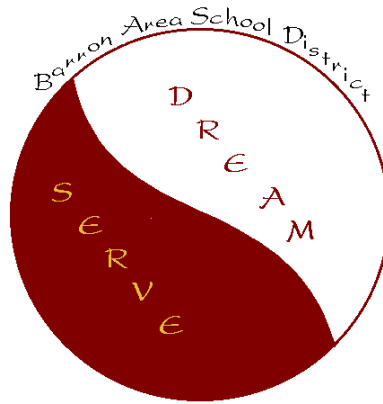


# Elementary Student Handbook

## 2017-18



### MISSION

The mission of the Barron Area School District is to ensure all students reach their dreams while making a positive impact on the world.

### CORE VALUES

- People are responsible for their choices.
- Respecting differences enriches life.
- Meaningful accomplishments build confidence and motivation.
- In each person there are gifts and the capacity to develop those gifts.
- Society thrives when each person actively participates in its improvement.
- Children are our most valuable resource.
- Fun matters.
- Trust builds healthy relationships.
- Strength lies in people working together for a common goal.
- Learning throughout life is vital.

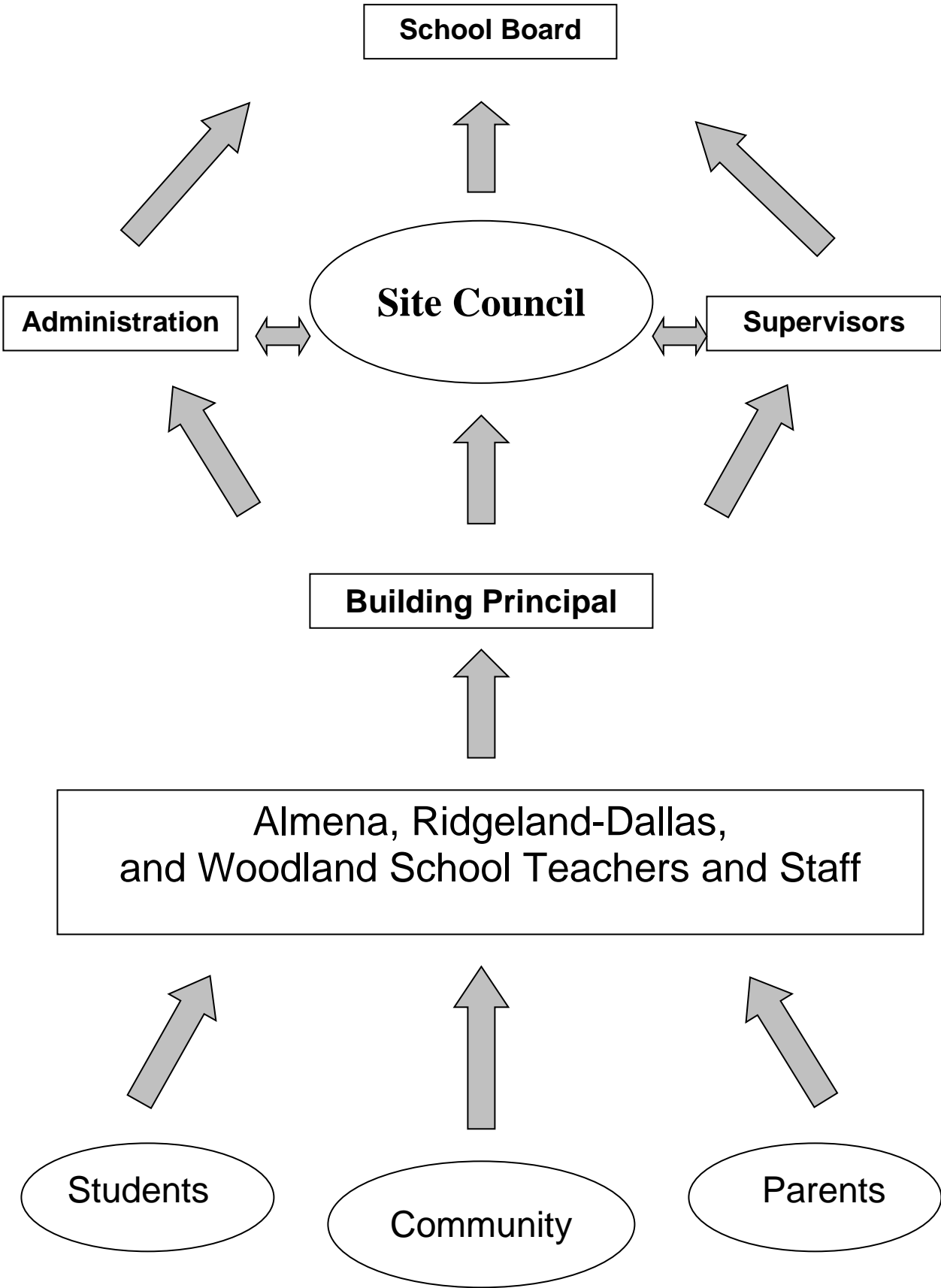
*The Barron Area School District does not discriminate on the basis of race, creed, color, national origin, age, sex, or disability.*

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# ADDRESSING CONCERNS:

## A Step-by-Step Process



**BARRON AREA SCHOOL DISTRICT  
ELEMENTARY STUDENT HANDBOOK  
2017-18**

**Principal's Note**

Dear Parent,

Welcome to Barron Elementary Schools! This handbook provides answers to questions you may have regarding Almena, Ridgeland and Woodland Elementary Schools. Included are appropriate district policies, rules, guidelines, and information that is essential for a successful school year. Following these policies and rules will help ensure the well-being of our students. Please review and discuss this information with your child so he/she is aware of the school's expectations. *Together*, we can best ensure your child has a positive experience in school.

