will have an opportunity to indicate their preference. If your child is having difficulty in school, please do not hesitate to contact the teacher sooner. Teachers and the principal are always available to meet with concerned parents. We will contact parents when we feel the need to do so also.

PTA (PARENT TEACHER ASSOCIATION) ACTIVITIES

Dues and fund raising efforts of our PTA support all kinds of programming for our school. There are many ways for parents to volunteer. The PTA funds cultural arts assemblies, contribute to our overall literacy program, helps send students on field trips, supports special classroom events and so much more.

Our PTA is also part of a larger organization that has political impact on legislation and programs for children. **PLEASE JOIN OR RENEW YOUR MEMBERSHIP EACH SEPTEMBER.** It is a wonderful way to make friends and become involved in your child's school. Contact the chair people of these activities if you are interested in participating.

RULES & REGULATIONS

ACCESS TO PUPIL RECORDS

The access to pupil records policy complies with the Federal Family Education Rights and Privacy Act and other statutes. The purpose of these laws is to let the parent know what records are kept by the schools, to give the parent or adult pupil the right to inspect such records, and to control the release of information from those records. Parents may call the school office or teacher to make an appointment to review a student's cumulative records.

DISTRICT CODE OF CONDUCT

All student conduct should be based on respect and consideration for the rights of others.

Our school staff believes people are essentially good, so we select programs that capitalize upon students' ideas, strengths and skills to help them learn ways to solve problems in their lives. We desire to teach self-discipline and want school to be a successful experience for all children. Our goal is to help students make responsible, caring choices. To that end, we have delineated ways in which students can gain approval at school. Since consistency is helpful in learning, it is our hope that by clearly stating what is expected, both students and teachers can focus on the positive.

School Philosophy and Rationale

We firmly believe that our school is a wonderful place to learn and that we possess many fine students who are caring and responsible individuals. In order for this to occur, our classrooms, hallways and playground must remain safe enjoyable places to learn and play. Clearly defined expectations and consequences create the conditions for maintaining a quality place for learning. Our ultimate goal is to produce children who are self-disciplined and ready to learn. We want to develop student-citizens who take responsibility for their actions, respect one another and understand that there are limits to their behaviors. Respect both for others (adults and students) and property is an essential ingredient in the learning process.

Discipline will be handled in a fair yet firm manner. Students are expected to follow the Jefferson rules in their behavior and conduct. Each classroom is responsible for setting their own rules and regulations at the beginning of the year in relation to school expectations. These are communicated to both students and parents. Parents will be contacted directly by teachers' and/or the principal if their child repeatedly disregards school or class rules. Two-way communication and cooperation between home and school is imperative in creating effective solutions when problems arise.

The following guidelines were developed to assist both parents and students in understanding expectations and consequences regarding pupil behavior at Jefferson School.

School Expectations

- Show respect for people and property.
- Keep hands and feet to yourself.
- Use appropriate language
- Walk quietly in the building

Serious Offenses

There are behaviors so serious in nature that they automatically result in a suspension and/or possible administrative/district hearing. These are behaviors that absolutely will not be tolerated.

- Fighting – Striking or hurting others in which serious bodily harm or physical injury occurs.
- Severe Defiance to Resistance to Authority – Harassment, taunting, swearing or physical aggression directed toward adults.

Consequences for Behaviors

1. Student will be issued a suspension for 1-3 days.
2. Parents will be contacted by telephone and letter and will pick up child from school.
3. A conference will be held between parents, student, principal and other appropriate staff as a condition of reinstatement.
4. Additional referrals may be made to Central Office, police or other agencies if necessary.

Intermediate Offenses

These are situations either because of their severity or number of times, which they have occurred; need to be brought to the attention of the office. Both the principal and teacher will be involved in the problem solving and the administrative response will be communicated to the parent by telephone or letter.

Possible behaviors could include:

- Chronic minor offenses
- Harassment, taunting, swearing, racial slurs directed toward classmates
- Vandalism
- Destruction of property
- Swearing (verbal/written form at play or work)
- Insubordination to adults
- Fighting

Consequences for such offenses

- Parent conference
- Referral to additional services
- Loss of privileges
- In-house or out-of-school suspension

General Classroom Infractions

These would be minor infractions that are handled by the teacher in relation to classroom rules and regulations and school expectations.

