

# *Caddie Woodlawn Elementary School*

## **STUDENT HANDBOOK 2017-18**

Dear Students and Parents,

The Caddie Woodlawn Elementary School Staff welcomes you and your child to the 2017-18 school year. Our goal is to help our students become knowledgeable, responsible and caring people. We know that this has also been your goal as you have raised your child. Now we would like to help and support you in this goal. Partnering together in your child's education is a key ingredient to success.

As you read through the pages of this student planner, you will note important information that will help you to become familiar with our programs, policies and procedures. It is provided to each student in an effort to promote student achievement and to increase parent communication with the school. If situations arise which are not covered in this guide, please do not hesitate to call the school office at Caddie Woodlawn @ 715-672-8977, or your child's teacher.

Welcome to another year of learning together. We feel so fortunate to have your child as a member of our school family.

Erika Johnson  
Elementary Principal

## POLICIES AND PROCEDURES

### Accidents:

Every accident in the school building or on the school grounds must be reported immediately to the person in charge and to the school office. A written report documenting details is to be completed. There is an insurance policy that families can purchase for the entire school year. If you would like more information please contact the elementary school office.

### Attendance:

**Students are expected to be in school on time each day.** School begins at 8:10 a.m. A student arriving after that time will be considered tardy. School ends at 3:10 p.m. If a student is absent from school, parents are asked to call the Caddie Woodlawn Elementary School @ 715-672-8977. You may either leave a message with the secretary or leave a voice mail message on the answering machine whenever the office is closed. This message should include the reason for the child's absence. We ask for your cooperation with this for two reasons. Our primary concern is the safety of your child and if a child is not in school, we need to know that he/she is safe. Second, we are required by law to maintain an attendance record for each child. We would like to remind you that failure to call could result in the child being considered unexcused. Frequent unexcused absences result in a student being considered truant.

### Excused absences are defined as:

- Bona fide religious holiday
- A showing that the child is not in proper physical or mental condition to attend school. After 10 excused absences per school semester, the district may require the parent to provide a written doctor's excuse upon the student's return to school. Such excuse shall be in writing, shall state the period of time for which it is valid, and shall not exceed 30 days. Each absence over that amount without a doctor's excuse may be considered truant and the district will act in accordance with the School Board approved attendance policy.
- A bona fide suspension pursuant to Section 10.13 of Wisconsin State Statutes.
- Any parent request for student absence made known to the school in writing prior to the date of absences. **A maximum of ten days per school year is allowed, per state statute.**
- Other good cause, as shown in advance to the attendance officer or designee.

**Unexcused Absences are defined as:** any absences beyond the ten parental requests that are not covered by any of the excused absences listed above. The designated attendance officer will:

- 1) Determine excused absences.
- 2) Determine unexcused absences.
- 3) Notify the parent of a truant child by the end of the second day after receiving a report of each unexcused absence. The parent shall be directed to return the child to school no later than the next day or provide an acceptable excuse. Notice may be given by mail only after personal contact or a telephone call has been attempted.

### Truancy Proceedings:

- 1) Verify "habitual" truant—any absence without an acceptable excuse for part or all of five days per semester.
- 2) Document evidence that appropriate school personnel have, within the school year during which a truancy has occurred:
  - a. Met with, or attempted to meet with, the child's parent or guardian to discuss the truancy.
  - b. Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and that curriculum modifications have been considered.
  - c. Evaluated the child to determine whether learning problems may be a cause of the child's truancy and if so, taken steps to overcome the learning problems.
  - d. Conducted an evaluation to determine whether social problems may be a cause of the child's truancy and if so, taken appropriate action or made appropriate referrals, per Chapter 48.13 (6) and 118.16 (5) WI Statutes.
- 3) When a child first becomes a "habitual" truant notice is given by mail and shall include the following information:
  - a. A statement of the parent's responsibility to cause the child to attend school regularly.
  - b. A statement that the parent, guardian, or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for Children at Risk.
  - c. A request that the parent meet with appropriate school personnel to discuss the child's truancy within five days of receipt of a certified letter.
  - d. A statement that the penalty for failing to cause the child to attend school is a fine not to exceed \$500.00 or imprisonment of no more than thirty (30) days or both.
  - e. A specified date by which the child is to return to school. This would be within seven days of mailing the letter.

- 4) Referral for Enforcement: If a student does not return to school or returns and becomes truant again, there will be a referral to Pepin County Juvenile Court Intake.

### **Bus Rider Rules and Regulations:**

Proper conduct on buses is compulsory. The bus driver is in complete charge at all times and may utilize seating and behavioral regulations to insure the safe operation of the vehicle. Disregard of bus operation guidelines may result in suspension of riding privileges. Parents will be required to provide transportation for any child suspended from bus transportation. Absences due to transportation suspensions will be excused.

