

Parent and Student Handbook

2017-2018 School Year

Riverside Elementary School

**Bruno
the
Bluejay**



**Where students,
staff, and parents
“Put Their Best
Foot Forward!”**



EQUAL OPPORTUNITY AND PUPIL NONDISCRIMINATION PROVISIONS

“The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of sex, race, religion, ancestry, creed, sexual orientation, national origin, pregnancy, marital or parental status, physical, learning, mental, or emotional disability or handicap.”

DISTRICT MISSION STATEMENT

D.C. Everest schools, in partnership with the community, are committed to be innovative educational leaders in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

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WELCOME TO THE RIVERSIDE ELEMENTARY SCHOOL

Hopefully this handbook will provide you with the guidance and insight into the educational benefits and policies at Riverside School. Our major goal is to educate your child(ren) to the best of his/her ability. We are committed to serve in any way, and hope to keep you informed and active in various programs here at Riverside.

Riverside Elementary was built in 1979 and in 1990 a six-room addition was added. The playground is divided into a primary (kindergarten - grade 2) and an intermediate (grade 3 - grade 5) unit. This organization allows for effective use of the 10 acres and provides all students with opportunities to learn through play.

Riverside's current enrollment is approximately 500 students. Riverside holds a variety of district specific programs, i.e., the district's Gifted & Talented program for students in grades 2-5, and special education programs for students with a variety of learning needs (learning, emotional, physical, speech, etc.).

Riverside is organized into Units:

- Unit 1:** Kindergarten—Mrs. Cornish, Mrs. Stead, Mrs. Strehlow
- 1st Grade—Mrs. M. Baumann, Mrs. Dennis, Mrs. Jablonski
- Unit 2:** 2nd Grade—Mrs. S. Bauman, Mrs. King, Miss Wegner,
3rd Grade—Mrs. Fritsche, Mrs. Gauger, Mrs. Jacobs
- Unit 3:** 2nd & 3rd Grade Gifted & Talented: Mrs. Schwan & Mrs. Reimer
4th Grade—Mr. Lekie, Mr. Podeweltz, Miss Thompson, Mrs. Wendorf
- Unit 4:** 4th & 5th Grade Gifted & Talented: Mrs. Rosewicz & Mrs. Lorge
5th Grade: Mr. Aleckson, Mrs. Berry, Mr. Hughes

Your child will be assigned to a classroom. As Riverside employs the team teaching concept, your child may receive instruction from a variety of certified teachers. These practices will help to enable us to:

- provide learning to meet your child's learning style
- target instruction to meet your child's strengths/weaknesses
- create activities that are interesting to your child
- modify instruction to increase success for your child
- use a teacher's expertise to maximize learning for your child

The elementary **school day** runs from 8:45 am – 3:40 pm. Students are expected to be at school no later than 8:45 am. We believe that all students can learn and that a variety of instructional strategies is necessary for a child to acquire/apply information learned. Therefore, the school adheres to the use of a variety of strategies for mathematics instruction, incorporates a “hands-on” science approach, and integrates writing across the curriculum. In addition, Riverside uses technology as a learning tool. Computers are integral in your child's learning experience and he/she will gain many computer literate skills as well as use this technology in his/her day-to-day learning

Riverside's staff is committed to educating the whole child. This year, Riverside will continue promoting wellness for students, staff, and the community. We will be encouraging healthy eating and increasing physical activity. We will also continue to teach students the importance of teamwork and social skills and will reinforce appropriate use of these skills. We also recognize students for their academic and behavioral success. Because of our commitment to students, the atmosphere and climate at Riverside is focused on the positive. Ask your child about the Bruno Bucks Program, Book Bug Club, and our other special recognition opportunities.

The D.C. Everest District employs specialists to assist the schools in developing the **total child**. Certified personnel provide music, art, guidance, physical education, and library instruction. Your child will receive two 30-minute periods per week of music and physical education experiences. A child receives 60 minutes of art instruction

once per week. All students will visit the IMC (Instructional Materials Center) weekly and receive specific instruction on its use and the materials available. Students will be allowed to check out print and non-print materials that are available. A guidance counselor is also available for individual, group, and classroom counseling.

Riverside has been a very progressive elementary school, incorporating a variety of social, technological and environmental measures as part of the students' education. We are committed to sound innovations and practices that will prepare your child for the future. **Special programs** throughout the year will focus on drug/alcohol education, character education, life education, environmental issues, and the importance of education. In addition, the school tries to incorporate a variety of stimulating activities that create excitement such as: National Library Week, track and field days, spelling bees, and selective fine arts and learning assemblies. Again, we want to enrich your child's education as well as provide the basic learning to prepare him/her for the future.

During the course of the year, a number of events will be publicized that will invite you to school to visit and observe. We hope you will be able to find the time to see our facilities and staff members in action. The staff is well rounded, with various experiences and expertise that will be of great value to your child. The teaching staff is very child centered and works diligently to provide the positive atmosphere that is needed to stimulate and generate student success. We are here to serve and provide for your child.

As what we do, "WE DO FOR CHILDREN."

AGAIN, WE WELCOME YOUR FAMILY TO RIVERSIDE ELEMENTARY SCHOOL AND PLEDGE TO YOU WE WILL DO OUR BEST TO EDUCATE YOUR CHILD(REN)!

HISTORY OF THE D.C. EVEREST DISTRICT

D.C. Everest Area School District, a fiscally independent entity, is located in north-central Wisconsin on the southeast side of the Wausau area in Marathon County. The District provides a full range of educational programs and services to all pupils, including adult education programs. A broad range of extra-curricular and athletic opportunities is offered. D.C. Everest Area School District serves the Villages of Hatley, Rothschild, Weston and part of Kronenwetter; the Towns of Easton, Ringle and Weston; parts of the Towns of Norrie, Reid, and Wausau; the City of Schofield and parts of the City of Wausau. The District encompasses 162 square miles.



D.C. Everest Area School District is organized as a common school district and is governed by a seven-member elected school board. The board has the power and obligation to set budgets, certify tax levies, issue debt and perform other tasks necessary to operate the district. The school board meets monthly on the fourth Wednesday at 6:30 p.m. All meetings are held at the D.C. Everest Administration Building boardroom located at 6300 Alderson Street in the Village of Weston.

Our school district was consolidated in 1950 by combining a Union High School District and Common School District #1. Since the original consolidation, Hatley joined the district in 1961 and the Town of Easton in 1962. Prior to 1953, the district operated a K-12 school in Rothschild, a K-8 school in Schofield and smaller one-room rural schools in the Towns of Weston, Wausau, and Kronenwetter. D. C. Everest Senior High School opened its doors to students in the fall of 1953, with a 9-12 enrollment of 388 students. The first newly constructed elementary school was completed in Rothschild in 1960. In 1963, with crowded conditions in the Everest Junior-Senior High School (now the Junior High), an addition provided for a junior high wing and additional shop facilities. At the same time the Weston Elementary School was built and a wing added to the existing Schofield Elementary School. In the mid 1960's, it became evident that a new school facility was needed. In October 1966, the community approved the purchase of 63 acres of land at a cost of \$105,000. Initially, the thought was to build a new middle school; however, the school board later decided to build a new senior high school. An active citizen's committee convinced the public that the board's plan was too costly and a better structure could be built. In January 1968, voters turned out to defeat a proposed \$4,950,000 building by a count of 3,513 to 501. In April 1968, after much discussion and revision, a \$4,000,000 structure was approved by a vote of 2,173 to 1,847. This was the largest building program in the history of our district. The final cost for the new senior high school was \$4,325,327. The additional cost was partially funded through private donations. The official dedication took place on September 20, 1971, even though the school opened in the fall of 1970. The school was not completely finished at this point as the field house and auditorium were completed while classes were in session. The high school was named after David Clark Everest (1883-1955) who was the President and General Manager of Marathon Paper Mills. Mr. Everest was influential in the growth of the community and promoted educational opportunities.

In the mid 1970's, the growing needs of the district resulted in two new elementary schools. Evergreen Elementary (cost \$1,236,000) was dedicated in September 1976 and was the first district school to utilize the open classroom concept. In 1979, Riverside Elementary (cost \$1,800,000), was built in the Town of Ringle. Also, additions to the senior and junior high schools and Schofield Elementary were constructed. In 1976, the school district's name was changed from Joint School District #1 to D.C. Everest Area School District. In 1990, the district approved a \$3,600,000 proposal for additions to various buildings including Hatley, Riverside, Weston, and Evergreen Elementary schools, the junior and senior high schools, and remodeling of Schofield Elementary.

In February 1996, the district approved funding of the Greenheck Field House. Total project cost was \$3,600,000 of which \$1,995,000 were public funds and approximately \$1,600,000 were private contributions. Greenheck Field House opened in January 1998 adding a new dimension to the quality of life in the Everest area and to the academic and physical education of our children. The facility houses additional classrooms for the high school, an Olympic ice rink, a 3-court gymnasium, two racquetball courts, a weight room, a fitness balcony and a concession stand.

Citizens approved a \$26,595,000 referendum in February 2000 to build a new 6-7 middle school (\$19.2 million) and for remodeling and additions to the junior high (\$1.5 million) and senior high (\$4.8

million). The D.C. Everest Middle School opened in September 2002. The project realigned grade levels to elementary (K-5), middle school (6-7), junior high (8-9), and senior high (10-12) alleviating overcrowding in the elementary schools and junior high.

In February 2005, citizens passed an \$18,955,000 referendum to build an additional elementary school at the middle school site and to construct additions and undertake maintenance, repair and remodeling projects at various school district buildings and sites. Mountain Bay Elementary School opened September 2006.

In February 2007, citizens passed a recurring referendum to exceed the revenue limit by \$1,500,000 for 2007-08 school year and \$2,500,000 for the 2008-09 school year for a total of \$4,000,000. The purpose of this referendum was to help resolve the budget shortfall that the district has been challenged with due to rapid enrollment growth.

At the end of the 2010-11 school year, Schofield and Easton Elementary Schools were closed. Students were transitioned to Rothschild, Weston, Evergreen and Hatley Elementary Schools. In September of 2011, the district opened the D.C Everest Idea School. The school is based on a project- learning concept. The district received an implementation grant from the state to help with the initial funding of the school. In the 2013-14 school year, the district purchased the building in the amount of \$770,397.

In September of 2013, the district implemented four year old kindergarten (4K) services. This program is a partnership between the district and local early childhood professionals.

D.C. EVEREST AREA SCHOOL DISTRICT LEADERSHIP STAFF FOR 2017-2018

Superintendent of Schools			Kristine A. Gilmore		1220
Assistant Superintendent, Business/Personnel Services			Jack E. Stoskopf, Jr.		1243
Human Resources Director			Kimberly D. Hall		1225
Finance Manager			Aaron P. Nelson		1213
Supervisor of Facilities & Community Services			Aaron W. Mull		1223
Supervisor of School Nutrition Services			Laticia Baudhuin		2408
Supervisor of Maintenance Operations			Jeffrey J. Belott		4103
Assistant Superintendent, Curriculum & Learning			Mary Jo Lechner		1327
Director of Elementary Education			Craig A. Miller		1241
Director of Secondary Education			Casey Nye		1242
Director of Pupil Services & Special Education			Jennifer L. Zynda		1222
Supervisor of Pupil Services & Special Education			Jim Nelson		1351
Director of Technology			Emmett J. McBride		1240
Information Systems Supervisor			Pauline P. Schield		1233
Senior High School Principal			Thomas W. Johansen		4022
Assistant Senior High School Principal			Todd J. Bohm		4240
Assistant Senior High School Principal			Jeff See		4237
Athletic Director			James Sekel		4400
Psychologist			Tami L. Mlodik		4238
Junior High School Principal			Jason R. McFarlane		3022
Assistant Junior High School Principal			Randy M. Weller		3401
Assistant Junior High School Principal/Athletic Director			Christopher J. Heller		3402
Psychologist			Kelsey Parkin		3025
Middle School Principal			Gina Lehman		2022
Assistant Middle School Principal			Fritz Lehrke		2343
Psychologist			Erin VanOss		2025
Hatley Principal			Craig Miller		1241
Psychologist			Andy Low		5308
Evergreen Principal			Richard L. Koepke		5222
Psychologist			Tabitha Prutz		5225
Mountain Bay Elementary Principal			Patrick J. Phalen		5822
Psychologist			Tabitha Prutz		5825
Riverside Elementary Principal			Kevin J. Kampmann		5322
Psychologist			Stefanie S. Teske		5308
Rothschild Elementary Principal			Rena S. Sabey		5422
Psychologist			Stefanie S. Teske		5425
Weston Elementary Principal			Sarah Trimner		5622
Assistant Principal			Trena Loomans		5626
Psychologist			Andrew J. Low		5625
Curriculum Coordinators					
Fine Arts	Diane L. Goetsch	4135	Science	Scot F. Abel	4405/323 2
English & World Language	Kelly A. Thompson	4350	Social Studies	Paul S. Aleckson	4353/341 9
Arts			PE/AODA	Karen A. Wegge	1270
LVEC	Aaron M. Hoffman	4120			
Mathematics	Mark A. Schommer	4250			

