



2017-2018

Parent-Student Handbook for Kindergarten through Eighth Grade

Elkhorn OPTions Virtual Charter School is a part of the Elkhorn Area School District and when applicable will follow the Elkhorn Area School District Handbook.

OPTions Virtual Charter School ~ 534 Sunset Drive Elkhorn, WI 53121 ~ 262-723-1696

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Dear Parents,

We wish to welcome all students and their families to the Elkhorn OPTions Virtual Charter School for the 2017-2018 school year. We extend a special welcome to all new families, and new students, to our school. This promises to be a year filled with golden opportunities for all of our students as we strive to find ways that we can be even better than before! We look forward to a very positive and productive year together as partners in your child's education.

This handbook is being provided so that you may become acquainted with various school procedures. Please review the information provided in the handbook and save it for future reference. Contact the school office if you have any questions or concerns.

The beginning of the school year is an exciting time for all. Students, and parents, renew old friendships, meet new people and make fresh starts. The goals of having each child succeed according to his/her own ability will demand the best effort of you, your student and the school. Effective schools require a team effort between parents, students, teachers, and the community. It is our goal to help facilitate this cooperative effort and continue to build on what we already have in place. We encourage you to contact us if/when the need arises, and to "*stay in the know*" about your child's studies, progress, school activities, and upcoming events.

Here's to an AWESOME new school year as we work together to make our school a great place to work and learn! **Embrace Opportunities . . . Unlock Possibilities . . . Inspire Excellence!**

Sincerely,

Mrs. Trisha L Spende
Director of Online and Blended Learning
Elkhorn Area School District

Mrs. Sara Tanner
Family Outreach and
Supplemental Activities Coordinator

Mrs. Jennifer Lynch
Lead Teacher on Record
Curriculum Coordinator

Mrs. Jean Grochowski
Teacher on Record

Ms. Beth Peyer
Teacher on Record

Mrs. Juliet Lena
Teacher on Record, HS

Mrs. Harriett Peterson
SchoolAdmin. Assistant

ELKHORN AREA SCHOOL DISTRICT BOARD OF EDUCATION

Mrs. Susan Leibsle	President
Mrs. Barb Fischer	Vice President
Mr. Matt O'Donell	Clerk
Mrs. Jenny Ray	Member
Mrs. Carol Burton	Treasurer
Mr. Paul Martell	Member
Mr. Daniel Thompson	Deputy Clerk

OPTIONS VIRTUAL CHARTER SCHOOL GOVERNANCE COUNCIL

Jason Tadlock tadlja@elkhorn.k12.wi.us	Ms. Jennifer Wharton jwharton@elkhorn.lib.wi.us
Mrs. Janice Illecki jillecki@elkhorn.k12.wi.us	

OPTIONS VIRTUAL CHARTER SCHOOL PARENT ADVISORY COUNCIL

Mrs. Katherine Gaulke	Mrs. Janice Illecki
Mrs. Dorene Muenkel	

ELKHORN AREA SCHOOL DISTRICT OFFICE PERSONNEL

Mr. Jason Tadlock	District Administrator	723-3160 ext. 1401
Mrs. Jodi Essman	Administrative Assistant to the Superintendent and School Board	723-3160 ext. 1405
Mrs. Amy Gee	K-5 Director of Curriculum, RtI, and Gifted & Talented	723-3160 ext. 1408
Mrs. Sarah Bosch	6-12 Director of Curriculum	723-3160 ext. 1421
Mrs. Brenda Harris	Administrative Assistant to the Directors of Curriculum & Instruction	723-3160 ext. 1422
Mrs. Rita Geilfuss	Director of Pupil Services/Special Education	723-3160 ext. 1424
Mrs. Jill Wells	Administrative Assistant to the Director of Pupil Services	723-3160 ext. 1403
Mrs. Katherine Hoffman	District Registrar	723-3160 ext. 1428
Mr. Bill Trewyn	Business Manager	723-3160 ext. 1406
Mr. Randy Dricken	District Technology Supervisor	723-3160 ext. 1415
Mrs. Pattie Woods	Parent Connections	723-3160 ext. 1416
Ms. Kate Young	School Psychologist (4K centers/Jackson)	723-3160 ext. 1207
Ms. Chris Colosimo	School Psychologist (High School)	723-3160 ext. 1618
Mrs. Kristin Mariano	School Psychologist (Middle School)	723-3160 ext. 1507
Mrs. Katy Riederer	School Psychologist (West Side / Tibbets)	723-3160 ext. 1352/ 1106
Mrs. MaryEllen Wright	School Social Worker	723-3160 ext. 1617
Mrs. Trisha Spende	Director of Online and Blended Learning	723-3160 ext. 1413
Mrs. Sara Tanner	Family Outreach & Supplemental Activities Coordinator	847-899-0652
Mrs. Harriett Peterson	Administrative Assistant Options Virtual Charter School	723-1696
Mrs. Wendy Zimmerman	School District Nurse	723-3160 ext. 1410
Mrs. Ellen Leasure	Food Service Supervisor	723-3160 ext. 1423
Mr. Joe Kirkpatrick	School Police Liaison Officer	723-3160 ext. 1613
Mrs. Jennifer Lynch	Lead Teacher on Record Options Virtual Charter School	262-903-0348
Mrs. Juliet Lena	Teacher on Record Options Virtual Charter School, high school	262-366-6059
Mrs. Jean Grochowski	Teacher on Record Options Virtual Charter School	262-723-1696
Ms. Beth Peyer	Teacher on Record Options Virtual Charter School	262-723-1696

MISSION STATEMENT

Elkhorn Area Schools, in partnership with the community, are dedicated to providing an education that challenges every student to continually improve and to excel as a respectful, responsible, and productive member of society.

WE BELIEVE...

- All children can learn.
- Every student learns differently.
- All children are valued and respected.
- Effort, motivation, and challenge are essential to learning.
- Taking an active role in the learning process is every student's responsibility.
- Helping children realize their potential is our foremost priority.
- Learning is a life-long process that takes place in the home, school, and community.
- Schools foster students' abilities to make decisions, cooperate, and accept responsibility.
- A diverse community contributes to educational growth.
- Quality education depends upon dedicated, well-trained staff.
- Safe, healthful, up-to-date facilities enhance the learning process.
- Continuous improvement leads to excellence.
- Schools and communities help students prepare for career success in a competitive global society.
- Schools model and teach good citizenship skills.
- Open communication is essential to the school, parent and community partnership.

OPtions Virtual Charter School ***OP = Opportunities & Possibilities***

About OPtions Virtual Charter School

Elkhorn OPtions Virtual Charter School is a public charter school within the Elkhorn Area School District that provides educational service to students who access their instruction in an alternative setting, under the direction of Wisconsin licensed teachers. Students have the flexibility to learn in the manner that best meets their own individual needs.

Why We Are Unique

- Personalized instruction
- A choice of settings (onsite blended learning and/or school at home options)
- A learning community of parents and teachers eager to encourage and help one another
- Access to high-quality resources

Admission and Enrollment Process

1. Students wishing to participate in Elkhorn OPtions Virtual Charter School must either be legally enrolled in the Elkhorn Area School District or apply and be approved for enrollment through Wisconsin's inter-district public school open enrollment program. The School District shall not discriminate in the methods, practices and materials used for evaluating students on the basis of sex, age, race, color, religion, national origin, ancestry, creed, handicap, pregnancy, marital or parental status, or physical, mental, emotional or learning disability, or sexual orientation, gender identity and gender expression.
2. Parents may request OPtions Virtual Charter School through open enrollment, or as an in-district transfer, but placement will be determined through a careful review of the resources needed to best meet the needs of the student, and space available. Placement at another school within the district will be offered if OPtions was determined as not the best.
3. Students must meet appropriate age requirements to be enrolled in Elkhorn OPtions Virtual Charter School. A student entering 4 year old kindergarten must be 4 years old on or before September 1st of that school year; the same for 5 year old kindergarten. A student must be 5 years old on or before September 1st of that school year to enter.
4. If you have any question about the enrollment process, please contact the registrar or the open-enrollment coordinator at (262) 723-1696

Curriculum & Assessment Information

Curriculum Materials

Families participating in Elkhorn OPtions Virtual Charter School have access to curriculum, certified teachers, administrators, classes, and co-curricular programs. Each student will be assigned a Wisconsin Certified Teacher on Record that will work with parents and students to provide the most appropriate programming and curriculum to meet each child's needs. Individual meetings with parents & students are set up to discuss student needs and curriculum options/choices. Approved curriculum will be ordered and available to parents for the start of school, providing that registration and meetings have been completed. For a list of approved curriculum please contact the OPtions Virtual Charter School.

Curriculum materials purchased by the Elkhorn OPtions Virtual Charter School are on loan from the district at no cost to families and must be returned at the end of the school year. If a student withdraws from the district, the materials must be returned upon withdrawal. Parents may have the option to purchase materials if they withdraw their students. If families choose to supplement the customized curriculum provided by the district with other resources, they may do so at their own expense.

Student Testing and Assessments

Students enrolled in Elkhorn OPtions Virtual Charter School are students of the Elkhorn Area School District. Because Elkhorn OPtions Virtual Charter School is a public school we are required to provide state testing. These assessments are given to students at

various times throughout the year; and are administered by Elkhorn Area School District staff or the program coordinator. The purpose of the assessments is to document student learning and provide valuable information to the parents, teaching staff (if applicable) and to the program coordinator to assist in planning instruction and curriculum choices for students in the program. The results of all assessments will be shared with parents.