- 1) Bus riders must realize that school bus transportation is a **privilege**, not a right. Conduct that is expected in the classroom will also be expected on the bus. Drivers will report any misconduct to the building principal. Parents will be notified and the bus rider may be denied riding privileges.
- 2) Be on time at the designated school bus stop so that the bus may maintain its schedule.
- 3) Stay off the road at all times while waiting for the bus and while walking to meet the bus. Be sure to walk facing traffic.
- 4) Wait until the bus comes to a complete stop before attempting to approach or to enter the bus.
- 5) Board the bus in an orderly fashion. Shoving, pushing, or horseplay will not be tolerated.
- 6) When boarding or unloading, always walk around the front of the bus when it is necessary to cross the road. Wait until the driver signals you to cross.
- 7) Bus drivers may assign seats as they wish.
- 8) All riders shall remain seated while the bus is in motion, except while a passenger is going to the door or seat prior to stopping or immediately after loading.
- 9) Never open windows unless authorized by the driver. Hollering out the window is prohibited and the head, arms, and hands must be kept inside the bus at all times.
- 10) Aisles and seating areas must be kept clean at all times. Littering the bus with food or other debris will not be tolerated.
- 11) The bus driver will not discharge riders at other places than the regular bus stop unless the rider has the written consent of the parents and the school principal. Only regular riders are allowed to ride the bus. Drivers will allow other riders only if seating is available and written consent of the parents and principal is provided. (*Bus notes should be presented to the office in the morning*)
- 12) Buses will run whenever and wherever weather permits. In the event of inclement weather, announcements will be made on the local radio stations and television. You may also call 715-672-6907 to see if school is closed for the day or if the starting time is delayed.
- 13) At Caddie Woodlawn Elementary School buses unload and load students in the designated bus drop off area. Absolutely no parking in this area.

## **SCHOOL WIDE RULES**

**Parents: Please read these pages with your child or children.**

### **Playground:**

- 1) Play in designated areas only. (These areas are visible to the playground supervisors)
- 2) Carry equipment to the playground area and use all equipment properly and appropriately.
- 3) Play without hurting others, use appropriate language, and no teasing,
- 4) Show respect to all playground supervisors and to other students.

### **Winter Playground Rules:**

- a) Students must have boots and snow pants to play in or on the snow. Students not having boots and snow pants must remain on the blacktop area.
- b) Students may slide on snow hills unless they are determined by the playground supervisor to be too icy.
- c) Snow is to stay on the ground except in designated areas.

### **Lunchroom Rules:**

- 1) Wait in line quietly, keeping hands to yourself.
- 2) Keep food in its proper place and use inside voices when talking.
- 3) Use proper table manners and politeness.
- 4) Walk when leaving the lunchroom.

### **Hallway:**

- 1) Walk quietly, keeping to the right side of the hallway.

### **Dining Room/Gym Before School:**

- 1) Sit at the tables and use inside voices when talking. Students who arrive at school before 8:00 a.m. are to go to the dining room or may go outside at 7:45 and play on playground. Teachers use this time prior to school to prepare for the day. At 8:00 a.m., students will be dismissed from the dining room and allowed to go to their classrooms.

### **Cell Phones:**

We understand many students carry cell phones, iPads, etc. These devices are not to be used during the school day unless the classroom teacher instructs them to. They are to be stored out of sight and we are not responsible for lost or stolen items.

## **Code of Conduct**

### **Work Together, Win Together, Strengthen our World**

Students and staff developed expectations to show the kind of character, respect, responsibility that all children and adults are capable of in all settings in our school building. Each year we ask our parents to sit down with their child/children and review the above code of conduct. This will give you a better understanding of the expectations of our school.

Below are the possible behavioral consequences for students according to the Behavior Referral Form.

*Minor Problem Behaviors = Demerit*

*Major Problem Behaviors = Focus 10 / Office Referral*

#### **Minor Problem Behavior**

Inappropriate Language  
Physical contact  
Defiance  
Disruption  
Property misuse  
Other

#### **Major Problem Behavior**

Abusive language  
Fighting/physical aggression  
Overt defiance  
Harassment/bullying  
Electronic violation  
Lying/cheating  
Other

#### **Administrative Decision**

Loss of privilege  
Time in office  
Conference with student  
Parent contact  
Individual instruction  
In-school suspension  
Out of school suspension  
Other

### **STUDENT CONDUCT**

Students are expected to conform to standards and regulations established by each teacher to permit the conducting of class presentations in a true academic atmosphere. This automatically implies that all students are in their assigned seat unless otherwise instructed from the time the period starts until the termination of the class. This expectation also applies to study hall situations. General classroom discipline is the responsibility of the individual instructor. The school's ultimate purpose is to educate students. Appropriate student conduct is essential if the goal of academic achievement is to be realized.

### **TEACHER ASSIGNED DISCIPLINE**

Teacher will set their classroom rules of conduct and penalties. They may also assign detention to any student that is disruptive and refuses to adhere to these specific rules. This detention time should not exceed one hour.

### **LAW ENFORCEMENT**

The school reserves the right to work with the law enforcement departments in cases of conduct including physical attacks, disorderly conduct, theft, vandalism, false alarms, fireworks, alcohol, drug, controlled substance use or possession, harassment and threatening behavior (verbal and physical).