D.C. EVEREST AREA SCHOOL DISTRICT SCHOOL BOARD MEMBERS

2017-2018

Helen Ackermann Vice President Term ends 2019	9410 Lambert Street Rothschild, WI 54474	715-359-4770 hackermann@dce.k12.wi.us
Joshua Dickerson Treasurer Term ends 2019	1720 Highland Avenue Weston, WI 54476	715-571-1774 jdickerson@dce.k12.wi.us
Jason Jablonski President Term ends 2020	9307 Lambert Street Rothschild, WI 54474	715-241-7416 jajablonski@dce.k12.wi.us
Rita A. Kasten Clerk Term ends 2019	2503 Camp Phillips Rd. Wausau, WI 54403	715-842-1131 rkasten@dce.k12.wi.us
Larry A. Schaefer Member Term ends 2018	2176 Creciente Drive Mosinee, WI 54455	715-359-7374 lschaefer@dce.k12.wi.us
Diane Stroik Member Term ends 2018	3406 River Meadow Drive Weston, WI 54476	715-355-7320 dstroik@dce.k12.wi.us
Yee Leng Xiong Member Term ends 2020	4809 Augustine Avenue Weston, WI 54476	715-348-6214 yxiong@dce.k12.wi.us

WASB LEGISLATIVE NETWORK MEMBER – Yee Leng Xiong

CESA #9 DELEGATE – Helen Ackermann

D.C. EVEREST AREA EDUCATION FOUNDATION BOARD – Larry Schaefer

School Board meetings are held on the 4th Wednesday of every month at 6:30 p.m., except the December board meeting, which is held on the third Wednesday. Meetings may be changed and special meetings scheduled with appropriate public notice.

Regular Board meetings are held at the Administration Building Board Room, 6300 Alderson Street, Weston.

D.C. EVEREST BOARD GOALS FOR 2014-2019

The School Board of the D.C. Everest Area School District has adopted the following goals for 2014-2019. These goals are brought to the attention of the community, the administrative staff, the teaching faculty, and all other employees to enable them to be aware of the direction in which the School Board will be exerting its efforts. The goals are . . .

Early Literacy: On Target by Third Grade

95% of DCE third graders will read at or above grade level.

College and Career Readiness: Academic Success

90% of DCE graduates will successfully complete an Advanced Placement, Transcribed or Dual Enrollment credit class. DCE students will rank within the top 10% in the State of Wisconsin on the ACT assessments.

Culture of Excellence: A Positive Place to Learn and Work

D.C. Everest School District will strive to meet the individual needs of students by engaging them in innovative classes and experiences, co-curriculars, clubs, and positive relationships. D.C. Everest School District will strive to be a high performing school district whose employees feel valued.

Innovation: To Promote and Support Innovation in All Aspects of District Operations

D.C. Everest School District will manage its financial resources for employee and operational expenses to best meet the mission and goals of the district. The District will generate engaging, relevant, innovative and personalized learning experiences for all students with the support of state-of-the-art technology that leads to increased student achievement.

Adopted by the School Board
D.C. Everest Area School District
December 2013

RIVERSIDE SCHOOL GOALS, 2017-18

Reading: By June 7th 2018, 95% of Riverside students in grades 1st-5th will be proficient in Reading according to guided reading levels or show a student growth percentage of 45% or more according to STAR testing in the area of reading.

In addition, 90 % of Kindergarteners will be reading at a proficient level according to Rigby reading levels by June 7th, 2018.

Math: By June 7th 2018, 95% of Riverside 1st- 5th graders will be proficient in math according to STAR testing or show a student growth percentage of 40% or more in the area of math.

Riverside will be a positive learning community for students, families and staff. Throughout the school year, surveys will be developed and given to students and parents to get feedback on how we can continue to improve the culture of excellence at Riverside. By June of 2018, survey results will be used to develop an action plan for the upcoming school year.

RIVERSIDE ELEMENTARY PERSONNEL DIRECTORY

RIVERSIDE PHONE NUMBER: 715-359-2417

		E-Mail Address	Phone Extension
Kampmann, Kevin	Principal	kkampman@dce.k12.wi.us	5322
HOMEROOM TEACHERS:			
Aleckson, Andrew	Grade 5	aaleckson@dce.k12.wi.us	5351
Bauman, Sue	Grade 2	sbauman@dce.k12.wi.us	5316
Baumann, Melissa	Grade 1	mbaumann@dce.k12.wi.us	5333
Berry, Cailyn	Grade 5	<u>cberry@dce.k12.wi.us</u>	5353
Cornish, Susan	Kindergarten	scornish@dce.k12.wi.us	5335
Dennis, Kathleen	Grade 1	kdennis@dce.k12.wi.us	5336
Fritsche, Ashley	Grade 3	afritsche@dce.k12.wi.us	5363
Gauger, Amanda	Grade 3	agauger@dce.k12.wi.us	5360
Hughes, Patrick	Grade 5	phughes@dce.k12.wi.us	5352
Jablonski, Erin	Grade 1	<u>ejablonski@dce.k12.wi.us</u>	5337
Jacobs, Hannah	Grade 2	hjacobs@dce.k12.wi.us	5362
King, Lynn	Grade 2	lking@dce.k12.wi.us	5361
Lekie, Joshua	Grade 4	jlekie@dce.k12.wi.us	5347
Lorge, Gretchen	Grade 5 Gifted & Talented	glorge@dce.k12.wi.us	5349
Podeweltz, Kevin	Grade 4	kpodeweltz@dce.k12.wi.us	5343
Reimer, Jenny	Grade 3 Gifted & Talented	jreimer@dce.k12.wi.us	5345
Rosewicz, Jane	Grade 5	jrosewicz@dce.k12.wi.us	5348
Schwan, Anne	Grade 3	aschwan@dce.k12.wi.us	5342
Stead, Heather	Kindergarten	hstead@dce.k12.wi.us	5338
Strehlow, Vicki	Kindergarten	vstrehlow@dce.k12.wi.us	5339
Thompson, Sarah	Grade 4	sthompson@dce.k12.wi.us	5344
Wegner, Sarah	Grade 2	swegner@dce.k12.wi.us	5317
Wendorf, Brooke	Grade 4	bwendorf@dce.k12.wi.us	5346
SPECIALISTS:			
Adamus, Amy	Math Interventionist/Coach	<u>aadamus@dce.k12.wi.us</u>	5332
Brecke, Roxie	Guidance Counselor	rbrecke@dce.k12.wi.us	5326
Card, Mari	Music	mcard@dce.k12.wi.us	5354
Dembowski, Sheila	IMC Director	sdembowski@dce.k12.wi.us	5324
Graff, Christopher	Speech/Language Clinician	cgraff@dce.k12.wi.us	5340
Guldan, Guldan	EL Teacher	dguldan@dce.k12.wi.us	5334
Heeren, Carol	Lit. Support	cheeren@dce.k12.wi.us	5341
Kenitzer, Roxie	District Nurse	rkenitzer@dce.k12.wi.us	4223
Kollross, Lucas	Physical Education Teacher	lkollross@dce.k12.wi.us	5359
Luetschwager, Reanee	LD Teacher	rluetschwager@dce.k12.wi.us	5360
Moore, Kathlyne	Art Teacher	kmoore@dce.k12.wi.us	5355
Parde, Kathy	Occupational Therapist	kpardee@dce.k12.wi.us	5357
Spiegel, Tina	Literacy Coach	tspiegel@dce.k12.wi.us	5307
Stack, Amy	Social Worker	<u>astack@dce.k12.wi.us</u>	5308
Teske, Stefanie	School Psychologist	steske@dce.k12.wi.us	5308
Theiss, Heather	EBD Teacher	htheiss@dce.k12.wi.us	5358
Wasleske, Kaylee	ID Teacher	kwasleske@dce.k12.wi.us	5313

SUPPORT STAFF:

Alves, Laura	Special Educational Assist.	lalves@dce.k12.wi.us	5314
Cheyka-Weinke, Evelyn	Cafeteria Server	eheyka-weinke@dce.k12.wi.us	5356
Cole, Jennifer	Cafeteria Server	jcole@dce.k12.wi.us	5356
Dunaj, Ronald	Custodian	rdunaj@dce.k12.wi.us	5327
Erdman, Joan	Secretary to the Principal	jerdman@dce.k12.wi.us	5321
Fassbender, Kay	Special Educational Assistant	Kfassbender@dce.k12.wi.us	5358
Hanson, Jeanne	Educational Assistant	jhanson@dce.k12.wi.us	5306
Haemmerle, Lynnette	Custodian	lhaemmerle@dce.k12.wi.us	5327
Isham, Laura	Educational Assistant	lisham@dce.k12.wi.us	5306
Krautkramer, Jessica	Student Health Assistant	jkrautkramer@dce.k12.wi.us	5323
Lehman, Gina	Educational Assistant	glehman@dce.k12.wi.us	5306
Olson, Tracie	Educational Assistant	tolson@dce.k12.wi.us	5306
Platta, KiyAnn	Part-time Secretary	kplatta@dce.k12.wi.us	5302
Plisch, Wanda	Custodian	wplisch@dce.k12.wi.us	5327
Rentmeester, Rachel	Educational Assistant	<u>rrentmeester@dce.k12.wi.us</u>	5306
Sekula, Ashley	Educational Assistant	<u>asekula@dce.k12.wi.us</u>	5306
Trzebiatowski, Peggy	Educational Assistant	ptrzebiatowski@dce.k12.wi.us	5306
Xiong, XiongMee	EL Assistant	xixiong@dce.k12.wi.us	5334
Yach, Mary	Special Educational Assist.	myach@dce.k12.wi.us	5313

2017-2018 RIVERSIDE ELEMENTARY CALENDAR

(Additional calendar items can be found on the Riverside webpage: <http://www.dce.k12.wi.us/riverside/calendar>.)

August 30	Riverside Open House, 4:00-6:00 pm
September 5	First Day of School
September 18-19	Twin Oaks (2 nd Grade)
September 26	Picture Day
October 2-6	Little Red Schoolhouse (4 th Grade)
October 9-11	Vision & Hearing Screening
October 12-13	Twin Oaks (1 st Grade)
October 19	Parent-Teacher Conferences, 4:20 – 8:00 pm
October 24	Parent-Teacher Conferences, 4:20 – 8:00 pm
October 25	Early Release, 12:00 Noon Dismissal Parent-Teacher Conferences, 12:40-4:00 pm
October 26	No School, Teacher Inservice
October 27	No School
October 30	Dream Flight (5 th Grade)
November 2	Vision & Hearing Rescreening
November 3	End of 1 st Quarter
November 6	No School, Teacher Inservice
November 9	Picture Retake Day
November 16	4 th Grade Fall Program, 6:00 pm at Middle School 5 th Grade Fall Program, 7:00 pm at Middle School
November 22-24	NO School, Thanksgiving Vacation
December 12	Winter Program, Kindergarten, 5:30 pm Winter Program, 1 st Grade, 6:45 pm
December 14	Winter Program, 2 nd Grade, 5:30 pm Winter Program, 3 rd Grade, 6:45 pm
December 25-January 1	Winter Vacation, No School
January 2	School Resumes
January 18	End of 2 nd Quarter
January 19	No School, Teacher Inservice
February 20	Parent-Teacher Conferences, 4:20-8:00 pm
February 22	NO School for Students, Parent-Teacher Conferences, 9:00-7:00
February 23	No School, Teacher Inservice
March 22	End of 3 rd Quarter
March 23	NO School for Students, Teacher Inservice
March 26-March 30	No School, Spring Break
May 7	Open Snow Make-Up Day
May 14	2018-19 Kindergarten Orientation, 4-4:45 pm
May 21	3 rd & 4 th Grade Track & Field, 12:45 pm
May 23	1 st & 2 nd Grade Track & Field, 12:45 pm
May 25	5 th Grade Jay Seiler Track Meet (May 29 Rain Date)
May 28	No School, Memorial Day
June 7	Last Day of School for Students

STAFF DEVELOPMENT DAYS

Please note that during the school year, there will be days when there will be no school for students to give teachers time for staff development, long-range planning or to work on special building projects. **Please note the following staff development dates for the 2017-18 school year:**

DAY/MONTH
October 26, 2017: No School for Students
November 6, 2017: No School for Students
January 19, 2018: No School for Students
February 23, 2018: No School for Students
March 23, 2018: No School for Students

PARENT-TEACHER CONFERENCE DATES

The following dates have been established for Parent-Teacher Conferences for the 2017-18 school year:

ELEMENTARY SCHOOLS		
FIRST SEMESTER		
October 19, 2017	Thursday	4:20 pm – 8:00 pm
October 24, 2017	Tuesday	4:20 pm – 8:00 pm
October 25, 2017 (Noon Dismissal for Students)	Wednesday	12:40 – 4:00 pm
SECOND SEMESTER		
February 20, 2018	Tuesday	4:20 pm – 8:00 pm
February 22, 2018	Thursday	9:00 am – 7:00 pm

THE SCHOOL DAY

All elementary schools within the D.C. Everest District have approximately the same school day. Students in grades Kindergarten through 5th receive over 300 minutes of instruction daily. Our school day allows ample time for instruction and supervised activities.