Information on the testing/assessments will be sent out to parents prior to the testing/assessment dates so testing can be discussed with their student. Parents can assist children by encouraging them to do their best on the test and to get a good night's sleep and to eat a nutritious breakfast prior to the test. It is helpful to the students if absences are reduced or eliminated during this time. Please attempt to avoid scheduling vacations, doctor appointments, dental appointments, etc. during the testing period. It is difficult for students to make up those parts of the test that are missed. Below is a list of Tests/Assessments(*) that the Elkhorn Options Virtual Charter School may offer;

1. **Students in Grades 4K through 2nd grade can participate in the PALS Assessment** (Phonological Awareness Literacy Screening). The timing varies for each grade level students will take the test during the fall and then again in the spring.
2. **Students in Grade Nine can participate in the ACT Aspire** once in the fall and then in the spring.
3. **Students in Grade 10 can participate in the ACT Aspire** one time during the spring.
4. **Students in Grades Four, Eight and Ten will participate in the FORWARD** in the area of Science and Social Studies. Testing to be scheduled late fall each year.
5. **Students in Grades Three through Eight can participate in the MAPS (Measure of Academic Progress)**
6. **WI Civics Graduation Requirement** (Requirement any students graduating from a Wisconsin high school starting with the class of 2017 to takes a civics test comprised of 100 questions).

**Tests/Assessments & times are subject to change.*

These tests will provide useful information to parents and teachers on your child's academic progress. The performance of Elkhorn Options Virtual Charter School students on the state mandated assessments will also be an integral part of assessing the success of the virtual school program. Failure to participate in these could negatively impact the future of Elkhorn Options Virtual Charter School being available to your child and others.

Student Assessment through Portfolio Collection

A Portfolio will be created for each student in OPTIONS in the areas of Reading and Language Arts, Science, Social Studies/History and Math to show progress. Parents will work with their teacher on record to select work that shows student progress in the areas listed above. Items may include, but not limited to: compositions, test, quizzes, pictures of projects with explanations, Book It! goals met, using Reading a-z or Compass (Odyssey), screenshots of online learning, emails sharing a field trip related to learning or other inventive ideas. Portfolios, for each subject area, will be collected 3 times a year by the following dates:

1st Portfolio Sample -Monday, Nov 27th

2nd Portfolio Sample - Monday, Feb 26th

3rd Portfolio Sample - Monday, May 21st

An Online Portfolio Document will be shared with parents, and is meant to be collaborative, for parents to upload student portfolio items as they are completed. Parents are encouraged to schedule a time to meet with their students teacher on record to go over portfolio items.

Report Cards

Report cards are created three times each school year. This communication is essential for parent(s)/guardian(s) to know how their child is doing in school.

Report Cards reflecting student progress are made available at the end of each trimester for students in grades 4K through 8. Report cards are available through Family Access on the website of each school. Letter grades are not given in grades 4K-8. Grades will be pass (P)/fail (F) and be determined by the completion of portfolio items and subject to teacher on record.

The grading system used has been designed to reflect the degree of success your child is having in their academic work. Parent(s)/Guardian(s) who have questions or concerns over their child's progress are encouraged to contact their child's teacher on record. Additional reporting may be necessary due to a child's lack of progress. This can be arranged through parent-teacher discussions.

Expectations for Learning Coaches (Parent/Guardian) and Students

- Daily online access is required for all students working in a computer based program.
- Students/Learning Coaches are expected to return telephone calls/emails that pertain to student progress within 24 hours.
- It is the expectation that each student completes all class work assigned. All course work, completed or not completed, will be reflected in your student's grades. Portfolio collection is required for issuing grades. Portfolio items not received will result in an Incomplete until the portfolio items are submitted and reviewed.
- The role of the Learning Coach is to encourage, and to check on daily progress of the student.
- If at any time the student/Learning Coach has any questions, they should contact their teacher on record. If the teacher on record cannot be reached, please contact Harriett Peterson, OPTions Administrative Assistant, for assistance at (262) 215-7371
- Failure to fulfill these required expectations will result in the student being dismissed from the OPTions VIRTUAL Charter School.

Attendance

Attendance Policies and Procedures

Each student needs to have 150 days of logged attendance between the start and end date of the Elkhorn Area School District Calendar. The first day of school for the 2017-18 school year is Tuesday, September 5, 2017; the last day of school is Thursday, June 7, 2018. For questions on start and end dates, student work days, and how to enter attendance, contact your teacher on record.

Absences

A student may be excused if parent/guardian provides written evidence from a physician or licensed practitioner that the student is not in proper physical or mental conditions to attend school or an educational program. Such excuse shall state the period of time for which it is valid but not to exceed 30 days.

Enrichment Opportunities

Blended Learning Days

- Blended Learning Days provide students with optional enrichment opportunities one day per week from 9:00 a.m - 3:00 p.m on Tuesdays or Thursdays. Students may attend the full day or part of the day.
- Blended Learning takes place at OPTions Virtual Charter School, 534 Sunset Dr., Elkhorn, WI. This Building was formerly St. Patrick Grade School.
- Classes include Art, Fitness, Music, STEM/Project Lead the Way, World Cultures, Adventures in Learning, and a variety of clubs.
- In addition to exciting activities provided in this full day of learning, students enjoy recess and lunch with their peers.
- Class sizes are small and grouped by grades 4K/K, 1st-2nd, 3rd-5th, and 6th-8th
- For more information, plan a visit, or to enroll your child in Blended Learning, please call the office at (262) 723-3160
- Transportation to and from Blended Learning is not provided.

Field Trips and Supplemental Activities

Field trips are an extension of your child's classroom experience. Our students gain valuable experiences during field trips. A variety of field trips are offered each month. When a notice is sent, (via email, parent newsletter or the parent connect page) with details of the upcoming field trip, parents interested in having their child attended must follow the procedures outlined in the event description. All permission slips, and money if applicable, must be returned to the office by the given due date, or your child may not attend. If you have questions, or would like a current list of field trips offered, please contact Sara Tanner, Family Outreach and Supplemental Activities Coordinator at (847) 899-0652 or tannsa@elkhorn.k12.wi.us

Elkhorn Area School District Clubs and Extracurricular Activities

The Elkhorn area School District offers a wide variety of clubs and extracurricular activities that OPTions students can participate in. OPTions students can participate in band, choir, prom, science fairs, graduation and sporting events. Let us know what activities your student would like to participate in so we can get you and your student set up with the needed information.

Elkhorn Area Middle School - for a complete listing of extracurricular activities, sport season and coaches at the middle school visit <http://elkhorneams.ss5.sharpschool.com/> under the FOR STUDENTS tab, then to ATHLETICS, then to SPORTS OPPORTUNITIES.

All students participating in athletics must have a sports physical completed and the form turned into the middle school. Student athletic forms and information can be found at http://elkhorneahs.ss5.sharpschool.com/athletics/athletic_forms_physical_information. Transfer students wanting to participate in athletics should refer to the WIAA policy on the district website.

Summer Academy

The Elkhorn Area School District operates a Summer Academy program for students entering kindergarten through twelfth grade. Courses are designed to provide additional learning opportunities in basic skills, as well as enrichment in a variety of areas. Summer Academy is a great way to keep students actively involved in the learning process. Information regarding Summer Academy and course offerings will be distributed in early Spring. Early registration is recommended. Classes are determined by a survey of interest and the schedule is adjusted to accommodate students' interests in classes. Questions on Summer Academy registration can be forwarded to the Summer Academy Registration Secretary at 262-723-3160. Questions during Summer Academy can be answered by the summer school secretary at 262-723-6800.

GATE: Gifted & Talented Education

The Elkhorn Area School District (EASD) prides itself in its educational practice of providing appropriate and challenging educational opportunities for all students. An important aspect of EASD's comprehensive educational program is the identification and support of gifted and talented students. Gifted and talented students shall be defined as those students who excel or have the potential to excel in one or more of the following areas: general intelligence, specific academic ability, leadership capabilities, creativity, and talent in the performing or visual arts.

The process for identifying high-achieving students is ongoing in grades K–12, and will include qualitative and quantitative measures. Through specific types of identification criteria, EASD can acknowledge the characteristics and needs of each gifted student.

Because of the wide range of interests and potential of gifted and talented students, the program utilizes a variety of approaches, strategies and techniques to meet the academic and affective needs of the students. EASD believes that programming must include differentiation within the classroom, an opportunity to work with like-learners, an opportunity to work at an accelerated pace, and the continued support and development of their talents. Ongoing communication with parents, teachers, and administrators is also critical to providing for the needs of our advanced learners.

Questions regarding GATE / Advanced Learner's programming can be forwarded to Mrs. Amy Gee, Elkhorn Area School District's K-8 Director of Instruction at 723-3160 ext 1408 or geeam@elkhorn.k12.wi.us.

Gifted and Talented Education (GATE) Enrichment Opportunities

Throughout the school year, a wide variety of enrichment opportunities are offered to our elementary students through the GATE program and include:

Southern Lakes Anthology - October & November

This program promotes original writing and artistry by students in grades 3-8. Each fall students are introduced to the year's theme and students are encouraged to explore the following genres: poetry, prose, art / drawing, cartoon, or illustrated writing by completing a piece highlighting the year's theme. Teachers encourage student participation and work with students to help them perfect their skill. Parent encouragement and involvement are very important. Select pieces are then submitted for competition among participants in the Southern Lakes Advanced Learners Network.

Elementary Geography Bee - December

Students in grades 4 & 5 explore the world as they participate in the National Geographic Geography Bees in their classroom. Questions related to US / World geography, as well as vocabulary terms and landform identification, are completed in the first seven rounds in the classroom. Then, top finishers from each homeroom advance to the School "Geo Bee" in late December.