Behaviors could include:

- Running in halls/school
- Missing assignments
- Shouting
- Tardiness
- Arguments with classmates

Consequences may involve:

- Talking to student individually

- Loss of privileges
- Parent contact
- Conference with student and parent

Suspension

Suspension occurs when serious or repeated behavior disrupts the educational process and/or endangers the property, health or safety or others.

PARENTS' RIGHT REGARDING SUSPENDING STUDENTS

Taken from: STATUTES OF WISCONSIN Chapter 120.13
Relating to Elementary and Secondary Schools

The suspended pupil or the pupil's parent or guardian may, within 5 school days following the commencement of the suspension, have a conference with the school district administrator or his or her designee who shall be someone other than a principal, administrator or teacher in the suspended pupil's school. (In Wauwatosa, you could call Mrs. Therese Kwiatkowski, Director of Student Services, 773-1080.) If the school district administrator or his or her designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. Such finding shall be made within 15 days of the conference. A pupil suspended under this paragraph shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.”

STUDENT DISCIPLINE

Policy: Classroom Code of Conduct

No. 6021

The Wauwatosa School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe school environment, conducive to teaching and learning. Every member of the school community is expected to cooperate in this central mission. All staff members must use their training, experience, and authority to create schools and classes where effective learning occurs.

The District has a responsibility to its students, as a group and as individuals, to provide the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and interference from students who, for whatever reason, are unruly, disruptive, dangerous, or interfere with the teacher's ability to teach effectively.

Students have a responsibility to:

- Demonstrate respect for people, property, and the learning environment
- Come to school, and to every class, ready to learn
- Show kindness and courtesy to others by treating them with dignity
- Demonstrate effort by listening carefully and following instructions
- Make positive contributions to the school learning environment
- Follow all school rules

Parents should be aware of their children’s activities, performance and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

A teacher employed by the District may temporarily remove a pupil from the teacher’s class if the pupil violates the terms of this Classroom Code of Student Conduct. In addition, long-term removal of a student will be possible if the building administrator upholds a teacher’s recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension or expulsion, for the conduct for which the student was removed.

Definitions

For the purpose of this Code:

1. **“Classroom”** is defined as any class, meeting or activity, which students attend, or in which they participate while under the control or direction of school authorities.
2. **“Teacher”** is defined as a person holding a license or permit issued by the state superintendent whose employment by a school district requires that he or she hold that license or permit.
3. **“Teacher of the class”** means the regularly assigned teacher of the class, or any teacher assigned to teach, monitor, assist in or oversee the class. This definition includes, without limitation, any assigned substitute teacher, proctor, monitor, or group leader.

Reasons for Removal from Class

A student may be removed from class for conduct or behavior which:

- violates the District’s policies regarding suspension or expulsion;
- violates the behavioral rules and expectations set forth in the student handbook of each school;
The expectations for student behavior as outlined in each school’s student handbook will be explained and discussed with the students at the beginning of each school year. Administrators or their designee will review the handbook requirements with students. Parents and students will review, sign and return the contract in the student handbook.
- Behavior that is considered disruptive, dangerous, or unruly includes, but is not limited to:
 - distracting noises
 - use of vulgar, abusive or inflammatory language
 - bullying or threats
 - inappropriate touching
 - chronically talking out of turn
 - defiance of and/or disrespect toward the teacher
 - fighting or violence toward others
- otherwise interferes with the ability of the teacher to teach effectively. Behavior that otherwise interferes with the ability to teach effectively may include, but is not limited to:
 - acts which disrupt a classroom activity
 - habitual tardiness
 - refusal to comply with a direct request
 - habitual refusal to engage in class activities

In addition, there may be grounds for removal for behavior, which does not necessarily violate the provisions of (a) through (d) above, but is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively.