Jennifer Clemens  
Elementary Principal  
*Be golden!*  
Barron Area School District  
537-5621 ext. 331

# BARRON AREA SCHOOL DISTRICT ELEMENTARY STAFF

**CENTRAL OFFICE (Phone: 715-537-5612 & Fax: 715-637-5161)**

[www.barron.k12.wi.us](http://www.barron.k12.wi.us)

District Administrator	Diane Tremblay	ext. 402	tremblayd@barron.k12.wi.us
Director of Special Education	Katarina House	ext. 406	housek@barron.k12.wi.us
Transportation Supervisor	Jack Sadtler	ext. 113	sadtlerj@barron.k12.wi.us
Food Service Supervisor	Nicole Kohel	ext. 123	koheln@barron.k12.wi.us
Software Support Facilitator	Kelly Hover	ext. 410	hoverk@barron.k12.wi.us

**ALMENA (Phone: 715-357-3263 & Fax: 715-357-6513)**

[www.barron.k12.wi.us](http://www.barron.k12.wi.us)

Principal	Jennifer Clemens	ext. 331	clemensj@barron.k12.wi.us
Kindergarten			
First Grade	Mackenzie Pippenger	ext. 207	pippengerm@barron.k12.wi.us
Second Grade (Teacher-in-charge)	Sue Wohlk	ext. 202	wohlks@barron.k12.wi.us
Third Grade	Cari Schlosser	ext. 205	schlosserc@barron.k12.wi.us
Fourth Grade	Angela Wagner	ext. 204	wagnera@barron.k12.wi.us
Music	Karen Hale	ext. 208	halek@barron.k12.wi.us
School Psychologist	Melissa Lenz	ext. 314	lenzm@barron.k12.wi.us
School Counselor	John Ellenson		ellensonj@barron.k12.wi.us
Library Media Specialist	Donette Mickelson	ext. 206	mickelsond@barron.k12.wi.us
Physical Education	Sonja Diedrich		diedrichs@barron.k12.wi.us
School Nurse	Elizabeth Roske		roskee@barron.k12.wi.us
Secretary	Bente Moe	ext. 200	moeb@barron.k12.wi.us
4-K Aide	Jodi Johnson	ext. 212	johnsonj@barron.k12.wi.us
IMC Aide	Deb Johnston	ext. 206	Johnstond@barron.k12.wi.us
Custodian	Mark Shafer		shaferm@barron.k12.wi.us

**WOODLAND (Phone: 715-537-5621 & Fax: 715-637-9353)**  
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<b>Montessori Administrator</b>	Tawnee Glinski	ext. 358	glinskit@barron.k12.wi.us

**Classroom Teachers**

<b>Montessori</b>	Tawnee Glinski	ext. 351	glinskit@barron.k12.wi.us
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	Amanda Henke	ext. 352	henkea@barron.k12.wi.us
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	Alaethea LaLiberty	ext. 325	lalibertyl@barron.k12.wi.us
<b>Kindergarten</b>	Carmen Larson	ext. 327	larsonc@barron.k12.wi.us
	Heidi Ovsak	ext. 324	ovsakh@barron.k12.wi.us
<b>K-1 Multiage</b>	Dani Felber	ext. 313	felberd@barron.k12.wi.us
	Melissa Holmquist	ext. 313	holmquistm@barron.k12.wi.us
<b>First Grade</b>	Beth Comstock	ext. 329	comstockb@barron.k12.wi.us
	Stacy Lehman	ext. 342	lehmans@barron.k12.wi.us
<b>Second Grade</b>	Amy Beckendorf	ext. 348	beckendorfa@barron.k12.wi.us
	Robin Hanson	ext. 346	hansonr@barron.k12.wi.us
	Joanna McReynolds	ext. 345	mcreynoldsj@barron.k12.wi.us
<b>Third Grade</b>	Hannah Curran	ext. 340	curranh@barron.k12.wi.us
	Dee Hagedorn	ext. 337	hagedornd@barron.k12.wi.us
	Sue Scott	ext. 339	scotts@barron.k12.wi.us
<b>Fourth Grade</b>	Steph Linsmeyer	ext. 318	linsmeyers@barron.k12.wi.us
	Jennifer Miller	ext. 317	millerj@barron.k12.wi.us
	Tim Shearrow	ext. 316	shearrowt@barron.k12.wi.us