Elementary Spelling Bees - January & February

Students in grades 2 - 5 are encouraged to participate in this language arts activity as they work to master the spelling of grade level, high frequency words. Word lists are sent home with students in January, with Bees held in February. Finalists from the classroom bees then advance to the grade level bees held at each building.

Math 24 - February & March

Math 24 is a strategy game for our 4th and 5th grade students. It incorporates application of math fact mastery (addition, subtraction, multiplication and division) in a competitive setting. Students will use four numbers to equal 24 within a three-step process. 4th grade will use the "single digit" deck and the 5th grade will explore the "double digit" Deck. By mid-February teachers will provide names of students to meet in a large group with GATE Resource Teachers and a team of 8 students from each grade level will be established to compete at the district Math 24 Competition at the end of March.

Creativity Conference - April

The Creativity Conference is an evening event sponsored by the district's GATE program. Students in grades K - 5 are encouraged to explore a topic of high interest. designed to highlight the skills and talents of our students. Students are encouraged to complete a project showing their ability to create, perform, or invent something.

Math Meets - April & May

Each year a 5th and 6th Grade Math team, consisting of 4 students from each grade level, will be formed to compete at local, and possible state, level in both individual and team math events. At least one 5th grader will be selected to represent his / her elementary school. Selection is based on teacher recommendation, classroom performance, and successful completion of the Math Meet "screener" activity.

Technology

Internet and Acceptable Computer Use Policy

Our schools have multiple devices for students and staff use. A variety of computer software programs provide instructional opportunities for students. All computers are networked and connected to our LAN/WAN. Students are expected to use the computer equipment appropriately. Additional information regarding student computer use and Internet access is included in this handbook. Abusive or inappropriate conduct is prohibited and will result in a loss of privileges.

The Internet is a network used by educators, businesses, the government, the military, and other organizations. In schools and libraries, the Internet can be used to educate, to inform, and to entertain. The purpose of the Internet is to support research and to educate by providing access to unique resources throughout the world, as well as providing varied opportunities for collaborative work. Students may use the Internet to consult with teachers, to communicate with students and other individuals, and to locate appropriate materials to complete their assignments.

The Elkhorn Area School District has installed hardware and software solutions to protect students from inappropriate materials. Any sex, violence, child pornography, nudity, gambling, games, shopping and messaging are blocked. Blocking of inappropriate sites is recognized by a screen that indicates to the student that an inappropriate site has been accessed. The student is required to back out of the site. No information regarding the site appears on the screen. EASD filters are implemented to prevent access to areas of the Internet deemed inappropriate for student use and are required for federal funding. Please remember that no filtering system is a substitute for direct supervision of students as they use the device.

The following Acceptable Use Guidelines apply to all Elkhorn Area School District students:

1. Unauthorized access to web sites is a violation of acceptable Internet use. Any activity, which is deemed illegal by law, is included in this violation.
2. Personal information is not to be used in Internet communication. Documents and other forms of computer communication may not include abusive, threatening, or inappropriate language.
3. Your address, photographs, phone numbers or passwords, or those of other students, are not to be revealed when using the Internet.
4. Messages relating to or in support of illegal activities must, by law, be reported to the authorities.
5. The network is not to be used in such a way that it results in disruption of the use of the network by others.
6. Users of the network have the ownership of all their files and messages. You may not have access to such files without the expressed permission of the owner.
7. Users may not alter the standard desktop settings, including wallpaper, downloads from Internet, or printer settings.

8. Accessing and playing unsupervised games on the Internet are not allowed.
9. Students are not allowed to install any programs or applications not approved by the School District.
10. Students may not load or run any software for which the school does not have a license.
11. Students may not copy software from EASD computers for use on their home computers.

The use of the EASD network is a privilege, not a right, which may be revoked at any time for abusive or inappropriate conduct. Such conduct includes but is not limited to the following: tampering with other student or teacher files, tampering with network operating system files, placing unlawful or inappropriate information on a system, using abusive or otherwise objectionable language in either public or private messages, malicious activity which causes downtime for any computer, or sending of viruses or other files that result in the loss of the recipient's files or system software.

Students' user ID and passwords are a unique combination used to protect the user's files and determine the software application for which that user has access rights. Students should use only the User ID and password they have been assigned. Do not give your ID and password to anyone else. You are responsible for any activity on the network associated with your user ID and password.

Laptops

All students will have use of a Laptop or chromebook should they need one. Laptops are to be used for student course/school work, research and communicating with their teacher on record. Students should;

- Charge their Laptop nightly so it is ready for use during their day.
- Internet use is filtered through the school's technology, while on school grounds
- When the Laptop is at home, parents decide the rules for use (sites to visit, amount of time on the device, etc.).
- Please reinforce the safe transport and use of the device procedures to minimize any damage.
- Report any Laptop issues or laptops in need of repair to the office.
- Repairs for damaged Laptops is at the expense of the parent.
- Purchasing Laptop insurance through the district is highly recommended to help reduce costs of repairs.

Students may personalize their Laptop by applying NON-adhesive decals/stickers on their device. For Your Information: non-residue decals can be used as identifiers for the Laptop, although decals provide no protection to the computer, they can help your child easily find his or her Laptop.

Student Email

Each student at has their own email account. This allows teachers to email students activities, share Google Docs, and easily share information. Each child will have the opportunity to participate, collaborate and create documents and projects using web-based applications. These applications provide increased functionality for teachers and students. Students will no longer visit the web just to gather information; rather they will use it as a collaborative tool. Such tools allow individuals to communicate and collaborate in powerful, educationally relevant ways. Some common applications that your child may be exposed to are:

- Google (individual email account, google docs, presentation, and spreadsheet)
- Prezi- An online presentation software
- Quizlet – A quiz based software
- Blogs - A blog is a website where entries are written in chronological order and displayed in reverse chronological order.
- Wikis - A wiki is a website that allows visitors to add, remove, and edit content.\
- Podcasts - A podcast is a digital audio file that is distributed over the Internet for playback on portable media players (such as .mp3 players) and personal computers.
- Online textbooks

Your child's safety and security online is a top priority. Below is the Elkhorn Area School District's "Acceptable Technology Use Agreement." Please review and discuss it with your child. Let us know of any questions or concerns you may have.

Technology Usage Terms and Conditions

1. Students are expected to act safely by keeping personal information out of their posts; agree not to post or give out their last name, password, username, home address, school name, city or other information that could help someone locate or contact them in person.
2. Students agree not to share their username or password with anyone besides their teachers and parents. Students agree to never log in as another student.

3. Students are expected to treat all applications as classroom spaces. Speech that is inappropriate for class is not appropriate for any technology application.
4. All applications are a forum for student expression. However, they are first and foremost a tool for learning, and may sometimes be constrained by the various requirements and rules of classroom teachers. Students are welcome to post on any school-appropriate subject.
5. Some applications are to be a vehicle for sharing student work with real audiences. Most visitors will leave respectful, helpful messages. If students receive a comment that makes them feel uncomfortable or is not respectful, a teacher should be told right away.
6. Students should not download or install any software without permission and not click on ads or competitions.
7. Students who do not abide by these terms and conditions may lose their opportunity to take part in computer activities for a limited time or permanently.

Health Information

School Physical Examinations

The Elkhorn Area School District requests a physical and a dental check for all 4/5 kindergarten, fourth, seventh and ninth grade students and for all children who transfer into the Elkhorn Schools. Physical forms are to be turned in to the school office by the first day of school or within 90 days of enrolling. A student physical form can be picked up in the school office, district office or found online in the EASD under the School Forms area.

School Dental Examinations

The Elkhorn Area School District acknowledges the importance of regular dental exams and the effects of dental health on the overall health and success in school. Parents are requested to provide a dental exam for 4/5 kindergarten, fourth, seventh, and ninth grade children and for all children who transfer into the Elkhorn Schools. Dental exam forms can be picked up at the school, district office or found online under the School Forms area. Forms are to be turned into the school office by the first day of school or within 90 days of enrolling.

Dental Clinic for BadgerCare: Please contact Walworth County Department of Health and Human Services at 262-741-3140 for a list of dentist in Southeastern Wisconsin accepting BadgerCare.

Wisconsin State Law (s.188.135) Concerning Eye Exams

The Elkhorn Area School District is required to request each student entering 5-year old kindergarten to provide evidence of an eye examination by a physician (ophthalmologist or optometrist) or a physician by December 1. The State of Wisconsin Kindergarten Eye Health Examination Report Form is available at the school office or found online in the EASD Nurses' Page under School Health

Wisconsin State Law (s.252.04) Concerning Immunizations

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

Age/Grade		Number of Doses				
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT		3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶
Grade K through 5	4 DTP/DTaP/DT/Td ^{1,2}		4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶
Grade 6 through 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students Pre K through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.

4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

School Exclusions (Blended Learning Days and Field Trips)

All students out of compliance with the Wisconsin State Immunization Law will be excluded from the Elkhorn Area School District on **October 10, 2017**. A non-compliant student is one who is “behind schedule” for a required vaccine(s) or has no immunization record on file at school. It is the parent’s obligation to provide immunization records to the school. Immunizations can be obtained through your healthcare provider or the Walworth County Public Health Department.