Student Removal Procedures

A. Student Removal from Class and Due Process

1. The teacher will send the student to the building principal or designee and immediately inform him/her of the reason for the student's removal from class.
2. The office will be called and informed that a student is on the way to the office or designated area, or, if necessary, the student will be escorted.
3. The building administrator or designee shall inform the student of the reason(s) for the removal from class and of any evidence against the student. In all cases, the student shall be given the opportunity to present his/her version of the situation.
4. If the building administrator or designee is not available immediately upon the student's arrival, the student shall wait in a designated area until the administrator or designee has been notified of the removal from class.
5. Parental Notification and Written Documentation
 - The teacher will notify the parent/guardian as soon as possible by telephone that the student has been removed from the classroom. The teacher shall keep written notes regarding unsuccessful attempts to contact the parent/guardian.
 - Within 24 hours of the student's removal, a teacher will complete a more detailed written explanation and forward it to the building administrator or designee. The teacher-written explanation, which includes reference to the portion of the code of conduct that was violated, shall serve as appropriate documentation of the incident and shall be kept on file.
 - The school will mail documentation to the parent within 3 school days of the removal.
 - If the student removed from a class is also subject to disciplinary action (i.e. suspension or expulsion) or removal to an alternative educational setting for the particular classroom conduct, the student's parent/guardian shall also be notified of the additional disciplinary action in accordance with legal and policy requirements.

Alternate Placement Guidelines

- A. The building administrator or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
 - Another class in the school or another appropriate place in the school.
 - Another instructional setting.
 - The class from which the student was removed, if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best, or only, alternative.
 - An alternative education program approved by the Board.
- B. When making placement decisions, the building administrator or designee shall consider the following factors:
 - The reason the student was removed from class,
 - The type of placement options available for students in that particular school and any limitations on such placements,

- The estimated length of time of placement,
- The student's individual needs and interests,
- The frequency of rules violations,
- The relationship of the placement to any disciplinary action,
- Severity of offense,
- Likelihood of students continuing to demonstrate inappropriate behaviors.

This code recognizes that most student removals from a classroom setting will be for a short duration. Removals for repeated rules violations may lead to lengthier placement option consideration.

All placement decisions shall be made in accordance with state and federal law and established school board policies. The principal or designee will consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian and the student will also be consulted regarding student placement decisions when determined by the principal or designee to be in the best interests of the persons involved or when required by law.

Students with Disabilities

The code of conduct is applicable to all students. However, a student with a disability may be removed from class and placed in an alternative setting only to the extent allowed by state and federal laws and regulations and established school board policy.

The Classroom Code of Conduct adopted by the Board shall be published in student and staff handbooks and distributed annually.

The school district does not discriminate in the administration of disciplinary actions on the basis of sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status, or physical, mental, emotional or learning disability.

Proposed: June, 1999

Revised:

Adopted: July, 1999

Regulation:

State Statute Reference: Wis. Stats. 118.13, 188.164, 120.13

Policy References: #6020(Student Conduct and Discipline)

#6022(Suspension and Expulsion)

#6023(Weapons in School)

**#6024(Possession or Use of Electronic Paging or
Two-Way Communication Devices)**

#6026(Alcohol and Other Drug Use)

BICYCLES

See "*Coming & Going*" section.

BUILDING PERMITS

The school PTA and scouting troops can apply to the school office for a building permit to use the gym or other rooms after school or evenings. All other organizations should apply through the Wauwatosa Recreation Department. Any group wanting to use the building on a weekend must apply through the recreation department and a fee will be charged to cover custodial costs.

Please fill out all information on the building permit and attach a list of dates needed as well as specify what equipment will be needed. Be as specific as possible so custodians do not have last minute set up.

Please adhere to the following rules. Failure to do so could result in loss of the permit.

1. Children are not allowed in the building without the adult-in-charge being present. Enter and exit at appropriate times. Do not arrive early or stay late.
2. Leave the room in the condition in which it was found.
3. When using the gym, call hazards out to participants so they watch for drinking fountain and other protrusions when running and stopping.
4. Use the phone provided for emergencies.
5. Contain participants to the area listed on permit.
6. Do not ask for custodians to do last minute set up that was not part of the permit. They have strict cleaning schedules to which they adhere.
7. Only building custodians are to open/close the doors under the stage which house rcks of tables and chairs.
8. If a scheduled event is to be cancelled, call the school office at least one week in advance. Call the recreation department if they issued the permit at least one week in advance.
9. All permits are subject to cancellation or change by the building principal in the event that a local school function is scheduled.
10. Use the doors closest to room scheduled for entrance and exit.
11. The custodian locks all outside doors at 4:30 p.m. Doors closest to an event are open according to permit time and locked again 15 minutes after the start of the event. This protects participants and secures the building. Participants should arrive on time.
12. Smoking is not permitted anywhere in the building or on school grounds.