8:25	Walking students and buses arrive, Breakfast
8:38	Warning bell—students report to their homeroom
8:45	Attendance and lunch count/Announcements/Classes Begin
10:35-10:50	Recess: Kindergarten & 1 st Grade
12:00-12:45	Kindergarten Lunch/Recess
12:05-12:50	1 st Grade Lunch/Recess
12:20-1:05	2 nd Grade Lunch/Recess
12:40-1:25	3 rd Grade Lunch/Recess
12:30-1:15	4 th Grade Lunch/Recess
12:35-1:20	5 th Grade Lunch/Recess
2:20 – 2:35	Recess: 2 nd , 4 th & 5 th Grade
2:25-2:45	Recess, 3 rd Grade
3:40	Student Dismissal

RELATED ARTS INSTRUCTION

Students receive special instruction in art, music, physical education, guidance, and library skills from special instructors who are referred to as "related arts" teachers. Classroom teachers expand upon the lessons introduced by related arts teachers and reinforce newly acquired skills.

SUBJECT

Art
Music
Physical Education

INSTRUCTIONAL TIME WITH SPECIALIST

Grades K-5, 60 minutes/week
Grades K-5, 60 minutes/week
Grades K-5, 60 minutes/week, plus an additional 30 minutes of teacher-taught phy ed.
Grades K-5, 60 minutes/month
In-class support & book check-out

Guidance
Library

THE PARENT CONNECTION, YOUR RIVERSIDE P.T.O.

The Parent-Teacher Organization (P.T.O.) is a vital part of education at Riverside School. Parents work with teachers to help our children receive the best education possible.

The PTO has done so much for our school. Over the past years, they have equipped each playground with a super structure designed for the specific age of those children using the equipment. Volunteers also helped to install these structures to ensure our children's safety. They have also funded numerous technology needs, pays for the renewal of the Accelerated Reader subscription each year for students, as well as the Razz Kids subscription for K-2 students. They have purchased books for classroom libraries, some ELMO projectors and SMARTboards, and additional playground equipment and supplies. The P.T.O. has also enhanced the atmosphere of the school by organizing and funding numerous landscaping projects. They help pay for bussing for the majority of our field trips and also provide unit funds so teachers may purchase materials for special projects. The Book Bug Program in the IMC receives funding as well to purchase the trophies, shirts, and other awards the students receive for reading achievements.

The Riverside P.T.O. is made up of four main elected officers: President, Vice President, Secretary, and Treasurer. These officers are chosen in early May. Assisting the officers are parent representatives. We have appointed committee people in May which work on various projects throughout the year.

PTO Officers for the 2017-18 school year are:

President: Karry Salber

Vice Presidents: Carissa Brittenham and Lisa Kumfer

Secretary: Laura Isham

Treasurer: Amanda Walters

- The **PARENT VOLUNTEER COORDINATORS** send home a survey to find out how many of our parents have talents that can be used at Riverside. The PTO also utilizes an online volunteer scheduling site, SignUpGenius, to list volunteer opportunities and schedule volunteers: <http://www.signupgenius.com/go/60b0f4ba9ae23a57-riverside>
- Our **ACTIVITIES COMMITTEE** organizes the Fifth Grade Party, the D.A.R.E. graduation, and Staff Appreciation Lunch at the end of the year. They also help coordinate other activities that may arise throughout the year.
- The **SUNSHINE COMMITTEE** is our special event group. They send out cards and/or gifts when things happen to people at Riverside. This includes staff marriages, births, deaths, severe illnesses, or other areas needing attention.
- The **SPRING CARNIVAL COMMITTEE** takes care of everything dealing with our annual spring event and raffle. The carnival was designed to create a bond between school, community, and family and has been a tremendous success.
- The **FUNDRAISER COMMITTEE** is responsible for selecting and coordinating the fall fundraiser of their choice, whether it is selling some type of merchandise or holding a special event.
- The **POPCORN COMMITTEE** organizes parent volunteers to come to school and pop popcorn for students once a month.
- The **BOX TOP COMMITTEE** organizes the collection of General Mills box tops and their use to obtain items for the school.

Any Riverside parent is welcome to join our P.T.O. Board or Committees. Even though the officers are elected in May, you may join a committee at any time throughout the year. All parents are encouraged to attend our monthly planning meetings that are usually held on the 2nd Monday of every month at 6:00 PM. We vote on various funding issues at these meetings and do some overall planning for special events. Most committees have their own meetings to discuss issues so that our monthly meetings usually last only 1- 1-½ hours. One of the best ways to show your children that you truly care about their education is to become involved at their school. Riverside P.T.O. is a great way to get involved.

OUR P.T.O. works because of **YOU**.....PLEASE JOIN US.

ATTENDANCE PROCEDURES

ATTENDANCE

When a child is absent, a parent should call school (715-359-2417, press 1 for attendance voicemail) by 9:00 a.m. to inform the office that the child will not be in attendance. If a family does not call to inform school about a student's absence, the school will make a reasonable attempt to reach a parent at home or work. If the office is not able to contact a parent to get an explanation for an unreported absence, the absent child will be recorded as "unexcused". Police may be called if we are concerned with the safety of the child. After a student has been absent, he or she should bring to school a written excuse signed by a parent. For doctor or dentist appointments, please bring a slip from their office to have the appointment considered as a medical excuse. Absences beyond five per semester may need a doctor's excuse. **The only excused absences are those due to illness of the student, death in the family, a doctor or dentist appointment that cannot be scheduled after school hours, or whenever the principal considers that exemption from attendance is in the best interest of the student.**

STUDENTS WHO ARE TARDY

Children who arrive at school after the attendance bell will be considered tardy. When such cases occur with the parents' knowledge, they should send an excuse explaining the reason for the tardiness. All children who are tardy must report to the office. The attendance secretary will make the necessary changes in the school attendance report.



STUDENTS LEAVING SCHOOL EARLY

At times, it may be necessary for you to schedule an appointment or an emergency occurs which requires an early release of your child(ren). Please send a note to school informing the teacher of the early release. Parents picking up students during the school day must always check in at the school office and sign him/her out. The teacher will then be contacted to dismiss the student. Parents may not remove students from a classroom, lunchroom, playground or location other than the office. Students will not be permitted to wait for parents in the parking lot or at a curbside location. This procedure will be followed for your child's protection.

CHANGES FOR STUDENT PICK-UP DURING THE DAY

If a parent needs to change the plan for pick-up/bus drop-off at the end of a day, the parent must call the office and notify the secretary by 3:15 PM. The secretary will relay the message to the teacher and the student. Do not email the child's teacher or leave messages on their phone, as the teacher may not get the message before the end of the day.

STUDENT ARRIVAL AND DISMISSAL

Students who ride the school bus will arrive at school at 8:25 am. Students who walk to school or are driven by parents should plan to arrive at about the same time. Students will not be permitted to go to the classrooms earlier, since prior to that time, teachers are not available to provide necessary supervision. (The outer doors of the school are locked until 8:25 am and students are not permitted in the building prior to that time.)

Children are not to remain after school or play on the playground unless it is an organized, coach-supervised practice or game. In the event that children return to the playground after dismissal, teachers or other school personnel will not be responsible for supervising their play or for accidents. If parents need before-school care for their child, Everest Adventure Care provides this program at Riverside School.

ATTENDANCE

Highlights of this section:

- Call school when your child is absent, 715-359-2417, press 1
- Tardy students must report in at the office
- Parents may not remove students from classrooms or the playground
- When returning from a doctor or dentist appointment, please bring slip from their office to have the absence considered as a medical excuse.
- Police may be called for the safety of the child.

PRE-ARRANGED ABSENCE

Families should make a sincere effort to plan family vacations to correspond with the scheduled vacation days of the school year. This way, students will experience the best of both worlds; they can participate in educational vacations and not miss learning experiences at school. If your child will be absent for 3 or more days, parents should complete the following Pre-Arranged Absence Notification form and turn it in to your child’s teacher. The form should be submitted one week prior to the intended absence. All students are expected to make up work missed. A completed form does not exempt your child from state/district attendance procedures. Additional copies are available in the school office.

D.C. EVEREST ELEMENTARY SCHOOL

PRE-ARRANGED ABSENCE NOTIFICATION

*****(for 3 days or more absences)*****

Completion of this form does not exempt your child from state/district attendance procedures. Please contact your school principal for more information.

Student Name: _____ Grade: _____ Date: _____
 Address: _____
 Please excuse my child from school for a total of _____ days from _____ to _____.
 Reason for Absence: _____

Teacher Response		
SUBJECT AREA	CURRENT ACHIEVEMENT	CAN THIS STUDENT AFFORD TO BE ABSENT?
Reading		
Spelling		
Penmanship		
Language		
Mathematics		
Social Studies		
Science		

Other Comments: _____

Teacher Signature: _____

I, _____ agree to complete all work missed during the time of my absence.

_____ (Student Signature) _____ (Parent Signature)

Date: _____ Attendance Secretary: _____

FOOD SERVICES

SCHOOL MEAL PROGRAM

The D. C. Everest Area School District participates in the National School Lunch Program. Nutritious lunches and breakfasts are made available each day that school is in session for a full day.



Application forms for Free or Reduced Price Lunch benefits are sent to each family at the beginning of the school year. Parents are encouraged to complete and return this form if they feel their family may be eligible to receive these benefits. A new form must be completed each school year. Please submit only one form for all members of your family. Application for Free or Reduced Price Meals may be made at any time during the school year.

Forms are available from the school office, online on the district website or by calling the Food Service office at 241-9700, extension 2407. All information on this form is confidential and will only be used to approve meal benefits.

At each elementary school, a student lunch account is set up with a PIN (personal identification number) assigned. Parents are asked to make payments to their child's lunch account to cover the cost of their child's meals. Each child inputs their PIN into a computerized register at mealtime. The cost of their meal is deducted from their lunch account. The elementary school lunch price is \$1.75 per day. For those students eligible for reduced price meals, the cost is 40¢ per day. School breakfast is \$1.25 per day. Students who qualify for free or reduced meal benefits receive breakfast at no charge.

Students who carry their lunch to school may purchase milk for 40¢ per 8 oz. carton. Skim milk, 1% milk, and chocolate skim milk is available on a daily basis. The cost of this milk will also be deducted from the student lunch account. **Students eligible for free meals receive free milk with school lunch only. No free milk is available for students who bring a cold lunch.** Parents are expected to provide payment for school lunch or a cold lunch for their child each day.

It is the parent's responsibility to track student usage and maintain a sufficient balance in the student lunch account to cover the cost of breakfast, snack milk, school lunch, or cold lunch milk. Students are reminded in the lunch line that their lunch account balance is getting low. The school district also utilizes School Messenger, an automated dialing system, as a courtesy to remind you when your student's lunch account balance is low or negative. You must contact the school office if your phone number changes. Parents may also monitor account payments and student usage online.