*** The State of Wisconsin has a Student Immunization Law (Chapter 252.04, Wis. Stats. and DHS 144 Wis. Admin. Code), which provides for religious, personal, or health exemptions to required immunizations. During disease outbreaks, children who are not fully immunized may be excluded from school and all school-related activities until the outbreak is over for their own protection and for the protection of others.**

Walworth County Public Health Immunization Clinics

All clinics are held at Walworth County Department of Health and Human Services Center (Public Health/ East Entrance) W4051 County Road NN, Elkhorn, WI 53121. The clinics are open to those who do not have insurance that covers vaccines and those who have Medicaid/ BadgerCare (the Forward Card).

For questions and further information, please call the public health unit at 262-741-3140 or call toll free 800-365-1587 or email at walcoph@walworth.wi.us.

Annual Online Skyward Student Alert & Enrollment Emergency Information

All parents are required to fill out the online enrollment emergency information annually for each child annually prior to the start of the school year. Unlisted telephone numbers will be kept confidential. If emergency treatment is required, your online information enables us to call you and the information will be used by emergency medical services to contact you. Please update the enrollment information as needed throughout the school year. Please select a contact person who can act in your behalf if we are unable to reach you during an emergency. *If you don't have a telephone, please select a contact person that we can contact who can contact you.*

Child Abuse Laws

Child abuse is any mistreatment of a child that results in harm or injury and that has no "reasonable" explanation. By Wis. State Statutes 48.981 (b) the definition of a "child" means any person under 18 years of age. Wisconsin State Statute (48.981) requires mandated reporters, upon having reasonable cause to believe that neglect or physical or sexual abuse has occurred, or having reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, shall immediately make a report to the designated authorities. Compliance with the reporting procedures is mandated. Employees are subject to fines and/ or legal action for failure to report any suspected cases. If you believe a child you know has been or is being neglected or physically or sexually abused, please contact the Walworth County Human Service Department at (262) 741-3200.

School-Wide Screenings

Scoliosis Screening

The Elkhorn Area School District requires scoliosis screening as part of their requested physical exam for grade kindergarten, fourth, seventh and ninth. **There is no in-school scoliosis screening.**

Vision Screening

A complete eye exam performed by an eye care specialist is suggested for all children entering kindergarten and then every two years because 80% of learning is visual. Most children do not realize that they have a vision problem. As many as 25% of all children have vision problems. Parent volunteers provide a simple vision screening using a Snellen chart and a Randon Dot E. These screenings are NOT eye exams and simply note children who have difficulty seeing from a distance of 10 feet. These screenings do not detect children with near vision problems. It is estimated that these screenings only find 40% of the children with vision difficulty. See above for Wisconsin State Law concerning eye exams.

Hearing Screenings

The goal of the hearing screening is to locate a child with a hearing problem that can interfere with communication and educational performance. Parent volunteers provide a simple hearing screening using an audiometer. This screening is NOT a hearing exam and

does not detect all types of hearing loss. The results of medical and audiological evaluation should be communicated to the child's teacher to permit management of any exceptional educational needs that may exist.

Dental Screenings

It is noted that the prevalence of dental decay has been cited in more than 40% of 5-year-olds and 85% of 17-year-olds. Students with dental decay have been found to have chronic colds, speech difficulty, poor school attendance, poor school performance, are poor eaters, and many complain of pain with eating. These combine to make learning difficult. Certified Dental Hygienist from the Seal-a-Smile program provide a simple *visualization* of each student's teeth to look for teeth that may have decay. This is not a dental exam. Dental cavities that progress to a severe decaying of the tooth can lead to pain, reduced appetite, mouth odor, infection and other potential harmful effects. When dental decay is severe, it is considered neglect and the school is required by law to notify Human Services if no parental action is taken to seek dental care in a reasonable amount of time.

Seal-a-Smile Program

The Seal-a-Smile Program is an in-school dental education, fluoride, and sealant program provided by Walworth County. The program's targeted audience are students without dental insurance, sealant coverage, those students with Medical Assistance/Badger Care and those living in communities where there is no fluoride in the city water, this includes Elkhorn. Students in grades 4k/5k, 2nd and 5th at all three elementary schools along with 6th grade students in the Middle School are encouraged to participate in this free dental decay prevention program. No student will be denied access. This program does not replace the services of a dentist and families are encouraged to have a dental home. More information on the Seal-a-Smile program can be obtained through E. Chace Wolf, RDH, Seal a Smile Program Coordinator Walworth County Public Health 262-741-3132 – Office, ewolff@co.walworth.wi.us

Additional Parent Information

Special Education

The Elkhorn Area School District offers special education services for students beginning at 3 years of age who have learning, emotional, behavioral, intellectual, speech/language, or physical disabilities. Additional questions can be forwarded to Mrs. Rita Geilfuss, Elkhorn Area School District Pupil Services Director at 723-3160 ext. 1424 or geilri@elkhorn.k12.wi.us

Students must meet eligibility guidelines to qualify for special programming. The referral process involves testing and consultation with specialists in the area(s) of concern. The parent or guardian is an integral part of this process and children cannot be placed in special education programs without parental consent. The referral process follows a specific timeline dependent on notices being sent and consent for evaluation being received from the parent. Once consent for evaluation is received, eligibility determination occurs within 60 days. If you believe that your child has a learning concern in one or more of the areas, please contact your child's teacher on record, the school psychologist, or the school principal.

Section 504

The Elkhorn Area School District (EASD) shall provide a free and appropriate public education (FAPE) to each student identified with a disability and will not discriminate against any student having a record of a disability or who otherwise is regarded as having a disability. The EASD shall make every attempt to locate and identify each student within the district's jurisdiction who may be eligible for accommodations under Section 504 of the Rehabilitation Act of 1973, or a parent may also request a review to determine eligibility for an accommodation. Questions can be forwarded to Mrs. Rita Geilfuss, Elkhorn Area School District Pupil Services Director and the District's Section 504 Coordinator at 723-3160 ext. 1424 or geilri@elkhorn.k12.wi.us

Education of Homeless Children & Youth

Homeless children and youth have equal access to the same free, appropriate public education as provided to other children residing in the district. The school liaison for homeless children and youth is MaryEllen Wright, District Social Worker. Please contact her at 723-3160 ext. 1617.

English as a Second Language

Assistance is offered for students whose primary language is not English. Bilingual teachers and teaching assistants are on staff in each building to provide services for qualifying students.

Human Growth and Development

A committee including parents, staff, and members of the School Board under the direction of the Director of Curriculum and Instruction, reviews the Human Growth and Development Curriculum periodically. Copies of the curriculum may be obtained by contacting District Office at 723-3160, extension 1408.

Social Work Services

The role of the school district K-12 Social Worker is to serve as a resource and liaison to district personnel, families, social agencies, and others in helping students resolve personal, emotional, and family difficulties which interfere with a student's ability to maximally benefit from his/her education. The social worker can assist families in connecting with community resources for needs such as employment, housing, financial aid, food and clothing, health services, and others as requested. The social worker is often involved in the areas of parenting information and education, student support group facilitation, attendance and truancy, alcohol and drug abuse services, special education, child abuse and neglect concerns, and other issues brought forth by students, parents, and staff. Parents are welcome to contact Mrs. MaryEllen Wright, the Elkhorn Area School District's Social Worker at 723-3160, extension 1617, or wrigma@elkhorn.k12.wi.us.

Communication

Good communication between parents and the school is essential. The school provides a newsletter that is emailed out to parents weekly, every Friday. In addition, each school maintains a website with updated information, newsletters, and calendars. Information on Blended Learning Days may also be sent home with children. Weekly Newsletters, e-mail, websites, and Options Parent Connect Page, are just a few of the communication vehicles used by staff. Please do not hesitate to contact your child's teacher on record or the school with questions or concerns. Each staff member has e-mail to facilitate communication.

Custodial Rights

Parents are required to notify and have on file in the office via legal documentation, any limitations or restrictions involving a child's custody, as it pertains to child safety and security at school. Without legal documentation on file in the school office, we must remain neutral in all custody situations.

Directory Information

The following information is classified by the district as directory data: pupil's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs (including video tapes and other reproductions), awards received, and the name of the school most recently previously attended by the pupil. Directory data shall be considered public information and may be released, unless the parent, guardian or eligible student (18 years of age or older) informs the school, in writing within fourteen (14) days of receipt of this notice that directory data may not be released without prior consent.

In the course of a school year, students are occasionally videotaped, photographed, or their names are placed in various publications, including postings on internet web pages. The resulting photo, videotape or student's published name may be used in a variety of ways: to promote the school district, individual school, or specific programs to the community, to instruct students or staff members, or, to orient new parents, staff and students. The final product could also take a variety of forms: photo displays, slide/Power Point presentations, newspaper articles, pamphlets, video programs, or internet web pages.

On occasion there is media coverage or perchance recordings of school events and activities by outside journalists, students, parents, or other non-district personnel beyond the control of the school or school district. Media coverage may involve, but is not necessarily limited to: voice recordings, still photographs, videotaping or public disclosure of directory data such as the student's name and date of birth. Even with the consent of the parent/guardian, media coverage of events, activities or issues in school or on school property is allowed only with the permission of the building principal and only if it does not disrupt or hinder student instruction or other activities.

Police Liaison Officer

The Police Liaison Officer, Mr. Joe Kirkpatrick, is available to speak with students about issues pertinent to the law and how the law personally affects their lives. He also serves as a resource to staff. In addition, The Police Liaison Officer coordinates the Elkhorn Police Department Safety Town program during the last two weeks of the June Session of the EASD Summer School for students enrolled in Kindergarten, Here We Come! Mr. Kirkpatrick can be reached at 723-4920, extension 1613, kirkjo@elkhorn.k12.wi.us or at the Elkhorn Police Department at (262) 723-723-2210

Highly Qualified Teachers

All teachers in Wisconsin have at least a bachelor's degree. In the Elkhorn Area School District, approximately 75% of our teaching and administrative staff has advanced degrees. All of our teachers are fully licensed for their assignment.