BUS REGULATIONS

Students who come to school on the bus should return home on the bus unless they have a note from their parents. Riding the school bus is a privilege. Improper conduct on buses will result in that privilege being denied. The following disciplinary procedure will be used for bus conduct.

Bus Rules - In order to keep the bus safe and clean, students are expected to follow these rules:

1. Obey the driver at all times.
2. Remain seated at all times and use seatbelts whenever they are available.
3. Talk in normal tones. Loud talking or laughing, yelling and other loud noises are not acceptable.
4. Be thoughtful and polite to others on the bus.
5. Fighting and swearing are never permissible.
6. Keep your hands and head inside the bus at all times.
7. Eating or drinking is not allowed on the bus.

Bus Disciplinary Procedures

1. One to four complaint reports from a bus driver, will result in the principal talking with the child, giving school disciplinary action and notifying the parents to try to correct the behavior.
2. On the fifth written complaint, the principal will give a 3-day bus suspension. The parent will be required to transport or accompany the child to school. A parent conference should be held. Children in 4th grade or higher may be given a County Transit bus ticket.

Further written complaints will result in the above and could result in permanent suspension of bus privileges. A parents may also request a conference with the principal and bus company officials if bus behavior of student calls for a meeting.

Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school. If a parent is visiting school and wants to ride the bus with their child after school, the parent must call the bus company in advance to seek permission to ride.

CLASSROOM PHOTOS

Our school offers many opportunities for parents to take photos and to videotape school and classroom activities, including concerts, high interest days and other special events. The principal and teachers assume such photos and videos are being taken for personal purposes. There should be no public sharing or posting of these images without the knowledge and consent of the principal, who will ensure that the district's student records policy is followed.

CLASSROOM PLACEMENT PRACTICES

The schools reserve the right to place students in classes that will create the most constructive learning environment. Teachers, specialist teachers and the principal meet each spring to develop new classes for the following year. Since we work daily with children, we feel we know best how children work in the school environment. We construct classes taking many factors into consideration. The most important factors include:

- Balanced boy/girl ratios
- Balanced diversity ratios to promote multi-cultural understanding
- Consideration of students' learning styles
- Balanced ability levels
- Socially balanced groups to avoid peer conflicts
- Inclusion of special education needs students
- Equal portions from existing classes so new friends can be formed
- Separating children who are related to avoid comparison

If you have specific concerns regarding your child's placement for the following school year, please contact your child's teacher or the school principal.

If your child expresses concerns about his/her class assignment, please inform the school so your child's new teacher can be made aware of this and help reduce anxiety. We appreciate parental help in setting the stage for a successful year for each child.

We will include class placements with the August Newsletter. If staff assignments are not secure by August, we will inform parents and students of their teachers' name as soon as they have been hired.

New Student Placement Practices

Children transferring to our schools have recommendations from their former schools for specific grade placement. It is important that we receive records as soon as possible. We assign children in accordance with those recommendations, unless and until experience, diagnosis and consultations indicate a different placement or assignment would better suit the student.

CLOTHING/PERSONAL ITEMS

To assist the school in returning lost or misplaced items, it is suggested parents mark all clothing, lunch boxes and other personal possessions. For boots and tennis shoes, the most permanent method of marking is printing with India ink directly on the article.

DIRECTORY DATA

See the statement earlier in this section on "Access to Pupil Records."

Directory data means pupil records which include pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, photographs, awards received, and the name of the school most recently attended by the pupil.

All pupil records maintained by the school are confidential EXCEPT directory data records. Parents have 14 days to inform the school that all or any part of the directory data may not be released without the prior written consent of the parent/guardian or guardian ad litem.

