

*Cameron Elementary*  
*2017-2018*  
*Family Handbook*



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# Cameron Elementary School Staff

<i>2017-2018 School Year</i>	
<i>Administration</i>	
<i>Joseph Leschisin, Superintendent</i>	<i>Cory Martens, Elementary Principal</i>
<b><i>Support Staff</i></b>	<b><i>Special Education</i></b>
Donna Aubart, Administrative Secretary	Teresa Daniel, Cross Categorical
Amy Gifford, Clerical & Lunch	Rachal Gierke, Cross Categorical
Racheal Gifford, Clerical & Health	Courtney Knickerbocker, School Psychologist/Spec. Ed. Dir.
Linda Kiehl, District Bookkeeper	Michelle Moore, Cross Categorical
Mary Lee Kisling, Administrative Secretary	Dina Tschanz, Speech & Language
Lisa Walther, Elementary Secretary	<b><i>Cafeteria</i></b>
Tim Getchell, Network Technician	Martha Jacobs, Food Service Director
Peter Metzger, Network Technician	Debbie Severson, Lead Cook
<b><i>Custodial</i></b>	Effie Getchell, Kitchen Assistant
Duane Bender, Day Custodian	Dawn Simonson, Kitchen Assistant
John Frankenberg, Night Custodian	Shannan Vaughn, Kitchen Assistant
Robin Frisinger, Sweeper	<b><i>Bus Drivers</i></b>
<b><i>Classroom Teachers</i></b>	Jim Hessel, Transportation Supervisor
Ashley Gravesen, All Aboard Preschool	Joseph Barnes, Bus Driver
Cassie Schmidt, All Aboard Preschool	Greg Baurichter, Bus Driver
Andrea Ewings, Kindergarten	Paul Bayer, Bus Driver
Amanda Grilley, Kindergarten	Sandra Edwards, Bus Driver
Alysha Jenneman, Kindergarten	Mike Jenkinson, Bus Driver
Madeline Liedl-Rykal, Kindergarten	Arlene Lynch, Bus Driver
Rebecca Malsom, Kindergarten	Malcolm Paine, Bus Driver
Julie Amundson, Grade 1	David Romsos, Bus Driver
Stacy Hayes, Grade 1	Linda Rowe, Bus Driver
Brenda Schoenborn, Grade 1	Debra Severson, Bus Driver
Gina Sookiayak, Grade 1	Lauri Welke, Bus Driver
Darlene Winter, Grade 1	<b><i>Educational Assistants</i></b>
Lisa Hafstad, Grade 2	David Bailey, Aide: Special Education
Donna Linsmeyer, Grade 2	Colleen Davis, Aide: Special Education
Stacy Martens, Grade 2	Judy Erickson, Aide: Clerical - Media Center/Lunchroom
Ashley Wiley, Grade 2	Laura Harmony, Aide: Special Education
Jamie Lehmann, Grade 3	Treedara Heldt: All Aboard Aide
Lesa Osborn, Grade 3	Kara Johnson, Aide: All Aboard Aide
Jeremy Scheu, Grade 3	Rose Timmers, Aide: Special Education
Brooke Wineinger, Grade 3	Alicia Andersen, Aide: Playground/Kindergarten
Leah Wintrone, Grade 3	Rhonda Millerman: All Aboard/Cafeteria Aide
Mary Brion, Grade 4	Jodene Nelson All Aboard Aide
Keith Gay, Grade 4	Dawn Parenteau: Aide, Special Education
Kristy Matyska, Grade 4	Jennifer Waggoner, Aide: Special Education
Rebecca Ness, Grade 4	
<b><i>Specialists</i></b>	
Sara Allen, Art	Sharon Nelsen, Director of Instruction
Susan Brooks, Reading Specialist	Julie Olson, Guidance
Christine Ebner, Reading Resource Teacher	Ana Traicoff, Music
Lynne Larson, Reading Resource Teacher	Jenna Wilsey, Physical Education
Melissa Longmire, LMC Coordinator	

## DEVELOPMENT AND APPROVAL OF HANDBOOKS

### Policy CHCA

Handbooks stating current rules and regulations shall be prepared for school personnel, students and parents for use in the schools. These handbooks shall govern the conduct of students and personnel and contain such rules and regulations as shall be needed or required. These handbooks are not all-inclusive in their delineation of work roles; conduct rules, or other regulations. Copies of the handbooks shall be approved prior to the opening of school by the Board of Education.