### **SEARCH AND SEIZURE**

The school principal and other administrators may conduct a search of a student if they believe the student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. The search may include inspection of clothing, purses, wallets, backpacks, and other personal property including an automobile or other vehicle parked on school grounds. The search may also include an inspection of school property including student lockers, desks, and other areas in which items may be kept.

### **SUSPENSION FROM SCHOOL**

In compliance with state statutes and/or Board of Education policies a student may be suspended from classes or school by the principal for up to five days for repeated violations of school rules and regulations or for a single violation of certain policies such as drinking, smoking, the use of drugs, truancy, physical violence, fighting, harassment, and threats of physical violence.

Regardless of the duration, at the end of the suspension the student may be asked to participate in a reinstatement conference between the student, their parents and the principal prior to the student's readmission to school.

When deemed appropriate by the principal, a student may be suspended from attending a class or classes for a specified period of time but will be required to be "in school". During periods involving suspension the student will report to a special "In-School Suspension" center. Parents will be notified of any "In-School Suspension" actions but a parental conference will not be mandated.

### **FIGHTING/ASSAULT AND BATTERY**

Physically hitting someone is dangerous at anytime whether it is in school or out of school. If a dispute arises, it is always best to try to talk over the situation to avoid a confrontation. Playful fighting will often lead to a real fight and therefore will not be tolerated. Counselors, the principal or other school personnel are available to help settle disagreements. Fighting and other forms of physical assault will lead to suspensions and/or referral to authorities for possible disorderly conduct charges. (S.940.19)

## **OTHER HELPFUL INFORMATION**

### **School Dress:**

Students are expected to dress appropriately for school. Parents have the responsibility to insure that students are properly dressed for school. Any clothing that is immodest, unclean, that provides a hazardous situation or with improper messages, words or ideas will not be considered appropriate for school. Any student who comes to school in inappropriate clothes may be sent home. Please label all sweaters, hats, coats and book bags. Caps, hats, coats, and jackets are for outside weather and are not to be worn indoors. During winter months students will go outside for recess on days when the temperature is above 0 degrees with the wind chill. Students are expected to have appropriate winter clothing which is to include hat, coat, mittens, or gloves and boots of some type. Snow pants are encouraged for winter wear.

### **Inappropriate items:**

Students should not bring money, toys, radios, remote control cars, electronic games, trading cards, cameras, or other valuable items to school unless instructed by their teachers to do so. The student assumes responsibility for any items brought to school. If these items or others not essential to the educational process are brought to school, they will be confiscated and returned only to a parent or guardian at the end of the school semester.

### **Internet Policy:**

All students from grades K-5 will be given a copy of the computer/internet/email user policy at the beginning of the school year. Parents and students are asked to sign the policy and return it to school. Students in grades 2-5 will use the Internet as a learning tool by visiting teacher selected and/or teacher approved site. Students using the Internet will always be under the supervision of staff. Only those students who have the signed policy returned to school will be allowed access to the Internet.

### **Homework Policy:**

Homework is assigned as needed in order for students to achieve maximum learning and development. Each teacher in grades JK-5 will communicate to the students and parents his/her individual homework policy. The policy will address the types of homework assigned, the length of time that a child of a particular grade level should spend on homework and how homework fits into a student's overall grade. If a child seems to have too much homework, please contact your child's teacher.

### **Visitors:**

All parents and other visitors are asked to sign in at the office/library and pick up a visitor pass before going to a classroom or other area of the building. Parents who are picking up students must pick up them up in the office and sign the student out.

Classroom visits are a time for observation only. Any questions or conferences should be reserved 24 hrs. in advance for a scheduled period when more time is available. Small children should not accompany parents in classroom visits because their presence often causes a disruption or a distraction to the students and/or teacher.

### **Student Telephone Calls:**

Please instruct students about bad weather, transportation home or permission to go home with another student before they leave in the morning. Students will not be permitted to call home unless it is an emergency. Students who leave items at home will be asked to do without them. This is a natural consequence and students learn responsibility through natural consequences.

**Teacher Telephone Calls:**

Each classroom does have a telephone and a voice mail system. Within the first few weeks of school, each teacher will provide you with a class schedule indicating times when the teacher is available to talk with you on the phone. As much as possible, please use these times to contact the teachers. You may also leave a voice mail message. However, messages left on the voice mail system are often delayed and do not always reach the teacher in a timely manner. If you have an important message that must be delivered to the teacher prior to the closing of school, please do not leave it on the voice mail. If you receive a teacher's voice mail and you have an urgent message, please hang up and call back to the office. Let the secretary know that the message must be given to the teacher before the end of the school day.

**NOTES REQUIRED FROM PARENTS:**

**The school requires notes from parents explaining the following:**

- Request for early dismissal
- Request to miss recess or physical education
- Permission to go home with another student
- Change in the usual method of transportation

*Please note that any student who does not have a note indicating a change on a given day will be sent home using the regular method of transportation. Students who have bus notes are to present them to the office secretary in the morning.*