Parents should not confuse this consent with the form we send out after the start of the year to publish basic directory data in the PTA directory. If you have stated you do not want any information published, you will automatically not be included in the PTA directory. If you have not made that statement to the school within 14 days, you can still ask that we not put you in the PTA directory at the time we are preparing for publication.

DISTRIBUTION OF INFORMATION

The principal must approve the distribution of any information to staff or students before copies are made and handed out.

Any group or individual, not connected directly with the school, wanting to distribute information must first seek approval from the district's Human Resources Director, **773-1040**. If that approval is given, the director will inform the principal who will make that information available in the school office. School time will not be taken for the distribution of information from any group or individual who is not part of the school district.

DRESS & GROOMING

It is felt that a school is a place worthy of respect and therefore worthy of some apparent effort on the part of students to be dressed and groomed in a manner consistent with good judgment, good taste, and cleanliness. Hats are not worn in the classrooms during instruction. Please do not send children to school with clothing with bells on it. Sneakers must be worn in gym class. Children are encouraged to wear an apron or smock for art class. In the warm weather, students are permitted to wear shorts, but parents should consider the safety involved when playing outside on asphalt or falling in the gym. We strongly discourage that students from wearing “flip-flops”, as they present a particular safety hazard on the playground.

ENROLLMENT IN SCHOOL

The following rules are governed by state law and school board policy #3020:

- Birth certificate must be presented. A child needs to be 4, 5, or 6 years of age by September 1 to be admitted to 4K, 5K or first grade.
- An immunization record or waiver is to be presented.
- Two proofs of residency must be provided. One must be either a tax bill or a lease agreement, the other a utility or cable bill.

Except for kindergarten registration in February, enrollment is done at the District Office at 12121 W. North Ave. Please call the district Student Services office at (414)773-1080 if you have any questions.

Early Enrollment in School

Again, state law and school board policy #3021 govern early admission. Specific procedures need to be followed if parents are seeking early admission. The principal can answer your questions to see if your child demonstrates the social, emotional, physical and mental maturity expected for successful participation in school.

ENTRY INTO THE BUILDING

See the "*Coming & Going*" section.

EQUAL EDUCATIONAL OPPORTUNITIES POLICY

School board policy #6000 states that the right of a person to be admitted to a school in the district, and to participate fully in and benefit from any extracurricular, student services, recreational or other programs or activities, shall not be influenced by discrimination based upon the person's sex, race, religion, ancestry, sexual orientation, national origin, pregnancy, marital or parental status or physical, mental, emotional or learning disability.

Complaints regarding violations of this policy should be referred to the superintendent of schools or his/her designee in accordance with established administrative procedures.

EXCLUSION FROM PHYSICAL EDUCATION

See "*Health & Safety*" section.

FIELD TRIPS

Children at each grade level take field trips related to the curriculum as an extended classroom experience. The school budget and P.T.A. cover some of the costs of these trips. Parental permission is required for these excursions. Additional costs may be required to supplement transportation or admission fees.

Field Trip Rules

So that safety can be observed on field trips, we hope you will review these procedures at home with your children. That way children will have heard the message from their teachers and their parents and know how important we feel these procedures are. Don't assume that your child knows these rules. Please take the time to review them before all field trips.

1. Always stay with your group or buddy.
2. Make sure you have your I.D. card with your name and the school phone number and address on it. (Teachers will hand these out at the beginning of the field trip.)
3. Pay attention when your teacher tells you what to do if you become separated from the group. Your teacher will point out what people you should ask for help from and where you should go if you become lost.
4. If you need to use the restroom, ask your teacher or the chaperone for permission so they know they should wait for you.
5. If you get sick on the field trip, you should know that you will probably stay on the field trip the whole time. It will not always be possible for someone to come to get sick people when they are away from school.
6. Always be on your best behavior on a field trip. If a teacher, chaperone, or adult at the field trip site reports that you have trouble following the rules, you will not be able to go with your class on the next field trip they take.
7. Your teacher will tell you your bus name and number in case you get separated from the group as you are going to the bus.
8. Always stay seated on the bus, do not hang out of windows or throw anything out of the windows. Use a polite quiet voice. Keep hands, feet and objects to yourself at all times on the field trip and bus. You do not want the bus driver to become distracted from driving safely.