Though written by the administrative staff, material of this nature shall be considered an extension of Board policy and shall be adhered to as such. Additions or deletions, which may be necessary, shall remain in force until acted upon at the next meeting of the Board.

The content of this handbook has been adopted by the Board of Education and is presented as a matter of information. Material included in this handbook is considered an extension of the school board policy. The school district reserves the rights to modify, revoke, suspend, terminate or change any of all such plans, policies, and procedures in whole or in part, at any time with or without notice

### ARRIVAL AT SCHOOL

The school day begins at 8:20 a.m. and ends at 3:14 p.m. Children should not arrive at school before 8:00 a.m. Students arriving before this time are not supervised. Students are considered tardy if they arrive at school after 8:20 a.m. Students arriving after 8:20 a.m. should report to the elementary office prior to going to his/her classroom and they will be admitted by the office personnel and given a pass" to give their teacher. If your child is late in coming to school, please send a note stating the reason why. If we do not receive a note, the tardy will be coded "unexcused". Students that arrive at school after 10:30 a.m. will be considered absent half a day.

### ASSIGNMENT BOOK/HOME/SCHOOL FOLDERS/COMPUTER HEAD PHONES

- Students in grade 4 will be using Daily Assignment Books. All 4K-4 students will use Home/School Folders. The purpose of using the assignment books and folders is to teach organizational skills, encourage responsibility and promote home/school communication. Students will be asked to purchase Daily Assignment Books and Home/School Folders.
- Students are asked to purchase and use head phones to use with iPads and computers. Use of head phones eliminates noise and distractions. It is the responsibility of the student to pay for replacement head phones if they are broken. Families will be notified if headphones need to be replaced.

### ABSENCE POLICY

On days that it is necessary for a student to be absent from school, we request that his/her parent call the school on that morning by 8:30 a.m. to indicate the reason that they will not be attending. Voice mail will be available at each building prior to 8:00 a.m. Call 458-4560 and follow the prompts for the elementary school and leave the student's name, teacher, and reason for absence. This telephone call is very helpful to us in keeping our attendance records accurate. It also makes it unnecessary for students to bring a note of explanation upon return to school.

Students are required to sign in/out of the office when they arrive late or leave before the end of the school day. Families bringing a student after school has begun need to walk the student into the office and sign them in. Students are expected to remain in school until dismissal time unless they have an appointment.

### ART

Art classes are exploratory in nature and cover art concepts, media, history and appreciation. Students in grades K-4 attend art classes for 50 minutes in each 6-day rotation. During class, students are encouraged to make personal choices and have fun while experimenting with a variety of age appropriate materials and techniques. The goal is to develop life skills of visual appreciation and expression. Students are asked to bring an old shirt and wear it for art classes.

### ATTENDANCE

Attendance in school is compulsory in the State of Wisconsin for students between the ages of six and eighteen. There are a number of laws and policies that govern this requirement. We believe that it is in each student's best interest to practice

good attendance habits. In doing so, responsibility is being developed and assurance of a beneficial educational experience is being aided.

Recently the state law governing attendance was changed. This change has an effect on our attendance policy. The new law places a ten (10) day limit per year on certain types of absences. Below is a summary of the district attendance policy. A complete attendance policy adopted by the Board of Education is on file in the Elementary School office.

### **Absences:**

1. Excused absences not subject to ten-day limitation.
  - Illness - The district may request the parent or guardian obtain a physicians statement as proof of the physical or mental condition.
  - Death in the immediate family or funeral of close relatives.
  - Quarantine as imposed by a public health office.
  - Family vacation.

All of these excused absences require parent/guardian verification in writing or by phone in advance of the absences or prior to re-admittance to school.

2. Pre-excused absences - students may be excused from school for a variety of reasons in addition to those listed in #1 above provided the following conditions are met.
  - Parent or guardian must notify the school in writing that their student has permission to be absent.
  - The verification must be sent prior to the student being absent from school.
  - A student may not be excused under this provision for more than ten days per year.
3. Unexcused absences - students whose absences from school do not meet the criteria established in #1 or #2 above will be considered unexcused. A Truancy warning will be sent to parents/guardians after the fourth such absence. After the 5th unexcused absence in a semester, a Truancy referral will be initiated.

### **Make Up Work Procedures**

1. It is the responsibility of the student/family to contact the teacher(s) to make arrangement for making up work missed during an absence from school.
2. Students who miss classes for reasons that are determined to be excused will be given the opportunity, within reasonable limits, to make up the work they missed.
3. Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher.
4. In the case of pre-excused absences, work should be completed before the absence whenever possible.