Payment can be made by check at the school office. Please include the student name and PIN with the deposit. Payment may also be made by checking withdrawal or credit card on the **MYSCHOOLBUCKS** website, www.myschoolbucks.com. Any balance in a student lunch account at the end of the school year is carried over into the next year. If a student leaves the district, a refund will be made for amounts over \$5.00 that are in the lunch account, at the parent's request.

If there is not a sufficient balance in the student lunch account, one lunch will be served to the student. The parent is expected to reimburse the school district for the cost of this lunch. If payment is not received by the following day, the student will be served a light lunch. A written notice will be sent to the parent prior to refusal to allow additional meals. Parents are encouraged to sign up for **MYSCHOOL BUCKS** at www.myschoolbucks.com. This site enables parents to view their child's lunch account activity on their computer.

The printed school lunch menu is sent home monthly. **NUTRISLICE**, our interactive menu is located at www.dce.nutrislice.com. This program gives a description and nutrition information for each item that is on the menu daily.

This institution is an equal opportunity provider and employer.

Elementary Meal Prices, 2017-18				
	Milk (Snack Break or Cold Lunch Milk)	Breakfast	Lunch	Milk, Breakfast & Lunch
Daily	40¢	\$1.25	\$1.75	\$ 3.40
Weekly	\$2.00	\$6.25	\$8.75	\$17.00
Monthly (20 days)	\$8.00	\$25.00	\$35.00	\$68.00
Quarterly (45 days)	\$18.00	\$56.25	\$78.75	\$153.00
Semester (90 days)	\$36.00	\$112.50	\$157.50	\$306.00
Reduced Costs:	\$ 0	\$ 0	40¢/day	

RIVERSIDE BREAKFAST PROGRAM

A grab and go breakfast will be served to students each day that school is in session unless there is a school delay. The cost for the breakfast is \$1.25. There is no charge for students receiving free or reduced price meals. Students need to order breakfast the day prior. Following is the grab and go breakfast menu:

Monday:

Breakfast Meal Break (cereal, Breakfast crackers and ½ c juice)
Fruit cup
Milk

Wednesday:

Fruit cup
Fruit juice
Muffin
Yogurt
Milk

Friday:

Fruit Cup
Fruit juice
Zucchini bread
Milk

Tuesday:

Fruit cup
Fruit juice
Cereal Bar
String Cheese
Milk

Thursday:

Fruit Cup
Fruit Juice
Mini-Bagels
Milk

WISCONSIN MORNING MILK PROGRAM

Students who wish to purchase milk for a morning break may do so. The cost of milk is 40¢ per 8 oz. carton. This cost will be deducted from the student lunch account. If a student in Grade K-5 is determined to be eligible for Free & Reduced Price Lunch/Breakfast, there will be no charge for morning milk. No additional application is needed.

FIELD TRIP BAG LUNCH MEAL DEAL

Students may choose to order a bag lunch from the Food Service program when students have an activity that takes them out of the building over the lunch period. All lunches must be ordered in advance. The lunch may be purchased for the cost of a meal and will be charged to the student's lunch account. If a student is qualified for free or reduced meals, the meal will be charged accordingly.

ALTERNATE LUNCHESES

Students in grades 1-5 have the choice of the regular and the alternate lunches. Alternate lunches need to be ordered a day in advance.

SMART SNACKS IN SCHOOL

On July 1, 2014, the DC Everest District began implementing the USDA (United States Department of Agriculture) Smart Snacks in School initiative. These standards will work with the changes in school meals to ensure that all snack foods and beverages available for sale to school follow healthy guidelines. As part of these nutrition standards, foods brought for classroom distribution by students or staff **must be commercially prepared and in the original packaging**. More information can be found in the DC Everest Board Policy 8510 - Wellness.

FOOD SERVICES

Highlights of this section:

- Applications for Free or Reduced Lunch/Breakfast may be made at any time. Forms can be obtained online at www.dce.k12.wi.us/domain/834 or at the school office.
- Every student has a Student Food Account and PIN (Personal Identification Number).
- Students should make deposits frequently to their lunch accounts in order to maintain a positive balance.

NUT FREE POLICY

Some food products can cause an anaphylactic reaction if a person eats, touches, or breathes in the protein. Anaphylaxis means that the immune system over reacts to a particular protein found in that food. Each reaction is unique and symptoms range from mild to life threatening with each exposure. The eight foods most commonly responsible for the majority of reactions are: cow's milk, eggs, fish, peanuts, shellfish, soy, tree nuts, and wheat. Examples of non-food related anaphylactic allergens are latex, medication, and insect venom (i.e. bee stings).

Although the district cannot guarantee an allergen free campus, DC Everest Policy 5335.01 provides an anaphylactic aware environment (K-12) for staff and students by taking measures to minimize the risk of an exposure and educate staff to respond to life threatening reactions. During classroom projects and activities, common food allergens, as well as latex, will be avoided.

To reduce the risk of exposure for physician diagnosed anaphylactic food allergies, it is recommended that products containing nuts are consumed in the cafeteria. If nut containing products are eaten, hand washing with soap and water is recommended prior to returning to a classroom environment or playground.

The food service department will make dietary substitutions in accordance with USDA regulations 7 CFR Part 15b, when the "Medical Statement for Children with Disabilities Requiring Special Foods in Child Nutrition Programs" is correctly completed by a physician and returned to the Supervisor of Food Services.

A reasonable effort for school operated programs will be made to not serve or purchase food products that contain nut ingredients. Nut containing products will not be served in grades K-5. All students may pack a cold lunch containing nut product to be eaten in the cafeteria only.

The parent/guardians will supply a physician signed and completed Anaphylactic Action plan to the school and indicate if the student should sit at an allergy safe table and notify staff if there are any changes in the student's health



HEALTH SERVICES

WHEN TO KEEP YOUR STUDENT HOME FROM SCHOOL DUE TO ILLNESS

It is often hard to know when to keep a student home from school. The following guide will give you helpful hints to make a decision about sending your student to school.

Fever

A fever is a sign that your child may be sick and/or contagious.

- **If your child has a temperature of 100.5 degrees or more, they will be sent home.**
- Your child can return to school when he/she is **fever free for 24 hours without the use of a fever reducing medication.**
- Call your doctor if the fever continues for more than a few days.

Vomiting

If your child vomits due to illness, and the vomiting is not due to a chronic health condition he/she will be sent home.

- A child who is vomiting needs to stay home until he/she is symptom free for 24 hours.
- Call your doctor if the vomiting continues more than 24 hours, and/or your child is not drinking fluids.
- Your child should be able to eat and drink without vomiting before they return to school.

Diarrhea

If your child has diarrhea due to illness, and the diarrhea is not due to a chronic health condition, he/she will be sent home.

- Notify your doctor if the diarrhea is frequent or accompanied by fever, rash, or general weakness lasting more than 24 hours.
- A child with diarrhea needs to stay home until he/she is symptom free for 24 hours.
- If the diarrhea is associated with illness, your child should not have diarrhea when they return to school.

Rashes

A rash may be the first sign of an illness.

- A doctor should evaluate the skin rash before you send your child to school.
- Your child will be sent home if they have a rash that is spreading, open and cannot be covered.
- Your child may return to school after seeing a doctor. Send a note from the doctor stating that the rash is not contagious and that your child may be at school.

Coughs and Colds

Infections are spread when children cough and sneeze, forgetting to cover their nose and mouth.

- Your child will be sent home if they have continuous nasal drainage, coughing spells or if symptoms interfere with their ability to learn.
- Children may stay at school and/or return to school providing they do not have a fever, nasal drainage is minimal and coughing is less frequent.

Pink Eye

Allergies, virus, and/or bacteria can cause pink eye. Pink eye can be highly contagious depending on the cause.

- Symptoms are red watery eyes, swelling of the upper and/or lower eyelid, and/or yellow drainage.
- Your child will be sent home if the pink eye is accompanied by fever, behavioral changes and/or inability to avoid touching the eye.
- Treatment for eye infections vary. Call your doctor, optometrist, or ophthalmologist, to find out if any treatment is needed.
- Antibiotics should be use for 24 hours before returning to school.

Strep Throat

If your child has been diagnosed with Strep Throat, he/she must remain home 24 hours after antibiotics have begun, or return with written Dr. approval.

Lice

If designated staff discover head lice or untreated nits on a student at school, the school staff will notify the parent/guardian and recommend to pick the student up and administer a FDA approved lice treatment (pediculicide/ovicide). If a student with live lice or untreated nits is not able to be picked up they may remain in the classroom the remainder of the school day but must be treated with an FDA approved lice treatment prior to returning to school. Nits may persist, but successful treatment should kill live lice. If nits are found, after initial treatment with an FDA approved pediculicide/ovicide, child may stay in school. Nit removal should be done at home. Head lice can be found in every community at all times and are not an indicator of cleanliness or socioeconomic status. Lice are a nuisance but do not spread disease. For this reason, notification home and/or to the local health department is not necessary.

Highlights of this section:

- Schools do not have their own nurse, but a registered nurse employed by the D.C. Everest School District supervises our delivery of health services.

- D.C. Everest Elementary Schools have the services of a health associate.
- If a child becomes ill or injured at school, parents will be notified. It is very important that parents provide school with the telephone number of family members or friends who can assist in an emergency if a parent is not available.
- School staff may administer medication only to students who have the proper forms on file.
- Parents are required to provide the school with an accurate immunization record with the dates of vaccinations. In addition, parents are required to provide updated vaccinated dates.
- If a child's condition warrants emergency treatment, the school will attempt to contact the parent and the child will be sent via ambulance to the emergency room at the closest hospital.

PLANNING FOR ILLNESS AT SCHOOL

The best way to prevent infection is good hand washing at regular intervals throughout the day. Even with the best hand washing, illnesses are unavoidable.

Some parents have limited flexibility at work if their child gets sick at school. Many employers do not allow parents leave work or stay at home with a sick child. If both parents work, arrange for an emergency care provider if your child gets sick at school and needs to go home. School health rooms are not designed or supplied to provide quality day care for sick students. Parents will be called when their child is sick at school. If the parent(s) is not available, the school staff will call the emergency contact person listed on your child's demographic card to come for your child.

Students belong in school in order to learn and be successful. Children learn more and are able to concentrate when they are healthy. The goal is simple: stay well, stay in school to learn and succeed. Together...parents, teachers, and students can accomplish that goal.

DISTRICT HEALTH STAFF

A health assistant works at each school. The health assistant works under the direction of the district school nurse. The health assistant has the following roles:

Provides basic first aid care for injuries and illnesses.

Observes for symptoms of communicable disease. Notifies the parent(s).

Maintains student health records.

Gives medications to students as ordered by the parent and/or the physician.

Provides specialized healthcare for a student(s) as ordered by the parent and/or physician under the direction of the district health nurse.

The district employs a registered nurse to assist students with health care needs at the elementary schools, middle schools; and secondary schools. The district health nurse has the following roles:

Evaluates and assesses a student's physical condition.

Consults with the parents and/or physician to decide the health care needed by the student at school.

Writes individualized health plan for the student as needed.

Reviews and educates staff about a student's healthcare needs as directed by the parent and/or physician.

Directs the district immunization program, hearing and vision program, and blood borne pathogen program.

Develops policy/procedure to ensure the safety of the students.

Educates staff on a need-to-know basis about the student's health needs.



IMMUNIZATION REQUIREMENTS

The Wisconsin state immunization requirements for the school year are listed below.

Parents are required to provide the school with an accurate immunization record with the dates of vaccinations. In addition, parents are required to provide updated vaccination dates as they are received. Parents can sign a waiver based on personal, religious or medical reasons (medical reason requires health care professionals signature) if they do not want their child vaccinated.

State law requires all public and private school students to provide the immunization record by the 30th day of school. Parents will receive written legal notices on the 15th and 30th days of school if their child's vaccinations are not in compliance with the immunization requirements listed below.

WISCONSIN STATE LAW (HSS 144.03) REQUIREMENTS - Number of Doses

Age/Grade	DTaP/DTP	Polio	MMR	Hepatitis B	Varicella	Tdap
Pre K - 4K	4	3	1	3	1	-
Grades K - 5	4	4	2	3	2	-
Grades 6 - 12	4	4	2	3	2	1

Vaccinations are important. According to the CDC:

- Vaccinations can protect your child from vaccine preventable diseases.
- Vaccinations are very safe and effective.
- Vaccinations can save your family time and money – reducing extended absences from school and/or work.
- Vaccinations protect others – especially infants and preschool students.