Reminders to Parents:

1. Children must have signed permission slips from parents or guardians in order to go on a field trip.
2. On permission slips is a place for parents to indicate if they could be a chaperone. Teachers will try to include as many as possible, but it may not be possible to include all who have an interest. If we cannot find enough chaperones for a given trip, the trip will be cancelled.
3. Please make sure your children dress properly for the trip.

HARASSMENT

School board policy #3090 addresses the issue of harassment. Harassment refers to acts of physical, verbal or psychological harassment which create an intimidating, hostile or offensive working or learning environment. The district will not tolerate any form of illegal harassment and will take all necessary and appropriate action to eliminate it.

LIBRARY BOOKS

Students come to the library on a weekly basis. The policies of the library for the circulation of materials are liberal and flexible, geared to provide the best service possible for teachers and students. Books are to be kept clean and handled carefully. A backpack or waterproof container is advised for carrying books to and from school. Students are responsible for all books and magazines checked out to them, and will be requested to pay for all materials lost or damaged. The cost is based upon the replacement value of the lost or damaged book. If lost books are found within a reasonable amount of time, refunds will be made.

PLAYGROUND GUIDELINES

- Respect for one another will make our playground a safer, more fun place to be. Respect for other students and all adults will be expected at all times.
- Before and after school all students may use the play structures. During the school day, children will be told by teachers which areas can be used.
- Rough games such as tackle football, king of the hill, etc. are prohibited.
- Throwing of all objects except soft playground balls is prohibited.
- Students must stay on the playground at all times. Please ask permission of a supervisor to retrieve a ball from the street or to enter the building.
- All students are encouraged to play team or group games. Include all who want to play.

RECREATION DEPARTMENT

The Wauwatosa Recreation Department is part of the Wauwatosa School District and all rules that apply to the district apply to Recreation Department activities. Watch school newsletters and district mailings for registration dates and times.

Brochures listing activities will be mailed in August to every Wauwatosa resident. Non-residents may pick up a copy at the Recreation Department at West High School, 11400 W. Center St.; the Wauwatosa Public Library, 7625 W. North Ave.; or the district's Administrative Offices at 12121 W. North Ave. If you have any questions about recreation activities, call the school's office.

RESIDENCY

Children who are residents are entitled to attend our schools without paying tuition. If you are a resident and your child lives with you, you need to show proof of residency when enrolling your child. Proofs of residency include:

- Rental agreement
- Real estate tax bill for the past year
- Copies of utility bills in your name.

If you cannot provide any of the above, contact the school office for other forms you can use to verify residency. If your child lives in Wauwatosa but you do not, your child is probably a resident of Wauwatosa.

SECTION 504

See “Evaluation & Testing.”

SMOKING PROHIBITED

Board policy states: “The use of tobacco products on school district premises is contrary to both the educational goals, image, and interest of the district and the maintenance of a healthy and safe school and work environment. Substantial medical research has established that the use of tobacco is a hazard to the health and welfare of the users and, secondarily, to the health and welfare of those exposed to smoke.

For these reasons, all persons (students, employees, independent contractors, members of the general public) are prohibited from using any tobacco products in or on school district premises or property, including athletic fields. Possession of lit smoking materials shall be considered “use” within this policy.

Violators of this policy will be subject to applicable Wisconsin Statute(s), Wauwatosa City ordinances and disciplinary procedures of the district.

SPECIAL EDUCATION

See “Evaluation & Testing.”

TECHNOLOGY USE POLICY

Guidelines for Computer Use (School Board Policy #2021)

Computer Equipment

All computer hardware and software are the property of the District and may only be used for educational purposes, which are not disruptive, offensive to others or harmful to the District. Users will be held responsible for any misuse or damage to District computer equipment.

User IDs and Passwords

Users are assigned user IDs and passwords at the beginning of the year. The user IDs passwords are the property of the school and may be changed or revoked only by school administrators or designees. User IDs and passwords may not be shared with others and users may only use the ID and password assigned to them by the District.

Files

All files stored on District equipment are the property of the District. Users are allowed limited use of disk space on the file server, to be determined by the Technology Support Specialist. User files may be deleted from the file servers at the end of the school year without prior notice.