# WOODLAND (Phone: 715-537-5621 & Fax: 715-637-9353)

www.barron.k12.wi.us

## Teaching Staff

Emotional Behavioral Disabilities	Cari Colegrove	ext.321	colegrovec@barron.k12.wi.us
School Counselor	John Ellenson	ext. 319	ellensonj@barron.k12.wi.us
ESL/Resource Teacher	Nicole Crowell	ext. 349	crowelln@barron.k12.wi.us
ESL/Resource Teacher	Elaine Rasmussen	ext. 347	rasmussene@barron.k12.wi.us
School Psychologist	Melissa Lenz	ext. 314	lenzm@barron.k12.wi.us
School Nurse	Liz Roske	ext. 310	roskee@barron.k12.wi.us
Cognitive Disabilities	Marty Gibbons	ext. 305	gibbonsm@barron.k12.wi.us
Specific Learning Disabilities	Jeff Liermann	ext. 355	liermannj@barron.k12.wi.us
Library Media Specialist	Donette Mickelson	ext. 328	mickelsond@barron.k12.wi.us
Physical Education	Heather Madison	ext. 334	madisonh@barron.k12.wi.us
Interventionist	Teri Massie	ext. 343	massiet@barron.k12.wi.us
Interventionist	Denise Peterson	ext. 338	petersond@barron.k12.wi.us
Music	Marty Pederson	ext. 312	pedersonm@barron.k12.wi.us
Occupational Therapist	Dana Pond	ext. 311	pondd@barron.k12.wi.us
Speech/Language Pathologist	Gabrielle Griffith	ext. 350	griffithg@barron.k12.wi.us
Community Outreach Worker	Staci Marvin	ext. 309	marvins@goodwillncw.org
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## Support Staff

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Montessori Aide	Kerri Biggs	ext. 320	biggsk@barron.k12.wi.us
SPED Aide	Sarah Cournaya	ext. 345	cournayas@barron.k12.wi.us
Secretary	Ashley Dahlberg	ext. 333	dahlberga@barron.k12.wi.us
LD Aide	Carolyn Fauske	ext. 355	fauskec@barron.k12.wi.us
Custodian	Nick Feidt	ext. 336	feidtn@barron.k12.wi.us
ESL Aide	Maria Frisinger	ext. 347	frisingerm@barron.k12.wi.us
Montessori Aide	Cathie Hilbert	ext. 351	hilbertc@barron.k12.wi.us
ESL Aide	Mohamoud Hillowle	ext. 347	hillowlem@barron.k12.wi.us
Custodian	Tom Karnitz	ext. 336	karnitzt@barron.k12.wi.us
Secretary	Mara Kroeze	ext. 332	kroezem@barron.k12.wi.us
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EBD Aide	Luke LaLiberty	ext. 342	lalibertyl@barron.k12.wi.us
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4K Aide	Kim Melgaard	ext. 326	melgaardk@barron.k12.wi.us
Technology Aide	Allison Rick	ext. 361	ricka@barron.k12.wi.us
Cook	Beth Sandman	ext.357	sandmannb@barron.k12.wi.us
EBD Aide	Jeanne Schnider	ext. 342	scniderj@barron.k12.wi.us
SPED Aide	Wendy Schutz	ext. 305	schutzw@barron.k12.wi.us
SPED Aide	Joy Shipley	ext. 326	shipleyj@barron.k12.wi.us
Custodian	Justin Turgeson	ext. 336	turgesonj@barron.k12.wi.us
EBD Aide	Jerud Udelhofen	ext. 342	udelhofenj@barron.k12.wi.us
SPED Aide	Mary Weber	ext. 305	weberm@barron.k12.wi.us
ESL Aide	Shannon Workman	ext. 347	workmans@barron.k12.wi.us
SPED Aide	Audrey Yeager	ext. 305	yeagera@barron.k12.wi.us

# **Ridgeland-Dallas (Phone: 715-949-1445 & Fax: 715-949-1617)**

[www.barron.k12.wi.us](http://www.barron.k12.wi.us)

Principal	Jennifer Clemens	ext. 331	clemensj@barron.k12.wi.us
4K	Amber Carlsrud	ext. 212	carlsruda@barron.k12.wi.us
Kindergarten	Nikki Marvin	ext. 706	marvinn@barron.k12.wi.us
First Grade	Susie Carr	ext. 705	carrs@barron.k12.wi.us
Second Grade (Teacher-in-Charge)	Rachel Waite	ext. 702	waiter@barron.k12.wi.us
Third Grade	Brittini Hover	ext. 707	hoverb@barron.k12.wi.us
Fourth Grade	Aimee Pintens	ext. 708	pintensa@barron.k12.wi.us
School Psychologist	Melissa Lenz	ext. 703	lenzm@barron.k12.wi.us
Physical Education	Sonja Diedrich		diedrichs@barron.k12.wi.us
School Nurse	Elizabeth Roske	ext. 310	roskee@barron.k12.wi.us
School Counselor	John Ellenson	ext. 703	ellensonj@barron.k12.wi.us
Music	Marty Pederson	ext. 703	pedersonm@barron.k12.wi.us
Library Media Specialist	Donette Mickelson	ext. 711	lindbergs@barron.k12.wi.us
IMC Aide	Diana Pecore	ext. 711	pecored@barron.k12.wi.us
Aide	April Holten	ext. 700	holtena@barron.k12.wi.us
Secretary	Jodie Link	ext. 700	linkj@barron.k12.wi.us
Cook	Kayla Hilbert	ext. 713	hilbertk@barron.k12.wi.us
Custodian	Dustin Weinert	ext. 712	weinertd@barron.k12.wi.us

## **Barron School Song**

On O Barron, On O Barron  
You are doing fine.  
Do your best to keep our glory,  
Grand old school of mine, You Rah! Rah!  
On O Barron, On O Barron,  
Fight on for your fame.  
Fight players, fight-fight-fight,  
To win this game.

## **Barron High School Alma Mater**

“We will praise thy name,  
For thy glory lives  
In our hearts and minds  
As our Alma Mater true.  
We will honor thee,  
Sing our loyalty  
Barron High, we will love  
And every praise thee.”



# Elementary Behavior Plan – PBIS

## Positive Behavior Interventions and Supports

We want our children to feel safe and loved at school. If this is not the case, please contact your child's classroom teacher and/or Mrs. Clemens.