In addition, we have several instructional aides who are considered qualified who support learning in the schools.

The No Child Left Behind Act – Title 1 – gives parents/guardians the right to request the following information: whether the teacher has met state qualifications and has a license and the grade level he or she teaches; whether the teacher has an emergency or provisional license; what degrees the teacher holds and the field of the discipline of his or her certification or degree; and whether the child is being provided services by paraprofessionals and, if so, their qualifications.

If you want to see the state qualification for your child’s teacher, you may ask the principal or find it on the DPI website.

Insurance

The school district does not supply accident insurance for students in the Elkhorn Area School District. Each year, the school makes available accident insurance through an outside provider. This plan will provide secondary benefits for medical expenses incurred because of an accident. Information regarding the coverage and costs will be sent home at the beginning of the school year. This is an optional program.

Contact information and Office Hours

Location: 534 Sunset Dr. Elkhorn, WI.

Drop-in Office Hours: 8:00 a.m. until 4:00 p.m. M, T, Th, F, and Wednesdays from 12-4.

Phone: (262) 723-1696

Email: Harriett Peterson, Administrative Assistant at peteha@elkhorn.k12.wi.us

Parent Volunteer Group

Options has an active Parent Volunteer Team (PVT). The membership of this organization consists of parents and guardians of children attending the school and faculty/staff members. Monthly meetings are open to all who wish to attend. Dates of scheduled meetings appear in the school calendar.

Photographs

Photographs are frequently taken at school of students engaging in learning activities. Individual photographs are taken of all students in the fall and are included in the yearbook, the class picture, and social media types of venues. If you do not wish to have your child’s picture included in the yearbook, newspaper, or any other type of media, please contact the school principal in writing.

School Fees

When applicable, school fees are found in Family Access or on the district website.

Student Records

The federal Family Educational rights and Privacy Act (FERPA) guarantees parents/guardians or adult students the right to inspect and review the student’s educational records. Administrative Rule 347 in the Elkhorn Area School District outlines the guidelines for the maintenance and confidentiality of student records. An adult student or the parent/guardian of a minor student shall, upon request, be shown in the presence of a person qualified to explain and interpret the records, the student’s records. If, upon inspection, the parents/guardians or adult student wishes to seek amendment to the student’s educational records, the parents/guardians can request a hearing with the school principal who will arrange such a meeting to include professional personnel qualified to interpret the records. A request for amendment not resolved at the school level will be brought to the attention of the District Administrator Jason Tadlock. If, at this point, the concern has not been satisfactorily settled, further appeal may be made to the Family Policy Compliance Office of the U.S. Department of Education alleging noncompliance with FERPA requirements.

Student Record Request

Wisconsin law allows a school district where a student is enrolled to request student records from a previous district without the parent/guardian or adult student’s consent because the receiving district has a legitimate educational interest in the records.

Student Transfers

If, during the school year, if a student is leaving the school and transferring to another school, parents are asked to notify the office. This will ensure that information will be relayed to the child’s new school in a timely manner and will assist office staff in accurately documenting attendance. Student records are transferred directly to the new school following enrollment. Please be sure to stop in the office to return all textbooks, library books, laptop and to schedule your lunch account reimbursement if applicable.

Non-Discrimination Policy

It is the policy of the Elkhorn Area School District that no person shall, on the basis of race, religion, color, national origin, sex, age, sexual orientation or handicap, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment.

All vocational education programs follow the District's policies of non-discrimination which includes, but is not limited to sex, age, race, color, religion, national origin, ancestry, creed, handicap, pregnancy, marital or parental status, or physical, mental, emotional or learning disability, or sexual orientation, gender identity and gender expression. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; or inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:

Elkhorn Area School District
Attn: District Administrator
3 N. Jackson Street
Elkhorn, Wisconsin 53121

LEGAL REFERENCE: Section: 118.13

Wisconsin Statutes

PI 9 Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section: 504 Rehabilitation Act of 1973

CROSS REFERENCE:

Approved: 10/13/86
Updated: April, 1999
Revised: June 23, 2014

Student Harassment/Bullying/Hazing

The School Board supports an educational environment that is free of harassment, bullying, or hazing of any form. The Board's authority is derived from Wisconsin Statutes that allow school boards to establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere. It is therefore the policy of the district that it will not tolerate harassment, bullying, or hazing in any form and will take all necessary and appropriate actions to eliminate it, up to and including discipline of the offenders.

"Harassment" means striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interfere with the recipient's academic performance. "Intimidate" means to make timid or fearful, to frighten, or to compel or deter by or as if by threats. Harassment includes verbal comments or other expressions which insult, degrade, or stereotype any person or group, which includes, but is not limited to sex, age, race, color, religion, national origin, ancestry, creed, handicap, pregnancy, marital or parental status, or physical, mental, emotional or learning disability, or sexual orientation, gender identity and gender expression. "Bullying" is a mean look, gesture, word, or action that is repeated over time by the same person or group of persons and that hurts a person physically, emotionally, socially, or damages their personal property. "Hazing" is a ritualistic test or task, which may constitute harassment, abuse or humiliation with requirements to perform physical or mental practices or tasks as a way of initiation into a social group, team or club.

It is the responsibility of administrators, staff members, and all students to ensure that these prohibited activities do not occur.

Students who believe they have been subjected to harassment, bullying, or hazing or any parents/guardians who believe their student has been subjected to harassment, bullying, or hazing should report the incident(s) to the building principal/designee. It is the intent of the Elkhorn Area School District to create an atmosphere where complaints will be treated fairly and promptly. If a student or parent is not comfortable with making a complaint to the principal/designee, the complaint may be made to a teacher, counselor, or social worker with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal or other administrator and superintendent of schools.

Third party witnesses are strongly encouraged to report observed incidents of harassment, bullying, or hazing to the administration. Every effort will be made when requested to maintain the confidentiality of witness identity unless the witness is requested to testify in a hearing.

The administration and staff will inform students that the Elkhorn Area School District does not tolerate harassment, bullying, or hazing in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. Students will be informed of this policy annually and the complaint procedure will be made available to any students or parent/guardian wishing to file a complaint.

LEGAL REFERENCE: Sections: 118.3 Wisconsin Statutes
 120.13 (1)

 813.125
 PI 9, Wisconsin Administrative Code

CROSS REFERENCE: Title IX (Education Amendments of 1972)
 411.1, Harassment/Bullying/Hazing
 512, Harassment
 513, Employee Harassment

Updated: April, 1999
Revised: May 24, 2004
Revised: June 23, 2014

BLENDLED LEARNING DAYS **POLICIES AND PROCEDURES**

Blended Learning Information

- Blended Learning Days provide students with optional enrichment opportunities one day per week from 9:00 a.m - 3:00 p.m. Students may attend the full day or part of the day.
- Blended Learning takes place at OPTions Virtual Charter School, 534 Sunset Dr., Elkhorn, WI. This Building was formerly St. Patrick Grade School.
- Classes include Art, Fitness, Music, STEM/Project Lead the Way, World Cultures, Adventures in Learning, and a variety of clubs.
- In addition to exciting activities provided in this full day of learning, students enjoy recess and lunch with their peers.
- Class sizes are small and grouped by grades 4K/K, 1st-2nd, 3rd-5th, and 6th-8th
- For more information, plan a visit, or to enroll your child in Blended Learning, please call the office at (262) 723-3160
- Transportation to and from Blended Learning is not provided.

Contact information and Office Hours

Location: 534 Sunset Dr. Elkhorn, WI.
Drop-in Office Hours: 8:00 a.m. until 4:00 p.m. M, T, Th, F, and Wednesdays from 12-4.
Phone: (262) 723-1696
Email: Harriett Peterson, Administrative Assistant at peteha@elkhorn.k12.wi.us
During Summer Academy you can reach the Summer Academy secretary at 723-6800 ext. 1503.

Arrival/Drop Off

You may park and walk your child into the building, or you can use the drop off lane. A map showing the drop off procedures can be found here [Drop Off/Pick Up Map](#)

Students are not to arrive at school until 8:45 a.m. Please plan your child's arrival at school between 8:50 and 9:00 a.m. Before then, there is no adult supervision available in the building or on the playground.

Dismissal

Students are dismissed at 3:00 p.m. You may choose to come into the building and pick up your child at their classroom, or you may use the pick up lane at dismissal. Please let the office know if you choose the pick up lane option, so that your child is on the student pick up list and in the correct location. Students will only be released to parents or guardians unless you provide us with a note or phone call prior to pick-up.

Absences

When a student is absent on their Blended Learning Day, his/her parent or guardian should contact the school prior to the start of school. Please keep your child under your care at home if they have a fever at or above 101 degrees, if they are vomiting, have diarrhea, or are excessively coughing. Please keep your child home until they are fever-free without the use of anti-fever medication, and/or free from vomiting and diarrhea for 24 hours before sending them back to school.

Volunteers

A variety of opportunities exist at school for parents and community members to volunteer their services. Volunteer helpers perform a variety of tasks, including reading to students, sharing hobbies, and careers, and assisting with clerical or classroom duties. If you are interested in volunteering, please contact the school office. All volunteers must complete an annual volunteer application and complete a background check.

Visiting on Blended Learning Days

Parents are always welcome to visit our schools. For safety and security reasons, all visitors must sign in at the office and obtain a visitor pass. Students are not to bring friends or pets to school. If you plan to visit on a regular basis, you will need to fill out a volunteer form and have a background check completed.