### **BEHAVIOR AT SCHOOL EVENTS**

Elementary students often attend athletic events, school programs and concerts outside of the regular school day. Students who choose to attend these events are expected to conduct themselves in an appropriate manner.

### **BICYCLES**

1. Bikes that are ridden to school must be parked in the designated area. \*We strongly recommend that students lock up their bikes so no one can take them.
2. Students may not ride on or tamper with any bicycles during the school day.
3. Bike riders will be dismissed with the walkers.

#### **\*\*Make these rules your safe riding code\*\***

1. *Obey all traffic regulations such as red and green lights, stop signs, and hand signals.*
2. *Ride with the flow of traffic on the right side of the road.*
3. *Give pedestrians the right of way.*
4. *Ride in a straight line and as close to the curb as possible.*
5. *Look out for cars at crossings, in pulling out of driveways, and parking places.*
6. *Dismount and walk your bicycle across heavily traveled streets.*
7. *Never ride more than two abreast.*
8. *Keep your bicycle in good condition. Be sure it has good brakes, a rear reflector, and a headlight for your own safety. Once a year have your bicycle checked.*

## BREAKFAST PROGRAM

Breakfast is available for elementary students. Students, who are eligible to receive free or reduced lunch, will also be eligible for breakfast on a free or reduced price basis. Students that participate in the breakfast program may arrive at 8:00 a.m. and go directly to the cafeteria.

## BULLYING

Bullying is the act of intentionally causing harm to others through verbal harassment, physical assault, or other more subtle methods or coercion. Bullying can be direct or indirect. Bullying may be a repeated behavior and involves an imbalance balance of power. The complaint procedure is available in the principal's office for any student or parent/guardian wishing to file a complaint. A clear account of the incident will be recorded in writing using this incident report. All bullying procedures will be handled in accordance to Cameron School Board Policy JFCH.

## BUS RIDER RULES

Buses are provided as a privilege for riders to and from school. Students are responsible to the bus driver for their conduct while riding the bus. Those who refuse to cooperate will be referred to the principal for disciplinary action. These referrals will be considered serious and action will include contact with the student, driver and parent with possible revocation of riding privileges.

Students who plan to ride a bus other than one assigned to them will need a note from home. This note needs to be brought to the main office. The student will be issued a bus pass to give to the driver. Because of capacity, students planning parties after school should arrange transportation for their guests other than the school bus.

Students that ride buses are reminded to observe the following courtesies and safety precautions:

1. Follow the instructions given by your driver.
2. Report injuries and other problems to your driver.
3. Leave home early enough to arrive at your bus stop on time.
4. If you are walking past other people's property, be respectful and stay out of yards etc.
5. Don't run, push, shove etc. while waiting for the bus. Wait for the bus in a safe place – off the road.
6. Do not approach the bus until it comes to a complete stop.
7. Enter the bus in an orderly manner - and sit down.
8. Do not move from one seat to another.
9. Remain seated while the bus is in motion.
10. Keep your head and arms inside the bus at all times.
11. Keep the aisle clear at all times.
12. Remain quiet and orderly. Do not use profanity. Be courteous.
13. When exiting the bus, students who must cross the road should wait in front of the bus for the driver to signal that it is safe to cross the road. Student should immediately go away from the bus and into their driveway. Do not go to mailbox or garbage cans until bus has left the area.
14. Keep the bus free from litter and vandalism.
15. Students are not allowed to eat or drink on regular bus routes, this includes gum, candy and suckers.

## CLOSED CAMPUS

We operate a closed campus policy. Students must stay on school grounds from the time they arrive, even if school has not yet started, until dismissal. Students must bring a written parental request to their classroom teacher or office to leave the campus for any reason. The parent/guardian is expected to sign the student out in the main office.

## CELL PHONES/PHONE WATCHES

- Cell phones are discouraged at Cameron Elementary School. If parents/guardians have a reason for their child to have a cell phone at school, they should contact the elementary principal to discuss the situation. Cell phones that are brought to school will be housed in the office during the school day. If a student needs to contact his/her parent/guardian during the school day they must come to the office to use the office phone. Student use of the office phone is for valid reasons only.
- Phone watches - Students are allowed to wear these watches during school hours. Families will be expected to turn off the phone and message capabilities during school hours. If a family needs to get a message to a student during the school day, they need to contact the school office.