### **Expected School Behavior: *Be caring, safe and fair!***

These behaviors are expected of all children indoors and out. Expectations for the hallways, lunchroom, restrooms, and playground will be taught to all students at all three elementary buildings by a team of professionals within the first two weeks of school.

Each teacher will use our PBIS model for classroom management which supports POSITIVE behaviors with POSITIVE interventions. Teachers and their students will establish CARING, SAFE, and FAIR expectations for each classroom. These expectations will be posted and discussed in all classrooms.

### **Minors and Majors**

Students may receive minors or majors for behavior that is unsafe or inappropriate at school. A list of minors/majors is included in the proceeding pages.

After all expectations have been taught, students can receive minors/majors. Minors are given as a means of documenting behaviors and supporting students; their primary purpose is to provide a teachable moment for a child. It is not required that teachers call parents for every minor issued. A minor is comparable to a student missing a question on a math assignment. It's a mistake and can often be remedied through re-teaching.

### **Check-in/Check-out**

Students who receive 3 minors in a one-month period will begin Check-in/Check-out (CICO) with one of our pre-designated "Greeters" for PBIS. The purpose of meeting with a greeter is to have positive support and daily reminders of how to have a caring, safe and fair day – reminders of how to **BE GOLDEN!**

In order to be dismissed from CICO, a student needs to score 80% or higher and have less than 2 minors/1 major in a 4-week period.

Students who cannot attain the expectations consistently for CICO will be referred to our Tier 2 PBIS team for a more specific, student-tailored intervention to support positive behaviors.

Students who earn majors will meet with our principal, and parents will be notified.

### **Very Serious Behaviors and Concerns**

With more serious issues, a student may miss recess or be given an in-school suspension after the teacher and principal have reviewed the student's inappropriate behavior, such as disrespect, calling

anyone derogatory names, using obscenities or words comparable to obscenities, defacing property, or other inappropriate behaviors. In that time that recess/class is missed:

- School work will be completed.
- A meeting will be held with appropriate school personnel including the principal to restore the situation.
- Parents will be notified of all action taken and of the amends made by the student(s).

A student may be given an out-of-school suspension for threatening or intimidating the well-being of anyone, either verbally or physically. Suspension from school is a very serious matter. It is the most severe disciplinary measure which can be taken by the building principal, and could be the first step toward permanent dismissal from school. Therefore, suspension is initiated only when a student is a threat to the safety/welfare of self/others.

Expulsion from school can only be initiated by the District Board of Education, and is determined for a definite length of time. Administrative procedures are regulated by Wisconsin Statute 120.13 (b) (c), which allows for a hearing, counsel, and appeal.

### **Golden Celebrations:**

To ensure that all students feel an important part of the Elementary Families, there will be monthly “Golden Celebrations” throughout the school year. Golden celebrations are earned by the entire student body accumulating certain goal numbers of bear paw stamps. Stamps are earned daily by students who go out of their way to make good choices. All students can earn stamps, and all students have the opportunity to attend our Golden Celebration.

**Don't hesitate to ask your child how his/her stamp was earned!**

## **Playground Rules**

**The following is a more detailed list of playground rules.**

Students are expected to be nice to one another.

There will be no physical fighting, kicking, pushing, or shoving. If you accidentally hurt someone while playing, please apologize immediately.

Appropriate language is expected at all times.

Students will enter and exit the building quietly, so they don't disrupt learning.

Students are to stay outside the building, unless they get a pass from the playground supervisor.

Students are to stay away from building walls, windows, and bike racks.

Stay on the playground at all times.

Use playground equipment properly - no gymnastics on the slide and swings.

Slides are made for going down only. With a lot of kids, this helps keep everyone safe.

No tackle or physical contact when playing with footballs or soccer balls.

Bats, hard balls, radios, and electronic games allowed.

Do not climb fences.

Students are responsible for equipment that they take outside. Please help bring equipment to the shed when recess is over

No spitting.

Students who do not wear boots must stay on the blacktop when the ground/fields are wet and/or snowy.

Have fun and **BE NICE**.

# Barron Area School District Elementary Behavior Matrix (what we expect)

Setting	Caring	Safe	Fair
<b>Definition</b>	<ul style="list-style-type: none"> <li>• Treat yourself and others with kind words and actions</li> <li>• Respect property</li> </ul>	<ul style="list-style-type: none"> <li>• Keep yourself and others out of danger</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest and responsible</li> <li>• Share</li> <li>• Take turns</li> </ul>
<b>Bathroom</b> Quick Clean Quiet	<ul style="list-style-type: none"> <li>• Give others privacy</li> <li>• Knock on stall door</li> <li>• Use quiet voices</li> <li>• Use only needed paper-towels</li> <li>• Keep bathroom clean for others</li> </ul>	<ul style="list-style-type: none"> <li>• Flush the toilet</li> <li>• Keep water in the sink</li> <li>• Wash hands with soap</li> <li>• Put towels in the garbage</li> </ul>	<ul style="list-style-type: none"> <li>• Ask permission to use the bathroom</li> <li>• Inform adults about problems</li> <li>• Return to room promptly</li> </ul>
<b>Hallway</b> Silent Swift Straight	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Keep body to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Stay to the right</li> <li>• Walk at all times</li> <li>• Hang coat and bag on hook</li> <li>• Stop at corners</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Walk in a straight line</li> </ul>
<b>Lunchroom</b> Eat Be neat Stay in seat	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Use good manners</li> <li>• Quietly stand in line</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Hold tray with both hands</li> <li>• Empty tray carefully</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up your area</li> <li>• Sit and wait to be excused</li> <li>• Take turns dumping your tray</li> </ul>
<b>Playground</b> Positive Safe Participate	<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Take care of school equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment safely</li> <li>• Be aware of activity around you</li> <li>• Follow playground rules</li> </ul>	<ul style="list-style-type: none"> <li>• Share equipment</li> <li>• Take turns</li> <li>• Return all equipment</li> </ul>

Caring, Safe & Fair – Like a Barron Bear – Be Golden!