Student Behavior on Blended Learning Days and School Sponsored Field Trips

For a school to have a positive impact on developing intrinsic motivation and self-discipline, specific behaviors must be expected and actively taught by all members of the adult community. This requires a working partnership between home and school. Good manners and a general sense of care and concern for self and others must be focused on if a quality-learning environment is to be established. It is in this spirit that the Code of Conduct has been developed. Please review this with your child. If, for some reason, you need to be contacted due to your child's inappropriate behavior, we expect that we can work together to influence your child to make better choices and deal effectively with natural consequences.

Students must understand that when they choose to exercise inappropriate behavior, they are choosing to accept a consequence or form of correction. The initial correction lies with the person observing the inappropriate behavior. The principal exercises the right to assume the responsibility for correcting excessive or extreme misconduct. Behavioral consequences vary, dependent on the behavior being treated. Such consequences include: parent conferences, temporary removal from activities in the classroom (time-out), loss of recess, loss of field trips or special classroom events, and in-school and out-of-school suspensions, and involvement of the district police liaison officer.

Recess

Students are provided with recess opportunities during the school day. In order to maintain a safe and enjoyable playtime that is in the best interest of all individuals and the school community, it is necessary to implement behavioral expectations for all students. Our goal is to develop students who are responsible and respectful of others and their property.

Due to changing weather conditions and strong winds, it is suggested that layered clothing be considered when the weather is questionable. Students are expected to go out for recesses and should be appropriately dressed. Students will go outside for recess at the discretion of the principal or supervisor if the combination of the wind and temperature is above 1 degree. When the temperature with wind-chill is zero degrees or below, the students will have indoor recess.. If students are well enough to come to school, they will be considered well enough to participate in outdoor recess unless a doctor's order prohibiting recess is presented to the school office.

Playground Safety

Safety on the playground is of great concern to parents, students, and staff. All students have a responsibility to behave in a manner that ensures a pleasant and safe environment that is in the best interest of the school community. Playground equipment is provided. Appropriate use of equipment is expected. Students should not bring games, toys and equipment from home. Skateboards, electronic

devices, and scooters are not allowed on the playground at recess

Playground Behavior Expectations

- * Respect others.
- * Respect property.
- * No put-downs or name-calling.
- * Be cooperative and courteous.
- * Listen to the playground supervisors.

Consequences for Inappropriate Behaviors

1. Warning, redirect.
2. Removed from activity, discussion with student.
3. Time spent in office to speak with principal.
4. Parent Notified.

The playground supervisory staff reserves the right to refer a student to the office if they determine that is the appropriate course of action.

Prohibited Activities

- Throwing sand, rocks, snow or pushing people in the snow.
- Baseballs are not allowed at school.
- Games or activities that involve pushing or throwing another child to the ground, such as tackle football, monkey pile, chicken, fighting.
- Rough play: “King of the Mountain” on snow hills.
- Sliding on ice.
- Pulling, pushing, fighting, or throwing others around.
- Picking on anyone verbally or physically.
- Fighting.

Lunchroom Behavior Expectations

Students are expected to exhibit positive lunchroom behavior at all times. Lunchroom rules include:

- Sit at assigned table, if applicable.
- Use quiet voices.
- Always walk
- Use good manners.
- Clean up after themselves.
- Raise your hand for dismissal.

Classroom Snacks and Cold Lunch (Blended Learning Days and Field Trips)

Breakfast, healthy snacks and a healthy lunch have been found to promote the learning process. Parents are encouraged to send a healthy snack and lunch that is low in sugar, fat and caffeine-free. **Students may not have have soda in the classrooms or hallways.**

Food Safety

Options Blended Learning days are a PEANUT FREE ZONE. Parents are encouraged to check with their child’s teacher before bringing in snacks for the classroom, as there may be some foods which are restricted due to special diets or life-threatening food allergies. If your child has a life-threatening food allergy, please contact the classroom teacher(s) to personally inform them of your child’s specific health concern and how it is managed. **If your child has a life-threatening food allergy, parents are required to provide a physician’s order along with the emergency medication. It is suggested the student wear a medical alert bracelet or necklace when at school and parents are encouraged to attend their child’s field trips and classroom-school parties.**

To reduce the spread of illness, we are discouraging the use of ‘classroom snack bowls’ that allow students to put their hands into the bowls to serve themselves. Please individually wrap food items or snacks, or use commercially prepared snacks or snacks prepared by a licensed food vendor. Due to the lack of freezer or refrigerator space, foods that require refrigeration or freezer space should be avoided.

Hot Lunch Option

School lunch will be available for all 4K-8th grade students on Blended Learning Days starting in late fall 2017. Lunch options follow the EASD Elementary School Lunch Menus and can be viewed on the district website. Lunches are prepared offsite and

delivered to students during their lunch period.

Cost:

Elementary Student \$2.15
Middle School Student \$2.30

Application forms for free and reduced meals can be found online at the EASD website or may be obtained from the office at any time during the school year. Lunch application forms for free and reduced meals may take up to two weeks to process. Please send lunch money or a cold lunch with your child until you have been notified regarding your application approval or denial. A new form should be completed any time the family's financial situation changes.

Students who require food accommodations due to a medically diagnosed health condition or due to religious reasons should contact Ellen Leasure, District Food Service Supervisor at 262-723-3160.

If your child's lunch account becomes overdue, you will be given a one-day grace period to charge a lunch. At this point a communication will be sent home with your child informing you of the negative balance or you may use Family Access on our websites to check your lunch balance at anytime.

Latex-Safe Environment

Elkhorn Area Schools have been designated as latex-safe environments. Items containing latex, such as latex balloons and gloves are not allowed as they may cause life-threatening allergic reactions. Your assistance and cooperation is appreciated. Questions may be directed to Mrs. Wendy Zimmerman, School Nurse at 723-3160 ext 1410 or the school office.

Medications

Medication administration in schools is governed by Wis. Stat. sec. 118.29. All prescription and nonprescription medications may be administered at school. Both nonprescription and prescription drugs must be recognized as drugs in the official U.S. Pharmacopoeia and national formulary or official Homeopathic Pharmacopoeia of the United States or any supplemental publication to these references.

1. U.S. Pharmacopoeia
2. U. S. Homeopathic Pharmacopoeia

A prescription drug is a substance recognized as a drug defined in Wis. Stat. sec. 450.01(1)(10)(a),(b),(c),(d).

This statute defines drugs as:

- Any substance recognized in the official U.S. Pharmacopoeia and national formulary or official homeopathic Pharmacopoeia of the United States or any supplemental publication to these references.
- Any substance involved in the diagnosis, cure, mitigation, treatment or prevention of disease or other conditions in people.
- Any substance other than a device or food intended to affect the structure or function of the body of the person.
- Any substance which is intended for the use or consumption in or for the mechanical, industrial, manufacturing, or scientific application or purposes.

Prior to administration, prescription medications require a written medical provider and parent authorization. Wisconsin Statutes sec. 450 may be viewed at: <https://docs.legis.wisconsin.gov/statutes/statutes/450.pdf>. A nonprescription medication is any non-narcotic medication product that may be sold without a prescription order.

Parent Provided Non-prescription Medication (Blended Learning Days)

Please attempt to give medication before or after school. Aspirin is not allowed. If a parent believes their child is unable to attend school without receiving a non-prescription medication during the 7 hour school day, the parent must comply with Wisconsin Act 160 of Administration of Drugs to Pupils Law. For a school to follow Wisconsin Law Wisconsin State Statute 118.29 Act 160 to safely give your child a nonprescription medication we must have:

1. The non-prescription medication must be supplied by a parent or guardian in the original manufacturer's packaging (bottle or blister pack) with the list of active ingredients and recommended therapeutic dosage.
2. Written signature of parent or guardian.
3. Non-prescription drug products may only be administered in higher than recommended dosage by written approval of the medical provider and parent or guardian.
4. By school district policy, the school is only able to give parent-provided acetaminophen, ibuprofen, cough medicine, antacids or antihistamines. Aspirin is not allowed. **Vitamins, supplements, and digestive aids require a physician's order.**
 - a. By Wisconsin Law Wisconsin State Statute 118.29 Act 160 to we CANNOT accept non-prescription medication in a baggy or in a container where the label is not clear even if the pills are identifiable to us.
 - b. **We are not able to give "Homemade" medication, creams, drops, essential oils or homemade homeopathic mixtures.**
5. By school district policy any non-prescription drug which is needed for more than three days needs a physician's signature.

6. By school district policy any non-prescription drug requires informing the office staff of the condition for which the nonprescription medication is given and providing in writing: 1) dosage requested to be given, 2) time to be given, 3) when the last dose was given at home, 4) when the expiration date is, 5) provide a measuring device if the medication is liquid.

Medication Safety: Parents are required to drop the medication off with office staff. Do not to send the medication to school on the bus. All medication stored at school is kept secure in a locked cabinet. Medication not picked up after 48 hours of non-use or discontinuation will be disposed of. Medication will not be sent home with students unless the student is 18 years old.

Physician Ordered Oral or Inhaled Medication

By Wisconsin State Law (statute 118.29) and the EASD policy NO medication, emergency or otherwise, will be given to a student until there is an order in writing from a medical provider and parent authorization. Please attempt to schedule medication before or after school. Medications that are ordered three times a day may be given before school, after school and at bedtime unless specified by the physician that they need to be given during the school day. Parents need to provide a measuring spoon or device if the medication is liquid. All tablets that need to be split need to be split by the parent.