DTP/DTaP/DT Vaccine (Kindergarten students):

Your child must have one dose of the vaccine *after* age 4. If your child received all four doses before age 4, a 5th dose *is required* before Kindergarten.

Tdap Vaccine: One dose of the vaccine is required for students in grades 6 - 12

The vaccine is not required if your child received the Td/Tdap vaccine within 5 years of entering grades 6 - 12
Tdap vaccine protects your child from pertussis or whooping cough

MMR Vaccine: Two doses are required for students in grades K - 12

Your child must have the **1st dose of MMR vaccine on or after the first birthday and the 2nd dose before starting kindergarten.**

Varicella or Chickenpox Vaccine: Two doses OR a history of chickenpox is required grades K - 12

If your child had chickenpox, see step 2 on the waiver form.

- *No vaccination needed.*
- *Tell the school health aide that your child had chickenpox*

Hepatitis B: Three doses are required for all students grades K - 12

Waivers

Parents have the option to decline any and/or all immunizations based on personal, religious and/or health reasons. If you choose *not* to immunize your child, check the appropriate waiver (Step 4) and sign the form. The immunization waiver form is on the district website at www.dce.k12.wi.us.

Report the dates of the vaccinations and/or history of chickenpox to the school health assistant.



MEDICATION AT SCHOOL

The purpose of the medication procedure is to keep your child safe and provide him/her with the medication ordered. District staff will not give any medication – prescription and/or OTC - to any student if the criteria below are not met.

Parent-Physician Consent Forms

No medication can be given to your child without the signed completed consent form. Parents are responsible to obtain the signatures needed from the physician.

1. Parent signature is required for over-the-counter medications (OTC).
 - *A physician's signature is required if the dose needed of the over-the-counter medication is more than the recommendations listed on the label.*
 - *A physician's signature is required if the medication is not appropriate for your child's age.*
2. Parent and physician signature are required for all prescription medication.
3. Complete a new consent form when the dose of the medication is changed and/or the medication is discontinued.
4. ***Parent and physician signatures are required before staff is allowed to administer herbal, homeopathic or dietary supplements at school.***
5. Medication consent form is on the district web site at www.dce.k12.wi.us
6. ***Narcotic medications cannot be given to your child at school.***

Medication Bottles and Labeling

1. Prescription medication **MUST** be in the original labeled pharmacy bottle. The label must clearly state:
 - Student's name.
 - Name of the medication.
 - Time to give medication and dose to give.
 - Physician's name.
 - Date medication was dispensed by pharmacy.
2. OTC medication **must** be in the original container or single dose package.
3. ***Staff cannot give any medication sent in a plastic bag or an envelope.***
4. ***Medication will not be given to your child if the bottle is incorrectly labeled.***

Handling and Storage of Medication at School

1. Medications are stored in the original labeled pharmacy container and in a locked cabinet.
2. Parents and/or guardians must pick up all unused, discontinued, or outdated medications.
3. Parents and/or guardians must pick up all medication at the end of the school year.
4. Any unclaimed medication will be disposed of at the end of the school year.

Special Considerations – Inhalers and Epi-pens

1. Students can self- carry emergency medications - Epi-pens, inhalers and glucagon - to treat a life-threatening health condition with written permission from the parent and physician.
2. All students needing an emergency medication are taken by ambulance to the nearest emergency room. Parents will be notified.

General Safety Considerations

1. Bring your child's medication to the health office.
2. Send only limited quantities of medication to school.
3. All medication is stored in the health room.

Contact the school health assistant with questions.



MEDICATION CONSENT FORM

6300 Alderson Street
Weston WI 54476

The state medication law requires written permission from the parent and physician to give all prescription medications, and herbal supplements. This includes students who carry and self-administer rescue medication. Over-the-counter (OTC) medication must have written permission from the parent/guardian. A physician signature is not required for OTC medication *unless* the dose is more than the manufacturer's guidelines.

1. All medications must be in an **original over the counter (OTC) and/or pharmacy container** with student's name, name of medication, dose and time of administration on the label and/or container. Staff may not administer medication from baggies or envelopes.
2. An updated medication order is necessary when the dose had changed or medication is discontinued.
3. Staff may only administer FDA approved medication.
4. Narcotic medication should be administered at home.
5. For conditions, requiring rescue medication the Action Plan will also serve as the medication form.

Name of student: _____ Date of Birth: _____
 Address: _____ Phone: _____
 School: _____ Grade: _____
 Medical diagnosis: _____

MEDICATION INSTRUCTIONS

Form valid for one school year. Please consider summer programming when completing end date.

Medication(s)	Dosage	Times given at school	Specific instructions

Medication order effective from: _____ until: _____

Comments: _____

PHYSICIAN-PARENT CONSENT

I hereby give permission to staff as designated by the school nurse or principal to give the above medications to my student. I authorize the school nurse to contact the physician regarding the medication if necessary. Physician's signature directs the above medication administration and indicates his/her willingness to communicate if needed with staff regarding the medications.

Parent/Guardian Signature: _____ Date: _____

Physician/Provider Signature: _____ Date: _____

NPI #: _____ Physician/Provider name printed: _____

Physician/Provider Phone#: _____ Physician Fax #: _____

Exhibit Approved: 8/28/01
Rev. 6/16/2017



VISION AND HEARING SCREENING PROGRAMS

Vision Screening Recommendations – Kindergarten Students

Research by the Wisconsin Optometric Association states, “Eighty percent of all learning during a child’s first twelve years is obtained through vision.” Routine vision screening is a part of the five-year-old well check. This vision screening checks how well your child can see a chart from twenty feet away. This type of vision screening identifies about thirty percent of children who have vision problems.

The state of Wisconsin passed the Children’s’ Vision Initiative Law – Chapter 118.135 Wisconsin State Statutes in 2002. The law **recommends** that parents of kindergarten students have their child’s vision checked by a licensed optometrist.

A copy of the Kindergarten VISION Examination Form is included. Take the form with you to your child’s eye exam. Ask your eye doctor to complete the form. Return the completed form to your child’s school. Copies of the form are available at your child’s elementary school.

The Wisconsin Optometric Association’s participating physicians will provide free eye examinations to students if parents cannot afford the cost of the eye exam. **VISION USA** is a Wisconsin State Project that offers basic eye examinations to children under the age of 18 for employed low-income families without eye care health insurance coverage. Applications are available at Marathon County Public Health Department (715-261-1900). You will be given the names of local physicians that will check your child’s vision after the completed application is approved. Parents need to schedule the appointment with one of those eye doctors.

State law recommends, but does not require this eye examination for kindergarten entrance.

Hearing and Vision Screening Programs

Marathon County Public Health Department staff will be at each elementary school this fall to conduct a vision and hearing-screening program. ***Screening dates will be listed in the school newsletters.***

Students in grades K-3 and 5 are screened.

This program is only a screening. Participation in the screening is optional. If you do not want your child to participate in the screening, send a written signed note to the health assistant at school telling us you do not want your child screened.

If your child wears glasses please make sure the glasses are at school for the vision screening.

Any student who does not pass the initial screening will be re-screened by the health department staff in 4 weeks. If your child does not pass the re-screening, you will receive a letter and a phone call from the health department.



NOTICE OF PRIVACY PRACTICES IMMUNIZATION DATA NETWORK

This notice describes how your child's immunization record is used, maintained and maybe shared with other healthcare facilities.

District's Legal Duty:

State law requires D.C. Everest School District to keep your child's immunization record at school as long as your child is enrolled in the school District. District

Use of the Immunization Information:

The school health office has a copy of the immunization record that you completed when you registered or enrolled your child for school. This includes both dates of vaccination and/or waiver statements. The immunization record is kept in your child's health file. The dates of your child's vaccinations are entered into RECIN – Regional Electronic Immunization Network. RECIN is an electronic database owned by Marshfield Clinic. The district uses RECIN to collect and document immunization dates, print noncompliance, and submit annual state immunization reports.

District Disclosure of the Immunization Information:

Your child's immunization record is shared with designated staff within the school based on their need to know if the information relates to your child's education. Your child's immunization record is available to area medical care facilities contracted with the Marshfield Clinic RECIN program who provide medical and/or health care to your child. Copies of the immunization record are available to parents on request.

Parent's Responsibility: Not all doctors and clinics use RECIN. Therefore, parents must bring a copy of their child's immunization record to the school at registration and/or whenever additional vaccinations are given. Areas clinics do not communicate dates of vaccinations to the school. Contact Roxie Kenitzer, RN-BSN at 715.359.6561 ext. 4223 or Jenni Pavlovich, RN-BSN at 715.241.9700 ext 2309 if you have questions and/or concerns regarding the use of your child's immunization record.

GENERAL INFORMATION/POLICIES

BICYCLES, ROLLERBLADES, SKATEBOARDS, SCOOTERS & ROLLERSHOES

Students who walk, ride a bicycle, or skate to school will be dismissed at the end of the day after all buses have left. Students who ride bicycles to school are to practice good safety habits at all times. Helmets should be worn. Bicycles are to be walked to and from the bicycle rack area and off school grounds. Violation of this rule may result in the loss of the privilege of bringing a bicycle to school. The school is not responsible for the damage or theft of bicycles.

Students are not permitted to use in-line skates (i.e. “rollerblades, skateboards, rollershoes & scooters”) on school property. Students who choose to use these items for transportation to school must remove and carry them before entering the school driveway, parking lot or sidewalks. These items should be placed in backpacks during the school day.

BOOK BUG CLUB



As an incentive for students to read, Riverside has established a “BOOK BUG CLUB”. The club is designed to encourage students in kindergarten through 5th grade to increase their independent reading. The club consists of various levels of recreational reading, with incentive awards at each level.

CHANGE OF ADDRESS

Parents who have moved and whose children remain in the same school are required to send a change of address and phone number to us as soon as the move is completed. Changes can also be made through the Infinite Campus parent portal.

DANGEROUS TOYS/WEAPONS

Objects that might be considered dangerous are not allowed in school. Toys such as squirt guns, fireworks, rubber bands, cap guns, knives, etc., are not allowed at school. These items will be confiscated. Weapons and look-a-like weapons are not allowed on school grounds. (See D.C. Everest School District Board Policy 5772)

DISTRICT/STATE TESTING

Each year, the D.C. Everest District administers standardized and criterion performance tests to elementary students. The tests are given throughout the year to assist teachers in monitoring student progress and to provide information to aid in the remediation of student weaknesses in academic areas.



Kindergarten, 1st and 2nd grade students will participate in Phonological Awareness Literacy screening (PALS). This is a statewide assessment which tests phonological awareness, alphabetical knowledge, concept of word, and grapheme-phoneme correspondence. This screening information will be used to inform instruction and can be shared with families.

Throughout the year, students will also participate in a reading and math screening assessment called STAR to evaluate student’s reading and math skills. In spring, the Wisconsin Forward Exam will be administered to all students in 3rd, 4th, and 5th grades. The Forward Exam is a large-scale, standardized achievement test designed to assess what students know in relation to the Wisconsin Academic Standards. Students in 3rd, 4th, and 5th grade will take the reading and math portions of the exam. 4th grade students will also be tested in science and social studies.

DRESSING AND GROOMING

The school does not have an official dress code. We rely on parents to see that their children are properly dressed for school. Clothing should be in good taste and of such a nature as to not disrupt the educational process. Garments that

publicize tobacco use, alcohol or drugs, shirts with spaghetti straps or exposed midriff tops, strapless shirts, short shorts or low cut waist pants/shorts, etc., are not acceptable.

DRUG/ALCOHOL ABUSE

According to the D.C. Everest District's School Board Policy 5530 – Drug Prevention, all schools are to be free of drug and alcohol abuse. Students are not allowed to bring, have in their possession, or use drugs or alcohol on school grounds, on transportation provided by the district, or at school-sponsored functions.

ELECTRONIC DEVICES, TOYS, & ITEMS FROM HOME

Because the focus of our time with students is educational, any device or item from home that becomes a distraction from student learning should be left at home. We cannot be responsible for items brought from home that get lost or taken.