# Barron Area School District Elementary PBIS Minor-Major Behavior

Minor/Level 1 Addressed by Classroom Teacher Recorded on Google Minor Document	Major/Level 2 Immediate Office Referral Recorded on Infinite Campus
<p><b>Inappropriate Language</b></p> <ul style="list-style-type: none"> <li>• Dishonesty</li> <li>• Impolite language</li> <li>• Name calling/teasing/gossiping</li> <li>• Negative comments</li> <li>• Swearing</li> <li>• Verbal argument</li> </ul>	<p><b>Inappropriate Language</b></p> <ul style="list-style-type: none"> <li>• Harassment (racial, sexual, religious)</li> <li>• Talking back to adult</li> <li>• Threats/intimidation</li> <li>• Verbal threats against anyone</li> <li>• Vulgar language</li> </ul>
<p><b>Physical Contact</b></p> <ul style="list-style-type: none"> <li>• Bumping/tackling</li> <li>• Pushing/shoving</li> <li>• Inappropriate touching</li> </ul>	<p><b>Physical Contact</b></p> <ul style="list-style-type: none"> <li>• Fighting/physical aggression</li> <li>• Physical intimidation</li> <li>• Sexual misconduct (private parts)</li> </ul>
<p><b>Defiance/Disrespect</b></p> <ul style="list-style-type: none"> <li>• Breaking class or school rules</li> <li>• Cheating</li> <li>• Excluding others with intent to be hurtful</li> <li>• Out of assigned area</li> <li>• Refusal to work</li> <li>• Talking back to peers</li> <li>• Uncooperative behavior</li> </ul>	<p><b>Defiance/Disrespect</b></p> <ul style="list-style-type: none"> <li>• Bullying</li> <li>• Excessive arguing with refusal to redirect</li> <li>• Leaving class while in the hallway</li> <li>• Leaving school building/grounds/teacher without permission</li> <li>• Spitting</li> <li>• Walking out of classroom</li> <li>• Writing or drawing inappropriate subjects</li> </ul>
<p><b>Disruptions</b></p> <ul style="list-style-type: none"> <li>• Constant talking</li> <li>• Disruption during instruction</li> <li>• Inappropriate noise/crying to avoid</li> <li>• Throwing objects/sending notes</li> <li>• Yelling out/blurting</li> </ul>	<p><b>Disruptions</b></p> <ul style="list-style-type: none"> <li>• Throwing objects with intent to cause harm</li> </ul>
<p><b>Property Misuse</b></p> <ul style="list-style-type: none"> <li>• Breaking pencils, crayons, classroom objects</li> <li>• Going into another person's desk and/or backpack without permission</li> <li>• Pushing furniture</li> <li>• Ripping books</li> <li>• Unapproved belongings</li> <li>• Writing on desks, books, objects</li> </ul>	<p><b>Property Misuse</b></p> <ul style="list-style-type: none"> <li>• Destruction of peer, teacher or school property</li> <li>• Inappropriate use of technology</li> <li>• Major graffiti</li> <li>• Setting fires</li> <li>• Stealing</li> <li>• Use of combustibles (fire crackers, snaps, etc.)</li> <li>• Vandalism</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Hiding</li> <li>• Pretend weaponry</li> <li>• Tattling</li> </ul>	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Alcohol/drug possession/tobacco</li> <li>• Possession of weapons</li> </ul>

## Student Attendance

There is a strong relationship between good student attendance and success in school. Parents/guardians, students, and school personnel must work together to ensure regular attendance. Wisconsin state law requires that every child between 5 and 18 years of age to be in school, unless he/she is excused temporarily for physical or mental reasons; or has been excused by his/her parent/guardian prior to an absence, in accordance with state law.

It is the responsibility of the parent/guardian to notify the school of student absences. Students are asked to check in and out in the office if they are leaving early or returning during the day. When students are absent from school, parents/guardians assume full responsibility for their activities. It is the responsibility of the Principal or designee to determine whether the absence is excused or unexcused. Refer to Board Policy 431 for the complete Student Attendance Policy.

**TRUANCY** shall be defined as any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student.

**HABITUAL TRUANCY** is defined as a student who is absent from school without an acceptable excuse for **part or all of five or more days on which school is held during a school semester.**

### **PARENTS/GUARDIANS RESPONSIBILITIES:**

- Ensure that his/her child (between the ages of five and eighteen) attends school on a regular basis.
- Notify the school of absence or tardiness by telephone on that particular day.
- Request student excuse in writing and in advance of the absence (i.e. vacation, hunting, etc.). Any course work missed during the absence must be completed in order for the absence to be excused.

### **ATTENDANCE REGULATIONS:**

**EXCUSED ABSENCES:** Include personal illness, severe illness or death in the family, court appearances, necessary health appointments, school-sponsored activities, vacation trips with parents/guardians, and other reasons which have been approved by the elementary administration in advance of the absence.