The school is only able to provide the service of dispensing physician ordered medication if the parent complies with Wisconsin Act 160 of Administration of Drugs to Pupils Law which states parents must:

1. Supply and deliver the medication to the school office in the original pharmacy-labeled package.
 - a. By Wisconsin Law Act 160 we CANNOT accept medication in a baggy or in a container where the label is not clear *even if the pills are identifiable to us.*
2. The pharmacy-labeled package must specify:
 - a. Name of the student
 - b. Name of the prescriber (physician/nurse practitioner/dentist)
 - c. Name of the drug
 - d. The dose of the drug
 - e. The effective date
 - f. And the directions in the legible format: such as the time to be taken and number of days to be taken.
3. Prior to administration, prescription medications require a written medical provider. This a doctor's order along with a written parent note or the EASD prescription medication form.
4. The parent completes and signs the prescription medication permission form that states the reason for taking the medication.
 - a. Wisconsin Statutes sec. 450 may be viewed at: <https://docs.legis.wisconsin.gov/statutes/statutes/450.pdf>.

Narcotics: If your child requires a prescription pain medication that is known to reduce the function of the central nervous system, such as the narcotic pain medications Vicodin, Hydrocodone, Tylenol #3, Oxycontin, etc. we request you keep your child safe in your care until their pain can be controlled with a non-narcotic pain medication. Students are not allowed to have drugs or other substances that are considered controlled substance such as a narcotic pain medication on school property, even if there is a physician's order for the medication. Please see the EASD AODA Policy.

Medication Safety: For the safety of all students Parents are encouraged to drop the medication off with office staff from 7:30 to 4:00. Please do not to send the medication to school on the bus. All medication stored at school is kept secure in a locked cabinet. Medication not picked up after 48 hours of discontinuation will be disposed of. Medication will not be sent home with students unless the student is 18 years old with the exception of inhalers.

Essential Oil Use

School personnel will not administer essential oils. Not administering a product in school does not prevent parents from administering it at home or coming to school to administer it themselves in the health room. The Health Room recognizes complementary or alternative medical treatments and supports parents in their preferences for health care. School district policies and procedures meet professional standards of practice for safe medication administration. In compliance with nursing regulations, the use of essential oils is to cure, mitigate, treat, or change the function of a body and is defined as a drug. There is currently no governmental agency in the United States which regulates essential oils. **A request for the administration of essential oils topically or inhaled must be accompanied by a written health care provider order. School personnel are prohibited from using essential oils on students without written parent consent and a physician's order.** The health room will not administer essential oils orally. The essential oils need to be clearly labeled with the ingredients matching the MSDS sheet and the essential oil is to be stored in a secure location in the health room. Not administering a product in school does not prevent parents from administering it at home or coming to school to administer it themselves in the health room.

Health Concerns and Health Room Services

Parents of a student with a chronic health concern or that need nursing services during the school day must provide physician documentation of any school limitations or the need for accommodations each school year. Students who are in need of assistance

with toilet training or toileting self-cares are required to have a health care provider directed plan updated each year. It is suggested that the student wear a medical alert bracelet or necklace if the child has life threatening health conditions or the child is unable to verbalize their health condition. Parents should meet with the classroom teacher(s) at least annually to explain any special needs.

Life Threatening Allergies and Emergency Medication

Wisconsin State Law (statute 118.29) and the EASD policy specifically permits authorized personnel to administer rescue (immediate-acting) inhalers, epinephrine, glucagon, and rectal diazepam/intranasal Midazolam/Versed to students who appear to be having a life threatening medical response to known students with medical orders and parent consent.

In addition, the law permits authorized personnel to administer epinephrine to students who appear to be having an allergic reaction, and glucagon to known students for diabetes for severe low blood sugar with an altered state of consciousness, without parent and medical provider permission. In both cases, a bus driver, employee, or volunteer must report the event by calling "911." (Wis. Stat. sec. 118.29(2)). As with other prescription medication, the physician and parent must comply with the requirements for medications within the school. That can be a physician order and a parent note or a physician signed Emergency Health Care Plan for Known Severe Allergic Reaction. Parents are required to provide the emergency medication to school by the first day of school. It is suggested that the student wear a medical alert bracelet or necklace when at school and that the parents meet with the classroom teacher(s) to explain the life-threatening health condition. Parents are encouraged to attend field trips and classroom-school parties with their child.

School Illnesses

School Illnesses: We will consider a student able to participate at school if he/she was sent to school with the parent's knowledge that the child was not feeling their 100% best. Children who complain of not feeling well at school will be checked for a fever and observed. If the child is free from a fever of 100.9 degrees orally or above, is free from vomiting, diarrhea or excessive coughing and does not appear to be ill, the child will be sent back to class. Children who become ill at school or appear to have a communicable disease will be excused from school. If your child becomes ill at school, we will make every effort to notify you immediately. The online enrollment information will be used to contact the parent(s) with primary custody (parent #1). If we cannot contact you we will call the other people you have indicated on your emergency card. For student safety, if a child is too sick or injured to stay at school, they are also too sick or injured to walk home independently. A parent or emergency contact person must pick the child up from school.

When to keep your child in your care at home: Please keep your child under your care at home if they have a fever at or above 101 degrees, if they are vomiting, have diarrhea, or are excessively coughing. **Please keep your child home until they are fever-free without the use of anti-fever medication, and/or free from vomiting and diarrhea for 24 hours before sending them back to school.** If your child is unable to attend school, please call the school daily to report an absence. Students are not permitted to stay in at recess time without a doctor's order. If a student is well enough to come to school, they will be considered well enough to participate in outdoor recess. If children are so ill that they are unable to attend school for more than 3 consecutive days, please consider contacting your health care provider. Please forward all doctor and dentist notes to the office. Please see the school's attendance policy for more information.

Minor first aid

The American Heart Association through the Mercy Health System certifies a team of first responders which include the school Office Team (secretaries, part-time health aides, school nurse), physical education teachers and designated teachers. This team will be the primary providers of first aid as assigned by the principal and delegated by the district nurse. Minor first aid conditions are those conditions in which the student is able to walk back to class and fully participate in school without distress such as: minor abrasions, minor bruises, minor cuts, minor headaches and stomachaches, bloody noses, minor head bumps, and non-sensitive bee sting. If the child is capable of independent verbalization, the school staff will not contact the parents to inform them that the child needed minor first aid care. In minor school accidents that limit the child's ability to participate in school or if a child is unable to be consoled, parents will be contacted. Parents are able to view their child's health room visits through Parent Access in Skyward.

Urgent Care

In accidents or health conditions where it appears to require more than minor first aid, the staff will attempt to make the child comfortable while contacting the parent/guardian who is listed as the 1st contact in Skyward. If conditions which appear to be an emergency situation such as respiratory distress including asthma attacks not responding to emergency inhaler or where an emergency inhaler is not available, cardiac distress, unconsciousness, administration of emergency medication such as Epinephrine (Epipen), Glucagon, Diastat/Versed, or in conditions which are urgent and parents cannot be contacted or arrive at the school in a timely fashion, the ambulance will be called. The expense of the health care provider &/or the ambulance is the responsibility of the parent/guardian.

NOTE: During school hours and school related activities, the school staff, including the district nurse and the district medical director, do not provide health care services beyond minor first aid. Except in an emergency, it is the parent's responsibility to call a doctor for a child or take him/her to a health care providers' office or hospital.

Slings, braces, crutches, or a wheelchair

Students who require the use of slings, braces, crutches, or a wheelchair due to an injury or surgery must have a physician's order stating limitations and restrictions. The doctor's order must specifically include the use of crutches or a wheelchair during school. A doctor's note is required to resume full activity in physical education or school programs.

Handicap parking is available at all school buildings for those students, family members, visitors and staff who have a temporary or permanent physical disability.

Concussion: Return to Learn/Return to Play

Wisconsin Stat. 118.293(4)(a) states an athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.

After the initial diagnosis of concussion by a trained medical professional, an individualized Return to Learn Plan will be put in place, as well as a Return to Play Plan if the student is a student athlete. In the early stages of recovery after a concussion, increased cognitive demands, such as academic coursework, as well as physical demands, may worsen symptoms and prolong recovery. Every student's injury and recovery is unique and requires careful observation and support from parents, physicians, and school staff. A student's symptoms may range from severe to mild, chronic to infrequent, or constant to intermittent. Some students will have a full recovery, whereas other students may not. A comprehensive Return to Learn Plan/Return to Play Plan will provide appropriate provisions for adjustment of academic coursework/athletic participation on an individual basis.

Input from your physician will be needed to help the school district make a plan which will benefit the student. The plan will be modified based on the student's rate of recovery. Updated physician's orders are required every 30 days per Wisconsin Stat. 118.15 (1) (c). If after 30 days, the student has not returned fully to academics, a team meeting, which may include the student, parent/guardian, school administration, school social worker, school counselor, school nurse and instructor, will take place.

A student diagnosed with a concussion is expected to follow The Elkhorn Area School District Code of Conduct and the Elkhorn Area School District Attendance Policy. Updated Physician's orders may be required every 30 days to excuse the student from attending school or participating in academic activities. Ideally, the plan is in place to support the student's return to optimal health and continued learning.

Based on the student's recovery, there may be situations in which the student is not able to continue with his/her anticipated educational plan. Examples of changes may include: dropping or retaking classes, delaying finals, attending summer school, extending the student's anticipated graduation date, or altering the student's academic and career plan.

Following a concussion, the student must have a physician's order indicating the student is able to fully participate in school core academic activities prior to involvement in music, choir, band, technical education, physical education, recess, or extracurricular activities.