EMERGENCY MEETING LOCATIONS

Should it be deemed necessary to evacuate the grounds, Lamers Bus Service will be contacted to mobilize buses for student transport. Riverside students will be bused to the D.C. Everest Middle School. The building administrator at the Middle School will be notified. Parents will be required to sign their children out when picking up from that location.

EVEREST SYSTEM OF SUPPORT (ESS)

D.C. Everest Area School District is committed to addressing the unique needs of all students through high-quality, research-based instruction. The Everest System of Support (ESS) is an organized multi-level system of support implemented to help students achieve academic and behavioral success that: ensures a high-quality education for all students, communicates and demonstrates expected behaviors, recognizes students for academic achievements and appropriate behavior, provides intervention for students who struggle or excel academically and/or behaviorally, and collects data to measure student progress and to make informed decisions. Parents are often an integral part of the ESS team.

How can parents get involved? Ensure your child has consistent attendance at school. Communicate with your child's teacher on a regular basis. Attend school events such as parent-teacher conferences. Ask questions without hesitation. Share with staff what works for your child at home. Help your child complete homework and practice skills. Ask for tools and resources you can use to support your child at home.

FIELD TRIPS/EDUCATIONAL STUDY

Trips are used to enhance the study of many concepts or units. Whenever your child is going on a trip, a notice will be sent home. Your child will not be permitted to go unless a parent or legal guardian has signed the "consent form" granting permission for the child to participate in all study trips. This form is sent home each fall and is kept on file throughout the school year. (See appendix for D.C. Everest Board Policy 2340.)

5th GRADE RESIDENT CAMP EXPERIENCE

All 5th grade students will attend a two-and-a-half-day resident camping experience at the Twin Oaks Environmental Camp. Each school is scheduled for this experience during the months of December to the end of March. Prior to camp, students will be involved in gaining background curriculum information and in the planning for this experience. Through these experiences at Twin Oaks, students gain a keen insight into the ecology of our Wisconsin winters. You will receive a general information form to be completed and a request for money to cover the cost of the meals. Please complete all of the information and have your child return it to school.

If the weather conditions result in the cancellation of school or an early dismissal, the following practice will be followed:

- If the weather forecast indicates that there is a possibility that school may be dismissed early, the administrative team may decide to send a bus and return students to school. Furthermore, the administrative team will determine if and when students will return to Twin Oaks. This decision will be communicated to families.

- If school is beginning late due to inclement weather, students will have delayed departure or remain at Twin Oaks.
- If school is cancelled prior to the start of the school day when students are overnight at Twin Oaks,
 - The administrative team will contact the district bus company and determine when road conditions will be safe for transporting students to their school or home.
 - If conditions are determined to be too hazardous for transporting students, the students will remain at Twin Oaks.
 - All decisions will be communicated to families.

FIRE, TORNADO, AND LOCKDOWN DRILLS

Fire, tornado, and lockdown drills are held periodically in our school. It is extremely important that children practice the proper procedures so they will be prepared for such an emergency. Although the importance of these drills is carefully explained to all children by the school staff, it is essential for parents to also stress the importance of these safety procedures with their children.

FLOWERS OR BALLOONS, PARTY INVITATIONS



Occasionally, families request that we permit florists or other businesses to deliver flowers or balloons to their child while at school. While we recognize the importance of birthdays and other special occasions in a child's life, we have found that this practice disrupts classes and interferes with instruction. Also, there is always the potential for children in attendance to have allergies to plants and latex. Student flowers and balloons will not be allowed in the classroom or to be taken on the bus.

Therefore, we are asking that families not have flowers or other special deliveries made to school.

Please do not bring or send invitations to parties to school with your child. This creates a situation where the feelings of others can become hurt and it is also a distraction to the purpose of school. Per D.C. Everest Board Policy 8330, school personnel are not permitted to release addresses or other student information.

GUIDANCE SERVICES

A developmental guidance program aimed at enriching the emotional and social skills of each child is offered by the counselor, psychologist, and teacher as a regular feature of the classroom curriculum. The counseling services provided vary depending on the particular needs of each child. Individual counseling is available for children who have concerns of a personal nature. Group counseling is also offered for children who have social skill needs or for those who can benefit from the support of peers. Consultation with the counselor regarding the educational, emotional, or behavioral development of their children is available to parents. For more information, contact our Guidance Counselor, Roxie Brecke, at 715-359-2417, ext. 5326.

GYM SHOES

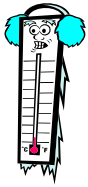
All students should have athletic shoes for physical education activities.

HOMEWORK POLICY

It is the practice of the district elementary schools to assign homework throughout the school year avoiding, whenever possible, homework on Wednesday evenings. Homework will be assigned when a child is absent from school, additional practice is necessary for the child to acquire the new skill, assignments are not completed on time and must be made up, a student needs an opportunity to review previously learned skills, or students need to complete a project that is intended as a long-term assignment. It is the responsibility of the child and the home to have homework completed in the allotted time.



INCLEMENT WEATHER



On those rare days in which school must be closed because of weather conditions, the decision to cancel school will be made at the district level. In the event that the weather patterns change during the day and it becomes a potential threat to safe transportation, school may be dismissed early. DC Everest will notify parents through their webpage, Infinite Campus messaging system, and local media sources about closures and early dismissals. The practice will be to follow the arrangements as stated by parents/guardians on the Inclement Weather/Emergency Closing Form completed at the beginning of the year. It is the responsibility of parents/guardians to keep this form updated as necessary.

INSURANCE

The D.C. Everest Area School District does not provide any type of health insurance or accident insurance for injuries that take place on school property or school functions as the district has governmental immunity. Families have the ability to purchase a student accident insurance policy for as little as \$37 per year. You can find out more about the plan and purchase a policy by going onto the district website and clicking on the “Students and Families” link. You also can download a brochure and enroll for this insurance at the following web link: <http://www.1stAgency.com>. When you arrive at the above website, select the state, then scroll down and you will see D.C. Everest. If you do not have access to the internet and you have interest in buying this insurance, please work with your school office and they will provide you with a computer that will allow you to enroll.

IPADS & TEXTBOOKS

All iPads, textbooks and workbooks needed for the education of your child will be furnished by the school district. These and all other school property are to be handled with extreme care by the students to ensure long use. Any property that is damaged through misuse or carelessness by a student will be replaced by that student at his/her expense. Please see technology section of this handbook for applicable iPad fees.



LIBRARY BOOKS ARE AVAILABLE

Our goal is to encourage student reading. Students will be allowed to check out library books, which must be returned within a two-week period. If a child fails to return the book or the book is damaged, you will be asked to remit the cost of replacing the book. Please encourage your child(ren) to read.

LIFE EDUCATION

Life Education is a special program for fourth and fifth grade students that discusses how the human body grows and changes during puberty. Each year, parents of fourth and fifth grade students receive a complete outline of the Life Education Curriculum before their child enters the unit of study. All parents are also invited to an evening meeting to review curriculum.

LOST AND FOUND/LABELING OF CLOTHING

It is very helpful when parents label all articles of clothing (including boots and tennis shoes) and school items to ensure that they are brought home at the end of the seasonal period or school term. Each week, a number of good articles of clothing are left at school which no student claims. These items are placed in the lost and found area. If any item is left on the bus, the driver will retain it a day or so to enable the child who lost the item to reclaim it. Unclaimed items will be donated to a local charity.

MANDATED REPORTING OF CHILD NEGLECT OR ABUSE

Wisconsin law requires all employees of Wisconsin public school districts to report suspected child abuse and neglect, Wis. Stat. sec. 48.981(2)(a)16m.

NEWSLETTER

Our monthly newsletter the “*Riverside Report*” is posted on Riverside’s webpage: www.dce.k12.wi.us/riverside. Parents who do not have access to the internet or would prefer a hard copy of the newsletter may have their child stop by the office for a copy to take home. The newsletter will contain information for parents such as important dates, special events at school, and classroom news. If there is something you feel should be included in the newsletter, please contact the school principal.

NON-CUSTODIAL PARENT MAILINGS

D.C. Everest Elementary Schools will send the following information to non-custodial parents routinely: state test scores, progress reports, parent/teacher conference schedules, and excessive absence notifications. Copies of other information students receive at school are given to students in the classroom. Non-custodial parents can receive this information by making arrangements with the homeroom teacher. It is the responsibility of the parents to make this contact. This information can also be mailed to the non-custodial parent if self-addressed, stamped envelopes are provided to the school. Envelopes provided will be given to the homeroom teacher to be used to mail informational items as they become available.

PARENT-TEACHER CONFERENCES

Formal conferences will be held twice each year to permit teachers and parents to discuss a student's progress in school. An online parent-teacher conference scheduling program is used for scheduling conferences. A parent, using any computer with online access, can do the scheduling on a first come, first served basis. This program will give parents direct access for scheduling conferences at their convenience. With this program, parents will know their conference times immediately and be able to change appointments, if necessary. Since it is important for a teacher and parents to communicate with one another, the school annually sets a goal of 100% parent participation at conferences.

PARENT VOLUNTEERS

The school staff appreciates any assistance you would be willing to give to help with the non-teaching tasks at school. Parents have helped prepare classroom materials and worked with students in math and literacy. Volunteers are required to check in at the office and wear a visitor’s badge. If you are interested in volunteering, please contact your child’s teacher or office staff. We appreciate any help you can give us.

PARENTING CLASSES

Several D.C. Everest Elementary Schools will host evening parenting classes for interested parents during the coming school year. Love & Logic is a program with an overall goal of providing parents with strategies on developing the skills of listening, resolving conflicts, and providing logical consequences. Information about upcoming classes is sent home with students.

PARKING/STUDENT DROP OFF SITE

The parking lot at Riverside needs to be a safe place.

- Please note the area designated for buses only from 8-9 am and again from 3-4 pm.
- Parents are to use the designated area when dropping off their child(ren) in the morning.
- Remember that students cannot walk across the parking lot without an adult.

PERSONAL CHECKS

During the course of the year, students will bring money to school to purchase lunch, milk, book orders, and other items. As an aid in our bookkeeping, please make all checks payable to the Riverside Elementary School. Checks to be deposited into your child’s student lunch account should include the ID number. Parents/guardians are encouraged to use online payment available on our district website.

PETS VISITING SCHOOL

Authorization needs to be obtained from the building principal prior to animals visiting school. For further guidelines and requirements, please review D.C. Everest Board Policy 8390.

PTO

Research shows that strong parent-teacher relationships aid in the growth and development of children. The school offers many opportunities for parent/guardian involvement. The PTO invites parents/guardians to participate in programs, raises funds, and provides an avenue for parents and teachers to work and socialize with each other. Parents are encouraged to attend PTO meetings and help with special projects whenever possible. PTO meetings are generally held on the 2nd Monday of each month in the Riverside IMC. Check Riverside's calendar for the dates and times.

RECESS

All children are expected to participate in school recesses. Recess will be held indoors on days when inclement weather would be a threat to student health or when the temperature and wind chill combined is below zero. The only exception to this practice is if the child has a medical excuse from a physician.

Since students will be out in cold weather, parents are asked to help their children make wise choices about winter clothing. Students often decide after leaving home that they do not want to wear the hat or boots in which their parents dressed them. The school practice, except in times of exceptional changes, is to send students out for recess in the outerwear they wore to school. Students are expected to wear a hat, coat, mittens, snow pants, and boots during winter.



SCHOOL PICTURES

In the fall, a professional photographer will visit the school to take student pictures. All students will have their pictures taken, even if they do not intend to purchase a picture package.

SCREENERS

The D.C. Everest School District continues to create academic and social-emotional support systems linked directly to the assessed needs of our students. This system, known as the Everest System of Supports (E.S.S.), provides all students with timely and targeted interventions based upon the data-driven results of universal screening tools.

The primary purpose of universal screenings is to help all students be successful. By identifying students who are in need of more specialized academic or behavioral interventions, we can provide assistance and preventative measures as early as possible. Likewise, by identifying students with higher reasoning skills and talent potential, we can provide them with opportunities to participate in the Gifted and Talented Magnet program, Honors, Advanced Placement, or Dual Enrollment programs as appropriate for the individual student.

These screenings include state or district tests, as well as specific academic or behavior screening tests. The screening assessments are typically administered to all students two or three times per year.