**UNEXCUSED ABSENCES:** Barron Area School District Policy #431 states absences are limited to personal illness of the student, family emergencies, prearranged doctor or dentist appointments and authorized school activities. These are excused absences. Other absences may be excused at the discretion of the principal or attendance officer, dependent upon extenuating circumstances. An absence declared unexcused by the principal could result in any or all of the following actions at his/her discretion: (1) a conference with the parent, classroom teacher, Community Outreach Worker, and principal may be arranged, (3) a report filed with Barron County, (4) a truancy proceeding may be initiated to include jurisdiction by the court.

**Pre-arranged Absences (SPECIAL LEAVES):** A prearranged absence must have the approval of the student's teachers and the building principal. A prearranged absence form may be issued to a student presenting a note from his/her parents stating the reason for the proposed absence. This form, signed by all teachers whose class will be missed, shall be returned to the principal for his/her approval. Students must make up work prior to leaving. If the procedure is not complied with, the absence will be recorded as unexcused (Board Policy #431).

## Student Illness

If your child becomes ill or has an accident during the school day, the following procedures will be followed.

1. Parent or guardian will be notified by telephone.
2. Parent or guardian is expected to pick up the child at the school office.
3. If the parent or guardian cannot be reached, the emergency number on the emergency card will be called.
4. Children WILL NOT be permitted to leave alone, to be sent to an empty house.

If your child is ill, PLEASE do not send him/her to school. Children will participate in school activities including recess, unless they have a medical excuse.

## Accidents

When an accident occurs, it must be reported at once to the teacher/supervisor in charge, who will then report it to the office personnel. Appropriate action will be taken. An accident report will be filed in the office by the teacher/supervisor.

## Emergency Data

It is essential for school personnel to have the following information so parents or guardians can be immediately notified in case of accident or illness.

1. Home and emergency telephone numbers
2. Current address

**YOUR COOPERATION IN THIS MATTER IS OF VITAL IMPORTANCE to keep your child safe. PLEASE notify the office immediately if there are any changes.**

## Financial Assistance for Student Fees

It is **not** our intention to prohibit students from participating in elective classes or co-curricular activities, based upon their financial status or ability to pay fees. Students or parents who find themselves in a financial position that prohibits the payment of the stated fees, should contact the guidance counselor or building principal to discuss application procedures for financial assistance. Financial assistance will generally be in the form of partial payment of fees, and in cases of severe financial need, may cover the entire fee cost. Requests and distribution of financial assistance will be kept confidential.

## Welcome Back Day & Parent-Teacher Conferences

Welcome Back Day and Parent-teacher conferences are an opportunity for you to meet your child's teacher, exchange information and help develop the best possible educational program for your child. Here are some suggestions to help make your conference a success.

1. Make a list of things you want to tell the teacher about your child so the teacher can understand your child better. Health, attitude toward school, any emotional problems, hobbies and interests, strengths, and weaknesses are some items to consider.
2. Make a list of what to ask the teacher about your child. Ask your child what he/she would like to discuss with his/her teacher, such as school work, tests, or attitudes.

3. If only one parent can attend the conference, please ask your spouse for ideas and suggestions prior to your meeting with the teacher.
4. Close the conference with your child's teacher by discussing any ideas that will improve your child's experience as a student in our school.

If you have concerns about your child, it is not necessary to wait until conference time. Your son/daughter's teacher can be contacted anytime – those phone numbers are listed on previous pages. *We encourage your involvement!*

## **Enrollments**

Elementary students must be officially-enrolled through the Woodland School office before they can attend classes in any Barron Area School elementary building. Parents who are transferring students from another district must sign a Permission to Release Records form to obtain records from another school. Enrollment will include screening. Immunization records must be presented for enrollment. Students must be enrolled by their legal name. To aid student placement, parents should inform the principal of any special education or health needs.

## **Withdrawals**

Parents should notify the teacher, as soon as possible, if their child will withdraw from school to transfer to another school. School records will be sent to the new school immediately upon the formal request from the new school.

## **Noncustodial Record Requests**

The Barron Area School District will maintain strict neutrality between parents, who are involved in an action affecting the family, unless otherwise directed by court order.

It is the parents' responsibility to provide the building administrator with current information regarding any court order or other agency action which provides or denies specific rights to the child's parents. Unless directed in the court order, both parents, custodial and noncustodial, are entitled to all grade reports, newsletters, disciplinary action notices, and teacher (principal) conference notices.

Upon written request of the noncustodial parent, a duplicate report and notices of the parent/teacher conferences will be sent.

## **Releasing Children from School Premises**

Children may NOT be released from school premises or be dismissed by a different arrangement unless they have a written request from parents or guardians. Persons picking up students must check into the office before they will be granted permission to take their child from school. A form in the office needs to be signed by the parent/guardian when picking-up students, other than at dismissal time. This is done for your child's safety and well-being. In special situations, a child may be released by phone request made by parents/guardians, providing that positive identification can be obtained. Any doubts about the validity of these requests will be followed-up by calls from the office. The intent of our procedures is to protect your child.



## School Visitations

Parents may visit their children in their classes, *as long as it is not disruptive to the school routine*. Although no prior arrangement with the school needs to be made, advanced notice is desired, and **you must check-in at the school office**. If a special conference is requested by parents, an appointment may be arranged with the teacher directly or by contacting the principal's office (Board Policy 860). Because of disruptions, other children are discouraged from visiting classrooms for extended periods of time.