Users are encouraged to save all files on removable media such as diskettes. All messages or files composed, sent or received on District computers are District property. User files stored on District equipment, including any messages, any be examined by school authorities at any time and without prior notification. Users shall have no expectation of privacy in the use of District computers.

Internet and Computer Access

The Internet and computers have become an integral part of a child's education. A permission form to give your child access to these tools is no longer necessary. However, if you do not wish your child to have access to either computers or the Internet, please contact the office for a waiver form.

Additionally, users are not to:

1. Use the computer equipment for any reason other than education purposes.
2. Operate outside the confines of program applications. This means in the operating systems of the computer or network.
3. Use software brought from outside the school unless permission is given by the System Operator.
4. Add or remove software or files from any drive of the computer system except those in their home directory.
5. Store files on the network or any computer with exceptions only approved by the System Operator.
6. Use anyone's USER ID or PASSWORD except their own.
7. Use the network system, including the Internet, to create, view, send, receive, store, display or print text or graphics which may reasonably be construed as obscene or harmful messages and files include, but are not limited to, any messages or files which contain pornographic images, sexual implications, racial slurs, gender specific comments; other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability; any comment which in any way defames another person; or any comment intended to frighten, intimidate, threaten, abuse, annoy or harass another person.
8. Physically damage or vandalize the data of another user.
9. Trespass or vandalize the date of another user.
10. Use the network for any illegal activity, including violation of copyright or other contracts.
11. Make any changes to the setup or configuration of any district hardware or software without approval of the system operator. Users will be held accountable for things done under their user ID. Therefore, it is crucial that users keep their computer passwords confidential. User files, including messages, may be examined by school authorities at any given time and without prior notification. Legal action may be taken in the case of

breach of file security, software copyright violation or violation of other applicable state and federal laws.

Consequences for Violation of Rules

The district reserves the right to, and will, monitor use of the network, including Internet and e-mail messages. The network is solely for the purpose of expanding educational opportunities. School administrators, with the assistance of staff members, may deny, revoke or suspend computer use as deemed necessary. Any user identified as a security risk or having a history of problems with computer systems may be denied access to District computers. These consequences may occur along with other disciplinary action, up to and including expulsion from school, depending on the severity of the offense. In addition, in cases where state or federal laws may have been broken, students may be referred to the police department.

In addition to these guidelines, school administrators, with the assistance of staff members, may draft special rules for computer use in other situations. These rules will be revised as necessary.

TELEPHONE USE

It is the school's objective to provide as few interruptions as possible during your child's valuable instructional class time. For this reason:

- Students should not receive phone calls or use school phones except in emergencies and with staff permission. We are asking that your child's plans and activities be organized before leaving home.
- Emergency messages to your child will be put into the teacher's voice mail.
- Cell phones are strongly discouraged at school. However, if it is necessary due to an after school activity, they must be turned off and not used during school hours.

Teachers will not directly receive calls during instructional time, although you will be able to leave a message, which may not be checked until after students have left for the day.

TRANSFER POLICY

Your child can attend a Wauwatosa Public School if you are a resident of this city. Other ways you can attend our schools include:

- **CHAPTER 220 PROGRAM** – Wauwatosa is not qualified for the Chapter 220 program at this time since the State of Wisconsin considers the district integrated. Students already enrolled in the program will continue in the Wauwatosa School District and to receive transportation.
- **FOSTER HOME CHILDREN** - Foster parents can enroll their foster children in our schools by presenting their foster home license.
- **INTRADISTRICT TRANSFERS** - Resident students who want to transfer to a different elementary school than their neighborhood school can fill out a form for such a transfer. The Director of Student Services will determine if the transfer can occur.

- **OPEN ENROLLMENT PROGRAM** - Nonresident students can attend our schools through this program if they apply between early February and the end of April and are accepted. Transportation will be the responsibility of the parent.
- **TUITION STUDENTS** - Nonresident students may attend our schools on a tuition basis depending upon availability of space and other factors. Call the Student Services Department, 773-1080, for more information.

VISITATIONS

Visitations should be prescheduled with the school office or classroom teacher.