- Universal Phonological Awareness Literacy Screening (PALS) (grades 4K-2) used to determine students' knowledge of literacy fundamentals.
- Universal reading screening tools STAR or SRI (grades 1-11) are used to help determine where students might have gaps in knowledge and need assistance.
- The universal math screening tool STAR (grades 1 – Geometry) is used to help determine where students have gaps in knowledge and need assistance.
- The CogAt screening tool (grades 1-8) is used to identify academically talented students and also students who have potential for higher reasoning academic programs.
- The behavior-screening tool, Behavioral Emotional Social Traits (b.e.s.t.) Universal Screening Platform (grades K-5) focuses on identifying students who may benefit from behavioral supports.

Thank you for supporting the D.C. Everest School District's efforts to build a system of student supports linked directly to data. This initiative will ensure each of our students has the opportunity to receive the assistance they need to achieve academic and social-emotional success. Please do not hesitate to contact your building principal if you would like to discuss any of the screening processes or the options of opting your child out of a specific screener.

SMOKE-FREE ENVIRONMENT

The School Board prohibits the use of tobacco products on school district property and in school vehicles. (See D.C. Everest Board Policy 5512.)



SOFT DRINKS

D.C. Everest Elementary Schools discourages students from bringing soda or energy drinks (Red Bull, Monster, etc.) to school as a beverage with lunch or snack. Students are asked to make a healthier choice of beverage such as milk or fruit juice. Milk is available through our food service department.

STUDENT DIRECTORY INFORMATION

According D.C. Everest Board Policy 8330, "directory information" includes: a student's name; photograph; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; and degrees and awards received. Parents/guardians may refuse to disclose all of such "directory information" upon written notification within fourteen (14) days after receipt of the Superintendent's annual public notice or enrollment of the student into the district if such enrollment occurs after the annual public notice.

TECHNOLOGY AND ACCEPTABLE USE

D. C. Everest encourages students to use technology to enhance their learning while being responsible consumers of media. Access to the school's wireless network is a privilege, not a right. All students must sign our acceptable user contract acknowledging the rules that maintain respectful and responsible technology use during the school day. Abuse of technology devices as written in the district policy may result in suspension or termination of technology privileges and other disciplinary action consistent with district policy. District issued iPads are the property of the D.C. Everest School District. All iPads are subject to search from school personnel when there is reasonable suspicion that school rules have been violated. School authorities may conduct general inspections of iPads given a suspicion of misconduct, without notice, without student or parent consent and without a search warrant. It is the responsibility of each student to report any misconduct of use on their district issued iPad.

Students, with support from parents, are expected to manage their device in a way that minimizes the likelihood of damage, loss or theft. iPads must never be left in an unlocked locker, unlocked car or unsupervised area. Any iPads that are broken or fail to work properly must be reported to the office immediately. If there is a device malfunction, it may be repaired or replaced through Apple's warranty. A loaner iPad will be issued to the student.

Families will be responsible for paying a deductible for accidental damage, loss or theft. The cost to repair or replace an iPad within one school year will be:

- 1st incident: A \$50 deductible and a review of iPad care and security information with building administrator to receive an iPad replacement.
- 2nd incident: A \$100 deductible before a replacement iPad is issued and limited to in-school use only, duration to be determined by building administrator.
- 3rd incident: Actual cost of repair or replacement not to exceed \$429. Student will only have in-school use of the iPad for the remainder of the school year.
 - Damaged or broken screen may cost up to \$150 depending on what layer of the screen is broken.
 - A damaged or broken screen plus a broken LCD may cost up to \$225.

Additional iPad Repairs: Replacement cost for the provided iPad case is \$30, a power block \$12, a charging cable is \$12. Students that cause damage by deliberate or malicious means will be responsible for paying for the entire repair or replacement of the iPad, not to exceed \$429. Building administrators will make the determination if the damage was caused by reckless or intentional conduct. Arrangements for payment plans can be established with the building administrator.

TELEPHONE

Except in emergencies, students will not be called from class to receive telephone calls. Students wishing to use the school telephone must get their classroom teacher's permission before placing the call. Parents wishing to contact teachers should leave a voice mail message.

VISITING SCHOOL

Parents are welcome to observe the students at work and at play within the classroom and on the school grounds. One of the best ways to understand the classroom program of your child is to visit the classroom. However, advanced arrangements are expected to avoid visiting the classroom during a critical testing period or recess.

As part of D.C. Everest Board Policy 8410 school safety plan, all doors to the school are locked during the school day. Visitors will need to press a call button located near the center of the front doors to enter the building. All visitors are required to register in the school office and obtain a visitor's pass.

GENERAL PUPIL CONDUCT (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn. The foundation of PBIS at D.C. Everest Elementary Schools consists of the four building-wide expectations:

1. Be Respectful
2. Be Responsible
3. Be Productive
4. Be Safe

Students are expected to demonstrate good conduct, use self-control, and maintain a safe attitude by observing safety practices before, during, and after school. A team of staff and parents have worked on a plan that addresses student behavior in all areas of the school. Expectations are described and students are taught in the classroom how to meet these expectations. A program of reinforcement exists to recognize students for displaying positive behavior. D.C. Everest School District believes that a positive school atmosphere enhances individual learning. To maintain this atmosphere, students must conduct themselves appropriately and not interfere with the learning or rights of others. Therefore, the following "all school discipline plan" has been implemented and this section of the handbook is devoted to the communication of the plan to students and parents.

DISCIPLINE

Highlights of this section:

- General school-wide rules are:
 - Follow directions, rules, and procedures.
 - Keep hands, feet, and objects to self.
 - Be prepared for classes and activities.
 - Speak and act respectfully.
 - Be considerate of others' learning.
 - Be responsible with school and others' property.
 - Prevent and report any bullying behavior, theft, vandalism, and emergencies.
- Students who choose to violate school rules and/or create problems for others will be asked to demonstrate responsible behavior by "fixing" the problem.
- Consequences for violating school rules may include: loss of recess, assignment to lunch supervision, in-school suspension, out-of-school suspension, or a discipline conference among student, parent, teacher, and principal.

CLASSROOM PLAN

PHILOSOPHY: All students can behave appropriately and all students have a right to learn. Furthermore, the teacher has the right to teach and students must follow a set of rules to establish an effective learning environment. The following procedure applies to all homerooms, including music, art, and physical education.

RULES Students will:

- 1) Respect other people and their property.
- 2) Raise their hand and wait to be called on.
- 3) Come to class prepared to learn and use class time to learn
- 4) Keep hands, feet, and other objects to themselves.
- 5) Follow directions.
- 6) Be cooperative.
- 7) Respect the rights of others to learn.

POSSIBLE CONSEQUENCES When a child breaks a rule, a system of progressive discipline is followed from a verbal warning to serving lunch detention, removal to the principal's office and communication with the child's parent.

INSIDE THE BUILDING CONDUCT

PHILOSOPHY: Students are expected to follow some basic rules while inside the building during instructional or non-instructional times.

BATHROOMS

RULES Students will:

- 1) Use inside voices
- 2) Respect others' privacy.
- 3) Keep hands, feet, and objects to themselves
- 4) Not participate in horseplay
- 5) Use the facilities and return to class promptly
- 6) Maintain cleanliness

POSSIBLE CONSEQUENCES: When a child breaks a rule, a system of progressive discipline is followed from a verbal warning to serving an inside recess, removal to the principal's office and communication with the child's parent.

HALLS

RULES Students will:

- 1) Keep hands, feet, and objects to themselves
- 2) Respect the property of others
- 3) Walk and keep to the right
- 4) Use inside voices
- 5) Take the shortest route
- 6) Be respectful in words and actions

POSSIBLE CONSEQUENCES: When a child breaks a rule, a system of progressive discipline is followed from a verbal warning to serving an inside recess, removal to the principal's office and communication with the child's parent.

CAFETERIA

PHILOSOPHY: At Riverside, we will provide for an efficient and orderly lunchroom so that students may enjoy their lunch.

RULES Students will:

- 1) Use nice manners
- 2) Make healthy choices and only eat their food
- 3) Remain seated and raise hand to be dismissed
- 4) Eat at least a portion of their lunch
- 5) Use quiet voices
- 6) Keep hands, feet, and other objects to themselves
- 7) Respect others and their space
- 8) Stop talking once the signal is given by the supervisor
- 9) Maintain a clean area

POSSIBLE CONSEQUENCES: When a child breaks a rule, a system of progressive discipline is followed from a verbal warning to sitting at a different table, removal to the principal's office and communication with the child's parent.

PLAYGROUND PLAN

PHILOSOPHY: All students need intermittent opportunity to release energy, engage in appropriate play, and develop social skills with other children. Furthermore, research indicates that students learn faster and remember more if they have frequent periods of exercise and fresh air. To accomplish these goals, all students will be assigned outdoor recesses.

The playground is a very exciting and active area for all students. To insure the safety and welfare of all students, three general rules are communicated frequently to all students:

- 1) Play must be safe and not cause danger for others
- 2) Students cannot interfere with the play of other students and must play fairly
- 3) Students must respect others and their property

RULES:

- 1) Students are to stay within the playground boundaries.
- 2) All equipment is to be used for its intended purpose.
- 3) Demonstrate good sportsmanship.
- 4) Use designated areas and follow expectations for various playground activities.

POSSIBLE CONSEQUENCES

- 1) **Non-compliance of the above playground expectations** will result in the student shadowing an adult supervisor or standing by the wall at recess time for an appropriate amount of time. Students should be respectful of adult supervisors
- 2) **Repeat non-compliance of playground expectations** will result in loss of the right to use that equipment or play that activity for an appropriate amount of time. Classroom teacher will be informed..



Riverside PBIS Matrix

Expectation	Hallway	Bathroom	Riverside Cafe	Playground	Arrival and Departure
Be Productive	Make eye contact and quietly wave while walking quickly	Quickly and quietly take care of your business and return to class	Start eating right away	-Go outside right away -Be a problem solver -Follow adult directions the 1 st time they are given	Walk to destination
Be Responsible	Keep hands to self	-Use 1 squirt of soap -Throw away paper towel -Use toilet and urinals appropriately	-Eat your own food -Remain seated -Clean up garbage	-Follow game rules -Clean up equipment -Wear appropriate clothing	-Keep iPad in backpack -Keep backpack and body to self -Walk quietly and wait patiently in bus line
Be Respectful	Use a ZERO voice	-Honor others privacy -Keep hands and body to self -Use voice level 1	-Allow anyone to sit with you -Talk in a voice level 1	-Include everyone in games -Have good sportsmanship -Use kind words	-Use kind words and actions -Follow directions of adults and patrols
Be Safe	-Walk on the right side of the hallway -Use both hands to carry all materials -iPad should remain closed	-Wash hands -Report any issues to an adult	-Walk quietly in line -Keep two hands on the tray -Keep the line moving	-Play kindly so that no one gets hurt	-Always walk on sidewalks -Stay on school side of yellow line -Only enter parking lot with an adult -Enter bus when bus line is dismissed

GREENHECK FIELD HOUSE/D.C. EVEREST COMMUNITY SERVICE



Community Service is a concept that embraces the idea that learning is a lifelong process; therefore, education should be a lifetime opportunity.

The D. C. Everest Community Service program provides all residents of the D. C. Everest Area School District with opportunities in community education that otherwise would be unavailable or inaccessible to them. These opportunities are offered in vocational and avocational education, cultural presentations, social gatherings, and recreational activities. Programs are provided on the basis of a demonstrated interest or need in a specific area, the identification and coordination of resources to serve the need, the availability of school facilities, and the age range of the public to be served, be it preschoolers, youth, adults, senior citizens, or the community as a whole. A few of the activities the Community Service Office offers to the youth of our district include the following: swim lessons, gymnastics classes, a flag football program, a boys' and girls' basketball program, an indoor soccer program, and preschool classes.

The Community Service Office also facilitates the use of school facilities for community use. The D. C. Everest School Board and the area schools recognize that its buildings and facilities can be a valuable asset to the community. Therefore, they encourage participation and involvement in the use of school facilities by community groups when such uses do not interfere with regular school activities.

Community Service helps bring community members together through program offerings and through the use of the school facilities. Community Service is one way the school district links the schools and community together.

For more information on Community Service programs and activities, please contact the Community Service Office at 715-359-6563.

USE OF SCHOOL FACILITIES & GREENHECK FIELD HOUSE

All community groups wishing to use the school facilities/buildings (including the Greenheck Field House) must contact the Community Services Office at 715-359-6563 or online at <http://www.greenheckfieldhouse.com>. An "Application for Use of School Facilities" form needs to be completed. Organizations or individuals requesting use of school facilities must give the Community Services Office at least seven school days notice for past facility users and ten school days notice for first time facility users. Requests are handled on a first come basis.