## Parent Involvement

Our elementary schools appreciate parent volunteers. You may volunteer to serve in any of the following areas:

1. Vision and hearing screening program
2. Room parent
3. Chaperone on field trips
4. Fluoride distribution
5. Classroom aide
6. Office aide

Each elementary building also has an active parent group you may wish to contact. Call the school office for the names of the officers. We would love to have you involved in one of our parent groups!

Almena – Almena Citizens for Education  
Ridgeland-Dallas – Ridgeland-Dallas Parent Club  
Woodland – Parent/Teacher Association

## Volunteers

One of the Core Values of the Barron Area School Districts states, "Strength lies in people working together for a common goal." The Barron Area School District values the contributions of community members who volunteer their time for students and staff to work toward our mission of ensuring that all students reach their dreams while making a positive impact on the world. The time that volunteers spend in school, enhances programs and is extremely gratifying for the person who is volunteering. In an effort to better match volunteers and program needs, we ask all volunteers to complete our volunteer forms that are located in the school office. Senior Citizens (at least 62 years of age) are encouraged to take part in our Senior Tax Exchange Program (S.T.E.P.) and will be allowed up to 80 hours of property tax credit.

## Dress and Grooming

In the school setting, proper appearance is important. Children will not wear caps in the school building. If, in the opinion of school personnel, a student's dress and appearance detract from the health and safety of the student, the principal will direct the student to dress in an acceptable manner (Board Policy 443.1).

## Barron Area Community Center (BACC)

The use of BACC is encouraged for educational purposes. It will be used for appropriate activities and events.

## **Bringing Pets to School**

Prior approval of the principal and classroom teacher must be obtained before animals are brought into the school (Board Policy 381).

## **Room Parties**

Elementary students have three special observance days in which they celebrate with classroom parties.

Halloween  
Winter Holidays  
Valentine's Day

Room parents help organize the parties and involve all parents of the children in the room. Children may bring in treats on their birthday, provided that they comply with our District's nutrition policy and include the entire class.

## **Bicycles**

Bicycle racks are provided for students who ride bicycles to school. Bicycles must be parked in the bicycle rack.

1. Ride on the right side of the street, single file.
2. Do not carry other passengers.
3. Use hand signals for safety.
4. Obey all traffic signs and safety rules.
5. Walk their bicycles while on the school playground.

## **Sending Money to School**

When sending money to school, please place the money in an envelope with your child's name clearly marked, as well as its intended use. This will help the teacher and avoid money being lost.

## **Sale of Items**

Students may not participate in any organized activity to raise funds through canvassing in the community, through the sale of items, without the written permission of the district administrator and/or the board of education (Board Policy 374). Bringing items to school to sell is prohibited without the approval of the principal.

## **Personal Belongings**

Personal items brought from home are at risk of being lost, stolen, or damaged. School personnel cannot be responsible for these articles. We will do all we can to assist the child in relocating them, but it is best to leave these things at home. Clothing should be clearly marked with the child's name inside.

All items considered dangerous or disruptive, such as knives, water pistols, etc. will be confiscated and not be returned to children. Hard balls, baseballs, and bats are not allowed at recess. Any situation involving an object which is considered to be a weapon will be taken seriously. District and legal action will be taken accordingly.

## **Nuisance Devices**

Sound devices such as radios, cassette tapes, and player/recorders, iPods, and personal CD players, whether for personal or group use, will not be allowed during the school day. Student use or possession of electronic paging or two-way communication devices (i.e. beepers and/or pagers etc.) on school premises is prohibited, except as specifically authorized by the building principal. Using cell phones and/or electronic devices to take pictures or record school events is prohibited without administrative permission. This includes restroom and dressing areas. (Board Policy 363.1)

## **Cell Phone Policy**

On those occasions where students do need to bring a cell phone to school, the phone must be turned-off and kept in their backpack during the day. The 1<sup>st</sup> violation of the cell phone policy will result in the phone being confiscated and may be picked up by the student at the end of the day. The 2<sup>nd</sup> violation of the cell phone policy will result in the phone being confiscated and a parent is required to come to school and retrieve the phone.

## **Medication**

Medication to be given during the school day must have a parent form on file, and must be accompanied by a doctor's statement with directions for administering the medication. The correct consent forms can be obtained at the school offices. This is in compliance with Board Policy 453.4.

## **Lunch and Breakfast**

A hot lunch and breakfast program is offered in all elementary buildings. Specific information is sent to parents regarding the cost, application for free or reduced price, and the computerized system.

## **Winter Fun**

Children will be kept indoors during recess anytime that the temperature/wind chill drops below zero degrees Fahrenheit. This is necessary for safety reasons.

Parents are asked to ensure that children are dressed appropriately for the weather conditions. Decisions on children being outdoors will be made by the principal as close as possible to the arrival time of children in the morning, at recess, and at lunchtime. Any child who is cold is able to warm up inside the designated school entrance, with permission from a playground supervisor. Children are expected to behave responsibly if they do go in to warm up.

Students should arrive at school properly dressed for the weather. During cold weather months, this includes boots, socks, snow-pants/snowsuits, heavy jackets, gloves, mittens, and a hood or hat. Students who go off the blacktop on snowy days must wear snow-pants/snowsuits and boots. We ask that students' names be placed on boots, mittens/gloves, snow-pants/snowsuits, etc.

## Nutrition and Wellness

The Barron Area School District believes knowledge and skills in nutrition and physical activity are essential for all students to fulfill his or her dreams and reach their full potential. Effective, this fall, Barron Area Schools will be implementing School Board Policy 762 Nutrition and Wellness.