Adhering to an individualized Return to Learn Plan/Return to Play Plan, based on the accommodations indicated by the trained medical professional, will promote recovery and prevent ongoing symptoms.

School Exclusions (Blended Learning Days and Field Trips)

All students out of compliance with the Wisconsin State Immunization Law will be excluded from the Elkhorn Area School District on **October 10, 2017**. A non-compliant student is one who is "behind schedule" for a required vaccine(s) or has no immunization record on file at school. It is the parent's obligation to provide immunization records to the school. Immunizations can be obtained through your healthcare provider or the Walworth County Public Health Department.

*** The State of Wisconsin has a Student Immunization Law (Chapter 252.04, Wis. Stats. and DHS 144 Wis. Admin. Code), which provides for religious, personal, or health exemptions to required immunizations. During disease outbreaks, children**

who are not fully immunized may be excluded from school and all school-related activities until the outbreak is over for their own protection and for the protection of others.

Emergency Information

Please complete the online emergency information for each child. It is important that this information be accurate and complete. Unlisted telephone numbers must be stated. Your confidentiality will be respected, but it is essential that we are able to notify parents if a child becomes ill or has an accident. Please select a contact person who will be available, know of your whereabouts, and who will be able to accept your child if you are not at home or if you cannot be reached. **If you move or change your address or telephone number during the school year, it is important that you notify the school.**

PLEASE NOTE: Your child will only be released to adults listed on the emergency card as being able to pick up the child. PLEASE BE SURE TO UPDATE EMERGENCY INFORMATION AS NEEDED.

Specialized Diet or Increased Fluids

If your child needs to have a specialized dietary or increased fluid (water intake) plan, please provide physician documentation and make an appointment to meet with your child's teacher. If applicable, parents of a student who requires a specialized diet for the hot lunch program are encouraged to review the food service webpage <http://easdfoodservices.weebly.com/>, and contact the EASD Food Service Director, Ellen Leasure at 262-723-3160 ext 1423 or leasel@elkhorn.k12.wi.us.

Lockers

Students are assigned lockers at the beginning of the school year. The lockers are provided for the storage of student coats, hats, boots, etc. No locks are to be used on the lockers; therefore, please do not bring items of value. Students are responsible for keeping the locker clean and organized. School lockers are the property of the Elkhorn Area School District. Periodic inspections of lockers may be conducted for any reason, at any time, without notice, without student consent, and without a search warrant by school staff.

Items of Value

Parents are encouraged not to send to school, at any time, valuable items. Children are strongly discouraged from bringing money to school, with the exception of lunch money (if applicable). **Toys and electronic devices and items of value are not to be brought to school.** Equipment to be used on the school playground should not be brought from home. Playground equipment, including balls, jump ropes, etc., is provided for students.

Birthday Party Invitations on Blended Learning Days

Often parents ask to distribute party invitations at school. This is acceptable as long as all children in the classroom are receiving invitations. When only select children are receiving invitations, please do not distribute them at school. Those children not receiving an invitation can be very upset and they may have difficulty learning that day.

Birthday Treats

Children who would like to bring a birthday snack to share with their class may do so by making arrangements with their teacher on record.

Parents are encouraged to check with their child's teacher before bringing in snacks for the classroom, as there may be some foods that are restricted due to special diets or food allergies.

To reduce the spread of illness, we are discouraging the use of 'classroom snack bowls' that allow students to put their hands into the bowls to serve themselves. Please individually wrap food items or snacks, or use commercially prepared snacks or snacks prepared by a licensed food vendor. Due to the lack of freezer or refrigerator space, foods that require refrigeration or freezer space should be avoided.

If your child has a medically documented food allergy, please contact the classroom teacher(s) to personally inform them of your child's specific health concern and how it is managed. If your child has a food allergy, your assistance during class parties is welcomed.

Halloween Parties

Halloween Parties are not observed in any of the elementary schools. Please do not send costumes to school.

Grooming and Attire

The dress and grooming of a student is primarily a parent/student responsibility, which should reflect concern for the health and safety of the student, others, and school property. When the dress of a student constitutes a health problem, seems to be unsuitable for school wear, is a physical danger to any person, or when the student's manner of dress or grooming causes a disruption or disturbance, the principal shall take appropriate action to correct the situation.

If the school attire, dress or grooming which is disruptive or a disturbance is repeated, the principal will call a conference with the parent/guardian, the student and the school counselor and make appropriate arrangements.

Specific rules governing student attire at school include:

- All shirts must have backs and no bare midriffs. Attire of appropriate length, which does not distract from the learning atmosphere, will be permitted to be worn. Shorts of an appropriate length may be worn as weather permits.
- Hats, caps, gloves, winter boots, coats, and jackets will not be worn in the classrooms. Hooded sweatshirts may be worn, but hoods may not cover the head while in school.
- Winter boots may not be worn all over the building. Students should have a set of shoes to be worn in the building. Footwear should be appropriate for children participating in school activities. Shoes with non-marking soles are recommended for school wear.
- Clothing worn by students should be clean, fit appropriately, and be in good condition. All clothing should be suitable for a school in which large numbers of people are brought together in classroom situations.
- Any attire that can be damaging to school property is not permitted.
- No student shall be permitted to wear any clothing which is normally identified with a gang or gang-related activity (inclusive of gang-related colors, if for purposes of identification).
- No student shall be permitted to wear clothing that contains pictures and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, illegal drugs, bigoted epithets, harassment/hate messages, or messages of hostility toward race, ethnicity, religion, or sexual orientation.
- Use of cosmetic products and makeup are discouraged in the elementary school. Students are not to bring make-up products to school, with the exception of a lip moisturizer. Sharing of makeup products causes a potential health risk.
- Perfume and aftershave products should be used minimally. Strong odors may pose a health risk for children with asthma.
- Any other item of clothing not specifically mentioned above, but by appearance that would be materially or substantially disruptive to the learning atmosphere or contradictory to the spirit of the dress code, will not be permitted. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the school principal will make the final decision.

We recommend that parents identify clothing articles with their child's name for ease of identification.

Student Use of Cell Phones and Other Electronic Devices

Elkhorn Area School District Board Policy 443.6 states that student use or possession of electronic paging or two-way communication devices (e.g., beepers, cellular phones, etc.) on school premises owned or rented by, or under the control of the Elkhorn Area School District, is prohibited except that a student may use or possess these devices for the purpose of communicating outside of the instructional day. While in students' possession, all communication devices shall be stored out of sight and remain off during the instructional day. Exception to this policy may be permitted on a case-by-case basis by a building administrator. Any student found violating this policy shall surrender the communication device and be subject to disciplinary action. A building administrator shall annually inform students of this policy.

Telephone

School telephones may be used by students for necessary calls. Students need to have permission from their teacher to leave the classroom to make a phone call.

Fundraising Activities

From time to time, students may participate in fundraising activities sponsored by student groups or school-based organizations. Such activities follow the guidelines established by the School Board and must be approved by the building principal and the District Administrator.

Students under the age of 12 shall be permitted to participate in fundraising activities provided written approval has been obtained from the student's parent/guardian. Students under the age of nine, or each group containing one or more students under the age of nine must be physically accompanied by a parent or a person at least 16 years of age when working in a fundraising activity.

Lost and Found

Please mark all of your child's clothing and lunch boxes with your child's name. Many of our students have similar attire and it is much easier to find the rightful owner if objects are marked. Feel free to come in at any time to check our LOST AND FOUND BOX. Lost items of value, such as glasses, keys, and jewelry will be kept in the office. Students are encouraged to check for lost items. All items that remain unclaimed will be donated to charity.

Fire, Safety and Tornado Drills

Fire drills are conducted at regular intervals. Safety Drills are performed twice per year. A tornado drill is conducted in the spring when occurrences of tornadoes are more frequent.

Weapons

No one shall possess, use, or store a weapon (including look alike) in or on school property, in school vehicles at school, or at school related activities. A weapon is defined as anything that is used or designated to cause bodily injury or property damage (knives, guns, etc.). Students violating the policy regarding weapons will be subject to disciplinary action, including suspension or expulsion, and/or criminal prosecution.

Emergency School Closings

Sometimes it is necessary to close schools early. It usually happens during extreme winter weather; however, it could happen for other emergencies. If any changes are made in our school hours, an announcement will be made on the following:

96.1	WLKG -FM	Lake Geneva
620	WTMJ - AM	Milwaukee
104.5	WSLD - FM	Whitewater
106	WMIL - FM	Milwaukee
TV 6	WITI	Milwaukee
TV 4	WTMJ	Milwaukee
TV 12	WISN	Milwaukee

Please do not call the school about closings. Announcements are made regularly if schools are closed.

Back Up Plan:

In the event that school must be closed early due to inclement weather or emergency conditions, it is essential that your child know what to do. Early dismissal creates some real problems for some students and parents. Realizing that many parents work and making arrangements to receive children at home on short notice is difficult, we are requesting that all parents complete an Emergency Dismissal Information form for each child. This will provide the office with information regarding arrangements for your child. Please complete the form and return it to the office. Discuss the arrangements with your child(ren), as it is important that your child (ren) is aware of the arrangements that have been made on their behalf. Be sure to update the information as needed. The School district of Elkhorn may elect to utilize an electronic message system. This system has the ability to contact you in case of any type of emergency giving you information about the emergency.

Receipt of Handbook Form

Please take the time to review this handbook with your child and return this page to the school office or your teacher on record. You may also go to this [link](#) and submit the form electronically.

Yes, I have read the handbook and reviewed it with my child/children.

Name of Children: _____

Signature of Parent/Guardian

Date