TRANSPORTATION POLICY

SCHOOL BUS ROUTES

Prior to the opening of school in the fall, Lamers Bus Lines will mail each student notification of the route the student will ride throughout the school year. Parents should review the information sent by the bus contractor and help their child determine the appropriate bus stop.

During the first few days of school, routes may be altered. If a child boards the wrong bus during the first few days, he or she will be taken home at the end of the driver's run.



ALTERNATE PICK UP AND DROP OFF LOCATIONS

It is the intent of the D.C. Everest Area School District to try to accommodate the special needs of parents and children and to help working parents, whenever possible, by allowing transportation to babysitters or day care centers.

The concern of the school district and the transportation company is for the safety and welfare of our children. Therefore, all children must be picked up and/or delivered to the same location on a regular basis.

The district will honor requests for multiple pick-up or delivery points for the same days during the week, providing the alternate drop-off and/or pick-up location is on an established bus route in the school's attendance area. Parents are required to provide the district with a schedule for the alternate pick-up and/or drop-off location.

Requests to have children change bus routes to go to a babysitter or day care center may be granted only when it is determined by the transportation company that there is room on the affected bus. Requests for a change in bus stops that are on existing bus routes and for a period of at least 30 days will be considered. Pick-up and delivery to a location outside the school's attendance areas will be considered if the pick-up or delivery point is on an established bus route.

Requests for alternate pick-up and drop-off locations must be in writing, must meet the above criteria, and be approved by the Supervisor of Administrative Services. **Temporary bus changes will be approved on a short-term basis for emergency situations only. Requests of a social nature will not be approved (sports, parties, lessons, etc.).**

Transportation Change Request Forms can be obtained at First Student, the individual school offices, or at the Administration Building. Requests for the next school year must be submitted no later than July 15th so the change, if approved, can be incorporated into the bus routing.

Transportation Policy

Highlights of this section:

- Requests to have children picked up or dropped off at a sitter or day care may be granted if the necessary request form has been submitted. Pick up the form at the school, the Administration Building or at Lamers Bus Lines.
- Requests to have a student ride a different bus for a "social reason" (sports, parties, etc.) will not be permitted.

**REQUEST FOR TRANSPORTATION CHANGE
(DAYCARE ARRANGEMENTS MUST BE RENEWED EVERY SCHOOL YEAR)**

REQUEST FOR TRANSPORTATION CHANGE



2415 Trailwood Lane • Rothschild, WI 54474 • Phone: 715-241-7799 • FAX: 715-241-8866

DAYCARE ARRANGEMENTS MUST BE RENEWED EVERY SCHOOL YEAR

This is a change of ____ permanent address or ____ sitter/day care information
(Please check one)

Student Last Name	Student First Name	Grade	School	School ID #

Parent Last Name: _____ First Name: _____ Home Phone: _____
 Home Address: _____ Work Phone: _____
 Email address: _____

Sitter/Day Care Must Reside Within Your Same Attendance Area

Name of Sitter or Day Care Center: _____ Phone: _____
 Address of Sitter or Day Care Center: _____
 Days of the Week to Sitter or Day Care: Pickup: (circle) Mon Tue Wed Thu Fri
 Drop-off: (circle) Mon Tue Wed Thu Fri

Transportation will be arranged from/to home Address on any un-circled days.

() CHECK HERE IF YOU DO NOT NEED ANY TRANSPORTATION ON UNCIRCLED DAYS

Date change to become effective _____

Please Allow 5 Working Days For Approval Or Denial. You Will Be Notified By E-Mail/Mail Of Denial.

I, the student's parent/legal guardian, request the changes mentioned above and give Lamers Bus Lines, Inc. legal permission to alter the regular pick-up or drop-off point, and agree to abide by the transportation policy as set forth by the D.C. Everest Board of Education.

Signature of Parent/Guardian _____ Date _____

Approved: _____ Denied: _____ By _____ Reason for denial: _____

RULES & REGULATIONS FOR SCHOOL BUS RIDERS

Administrative Guidelines D.C. Everest Area School District

TRANSPORTATION
ag8600B/Adopted 8-23-2016

SCHOOL BUS RIDER RULES

Our students are transported to and from school daily by school bus, and on occasion they are transported to athletic events or field trips. Student safety is a prime concern and students themselves have a responsibility to be orderly and well mannered. Misbehavior on buses is a safety concern; it is dangerous and cannot be tolerated. Misconduct may result in detentions and/or suspension or expulsion from the bus.

Previous to Loading

1. Be on time at your bus pick up point.
2. Wait as far to the right side of the road as is practical for the bus and behave in a safe manner while waiting.
3. If there is no sidewalk on the way to the bus pick up point, walk on the side of the road facing traffic.
4. Before boarding any bus, wait until it comes to a complete stop.
5. Use the grab rail by the step when boarding the bus.

While Riding the Bus

1. Obey the driver promptly and cheerfully. Be courteous to fellow students and the public.
2. Do not rush or push past others while boarding and moving to your seat.
3. Stay in your seat until you reach your destination.
4. Do not talk to the driver while the bus is in motion.
5. Keep your hands and head inside the bus at all times.
6. No loud talking, laughing or unnecessary disruption that might divert the driver's attention from the road.
7. Normal classroom behavior is expected and no bullying is allowed.
8. Keep books, packages, coats and all other objects out of the aisles.
9. Damage to seats or equipment may require restitution. Never tamper with the bus or any of its equipment.
10. Leave nothing behind on the bus. Neither the bus contractor nor the school district is responsible for lost articles.
11. In case of emergency, remain in the bus unless directed to do otherwise by the driver.
12. Do not throw anything out bus windows or litter inside the bus.
13. Keep absolutely quiet when approaching a railroad crossing.
14. Misconduct may result in detentions, and/or suspension or expulsion from the bus.
15. No unauthorized student or adult is allowed to ride the school bus.

After Leaving the Bus

1. When it is necessary to cross the road after leaving the bus, check to be sure no traffic is approaching, and after receiving a signal from the driver cross it at least 10 feet in front of the bus.
2. Be alert to any danger or danger signal from the bus driver.

Parental support is critical in addressing safety. Please discuss with your child the importance of appropriate behavior on a bus. Should a student be disruptive, disrespectful or endanger others on a bus the consequences listed below may be taken. The order of process listed below may be altered by administration.

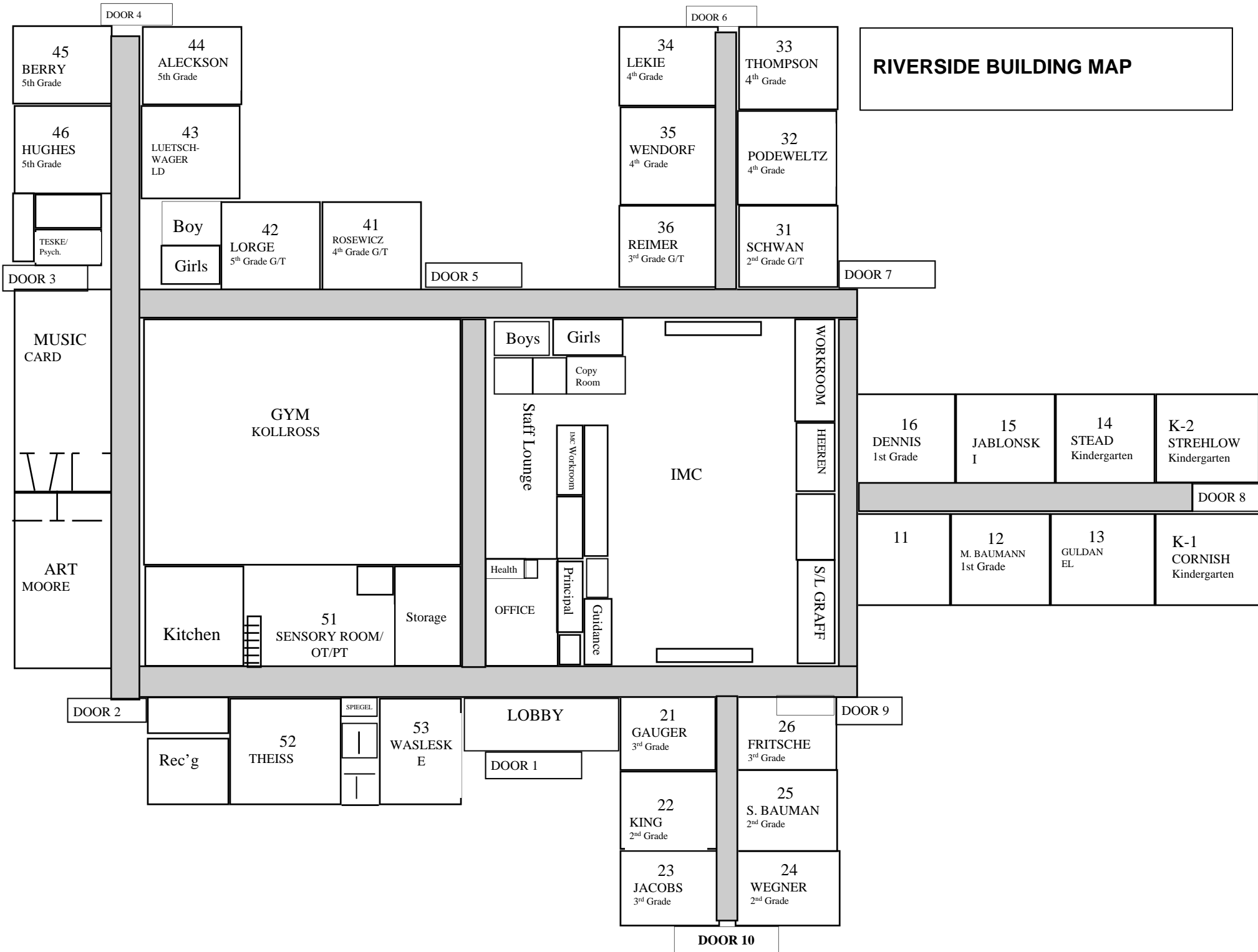
CONSEQUENCES: Disciplinary action or consequences for these offenses may include, but are not limited to:

- Student conference.
- Warning letter sent to parent.
- Assigned seating.
- Parent contact.
- Bus suspension.
- Directed study or in-school suspension.
- Out of school suspension.
- Public School Transportation Waiver Agreement (extended bus suspension).
- Expulsion from the bus.
- Referral to police or other law enforcement agency.

The driver shall maintain order among passengers being transported and shall report misconduct. Passengers shall comply with any lawful order given by the driver while carrying out his/her responsibilities.

Reference: Wisconsin Statute 121.56

RIVERSIDE BUILDING MAP



DISTRICT POLICIES

Please refer to the following district policies and protocols as needed. These policies are posted on the district website (www.neola.com/dceverest-wi/). If you need assistance in locating a policy, please contact Ellen Suckow, Secretary to the Superintendent, at 715-359-4221, ext. 1220.

- 2340 – Field and Other District Sponsored Trips
- 2240, 2270 – Student Religious Accommodations
- 2260 – Nondiscrimination and Access to Equal Educational Opportunity
- 2260.02 – Programs for English Language Learners
- 2261.01 – Title One Programs – Parental Involvement
- 2261.02 – Title One Programs – Professional Qualifications of Teachers/Paraprofessionals
- 2414 – Human Growth and Development Instruction
- 2416 – Student Privacy
- 2701 – School Performance Report
- 3217, 4217, 5772, 7217 – Weapons on School Grounds
- 5136, 9151 – Personal Communication Devices
- 5200 – Attendance
- 5410 – Promotion, Placement, and Retention
- 5500, 5511, 5600 - Student Code of Classroom Conduct
- 5517 – Student Anti-Harassment
- 5517.01 – Bullying
- 5530 – Drug Prevention
- 5730 – Equal Access for Nondistrict-Sponsored, Student Clubs and Activities
- 5771 - Search and Seizure
- 5840 – Student Groups
- 7540.03 – Student Network and Internet Acceptable Use and Safety
- 8330 – Student Records
- 8431.01 – Asbestos Management Plan Notification
- 8550 – Child Nutrition Programs
- 9151 - Use of Cameras and Other Recording Devices in Locker Rooms