The goals of this policy are to:

1. Provide a comprehensive learning environment for developing and practicing life-long wellness behaviors.
2. Provide adequate time for students to be engaged in physical activity.
3. Support and promote dietary habits that contribute to students' health, wellness, and academic performance.

## Grade Advancement

Policy Number: 345.41

Title: **GRADE ADVANCEMENT (4<sup>th</sup> and 8<sup>th</sup> Grade)**

Adopted: June 18, 2001

Revised: May 20, 2002

June 16, 2003

January 17, 2005

July 18, 2005

June 18, 2007

The grade advancement decision for students at 4<sup>th</sup> and 8<sup>th</sup> grade will follow a sequential decision-making model, which includes four levels. The decision will be made after considering the student's Wisconsin Knowledge and Concepts Exam results, the student's performance on grade level critical benchmarks, teacher recommendations, and other academic criteria. Students, who are not promoted, based on Level One and Level Two criteria, will be considered for promotion by meeting criteria established at Levels Three and Four.

### Level One – Wisconsin Knowledge and Concepts Exam (WKCE)

The Wisconsin Knowledge and Concepts Examination is comprised of five subtests: reading, language arts, math, science, social studies and a writing assessment. Scores on the five subtests are reported as Minimal, Basic, Proficient, or Advanced. Students must score at the Basic level or above on all five of the subtests and on the writing assessment. Students whose test scores are derived from other approved alternate assessments, in lieu of the WKCE, will be considered for promotion at Levels Two through Four.

### Level Two – Academic Performance

The Barron Area School District Board of Education has adopted the Wisconsin Model Academic Standards and the district's curriculum has been aligned with those standards. Benchmark statements have been written for each grade level and subject area and each student's subject area grades are based on how well he/she meets those benchmarks. Students in grade four must earn a passing grade on their final report card of the year in each core subject area. Students in grade eight must earn a passing grade on their final report card of the year (2<sup>nd</sup> semester) in each core subject area and successfully complete an Eighth Grade Exit Interview. Parents/guardians will be notified no later than six weeks prior to the end of the year of potential failure to meet promotion criteria.

### Level Three – Teacher Recommendation

Teacher recommendations will be made by a team of teachers to include those teachers that are currently working with the student on a regular basis, the building principal, a guidance counselor, and the school psychologist. The teacher recommendation team make-up will be determined on a case-by-case basis by the Director of Instruction (or his/her designee).

The student's parents/guardians will be included as nonvoting members of the team. Students that receive a recommendation to be promoted from the team will be promoted to 5<sup>th</sup> or 9<sup>th</sup> grade. The recommendation to promote will be made by the team only after the team has documented that modifications of the critical benchmarks have been completed, or level four criteria has been met.

#### *Policy 345.41*

#### *Grade Advancement (4<sup>th</sup> and 8<sup>th</sup> Grade)*

### Level Four – Other Academic Criteria

The teacher recommendation team (same team as level three) will prescribe specific programs for individual students. Upon successful completion of the program the student will be promoted to the 5<sup>th</sup> or 9<sup>th</sup> grade. Examples of prescribed programs include, but are not limited to, remedial summer school classes, correspondence courses, evening classes, community service learning projects, etc.

Students and/or parents/guardians may request that the teacher recommendation team provide an extension of the proposed plan, review extenuating circumstances, which would result in modifications to the plan, or develop other appropriate revisions to the plan. Such requests must be made prior to the start of the next school year.

Students and/or parents/guardians that are dissatisfied with the final decision of the teacher recommendation team may file an appeal in writing with the Board of Education. The appeal must be filed within thirty days after the teacher recommendation team as rendered a final decision.

## **Harassment**

(Wis.Statute 947.03)

(Board Policy 411.1)

Students have the right to attend school free of verbal physical or emotional harassment. Students who are harassed by other students or staff members may file a Harassment Complaint Form with the building principal for investigation. Harassment is defined as is words, conduct, or actions directed at a specific person that annoys, alarms, or causes a lot of emotional distress for no legitimate purpose.

## **Respect/Anti-Bullying**

(Wis. Statute P19.02 (9))

(Board Policy 443.8)

Harassment of students or staff undermines Barron Area School District's commitment to respect. Harassment, bullying, and hazing are prohibited by state and federal law, as well as by school board policy (see above). Barron Area School District will not tolerate harassment of students or staff.

## **Weapons on School Premises**

A dangerous weapon is defined as a firearm, knife, razor, karate stick, metal knuckle, facsimiles, or any other objects which, by the manner in which it is used or intended to be used or by its appearance, is capable of inflicting bodily harm, and/or used to threaten, frighten, or intimidate. Dangerous weapons are not allowed on school premises with the following exceptions:

1. Weapons under the control of law enforcement are permitted.
2. Weapons that are registered and handled in a legal manner for the purpose of education may be authorized by a principal.
3. Weapons properly registered and handled during the community use of school facilities is permitted.

## **Equal Educational Opportunities**

The Barron Area School District does not discriminate against students on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational program or activities.

The District shall provide for reasonable accommodation of a student's sincerely religious beliefs, with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal.

If any person believes that the Barron Area School District or any part of the school organization has failed to follow state student nondiscrimination law and regulations or the Board's equal educational opportunities policy, he/she may bring or send a complaint to the Administration Office at the following address: 100 W. River Avenue, Barron, WI 54812.

## **Policy Disclaimer**

Policies may be updated during the 2017-18 school year. You will be notified of changes as they occur when policies affect your child.