## **DISMISSAL FOR APPOINTMENTS**

Parents who find it necessary to pick up their child for an appointment or drop them off late in the morning are asked to stop by the office to sign the student in/out of school. If a student needs to be excused for part of the day for an appointment a note should be sent to school with the student for his/her classroom teacher. This helps the classroom teacher know when a child will be leaving. It is not necessary to bring another note upon returning to school, however, the parent/guardian must stop in the office and sign the student back into school and the student will receive an office pass so they can be readmitted to class.

### **SCHOOL DISTRICT OF CAMERON**

## ***CODE OF STUDENT CONDUCT POLICY***

In accordance with Wis. Stats. 118.164 and 120.13 (1) (a)

Adopted by the Board of Education: April 1999

### **SUMMARY OF THE POLICY**

#### **PURPOSE:**

The purpose of the Code of Student Conduct Policy is to define appropriate (above the line) behavior and inappropriate (below the line or bottom line) behavior for students. This policy is based on the School-wide Discipline Program which has been in effect in the schools for the past two years. Further, this policy explains the process whereby inappropriate behavior may result in removal from a class or activity.

Questions pertaining to School-wide Discipline or to the Code of Student Conduct Policy may be directed as follows: Elementary School - Principal Patricia Schroeder; Middle School - Principal Thomas Spanel; High School - Principal Joseph Leschisin

#### **APPLICATION OF THE CODE OF CONDUCT:**

The Code of Student Conduct Policy applies to any student enrolled in a school in the Cameron District. Appropriate behavior is expected from all students at all times including while in classrooms, lunchrooms, corridors, on the bus, and while participating in or attending school activities whether those activities are on the school premises or at another location. Appropriate behavior is defined more specifically in the Student Handbooks in each school.

The teacher, coach, bus driver, or supervisor has the primary responsibility of maintaining an appropriate environment for the class or activity. Staff members are to exercise their best judgment in deciding to have a student temporarily removed. Inappropriate behavior which gives cause for removing a student is defined in the Student Handbooks in each school. The Handbooks are adopted as School Board Policy.

Not every misbehavior warrants referral to the Principal. Often, a Staff Member may direct students to get back on task merely by indicating that a certain behavior is not appropriate to the classroom. For other circumstances, which still have not escalated to the level of a referral to the Principal but which do warrant more intervention, a staff member may request a student to go to a predetermined time-out area temporarily. This provides opportunity for the staff member to continue with their class or activity, and then privately converse with the student in question to remedy the situation. A record of the disruption is to be kept by the teacher which may become part of a referral to the Principal if such occurrences become chronic.

#### **SHORT-TERM REMOVAL**

In circumstances where the student is removed from a class or activity to go to the Principal, the staff member is to prepare a short written explanation of the incident and submit it to the principal within 24 hours. If the student's behavior is chronic and / or severe, the Principal or designee is to notify the student's parents. Such notice may be made by phone. The Principal shall keep records of unsuccessful attempts to contact the parents in accordance with this provision.

The Principal shall designate a location where students shall remain during the time that they have been removed from the classroom. Initially, the students are to go to the office. In the discretion of the Principal, the student may remain in the office or may be sent to another appropriate supervised area. The student is expected to work on school related work during this time.

Removal from a class or activity is a serious matter. The student is to remain in the short-term removal area for the duration of the class from which he / she was removed. In speaking with the student, the Principal, or designee, shall determine if the student is ready and able to return to his / her schedule of activities. If not, the student may be kept in the short-term removal area, or, when appropriate, may be sent home.

#### **LONG-TERM REMOVAL**



Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives with the Building Pupil Intervention Team. Long-term removal should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term removal rests with the principal, and the District Administrator.

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should so notify the principal in writing. Such statement should set forth as clearly possible (a) the basis for the removal request; (b) the alternatives considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class. Upon receipt of such statement, the principal may consult with the teacher and District staff. It is also necessary to inform and consult with the parents of the student, and the student, involved.

Following consideration of the teacher's statement and any other information, the principal shall take one of the following steps:

- a) Place the student in an alternative education program as defined by law;
- b) Place the student in another class in the school, or in another appropriate place in the school;
- c) Place the student in another instructional setting; or
- d) Return the student to, or retain the student in, the class from which he or she was removed.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the same subject of the student's former class.

The parents of the student and the student shall have the right to meet with the Principal and the teacher who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the Principal shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the Principal from implementing enrollment in another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

### **IMPLEMENTATION OF THIS POLICY**

The administrators and teachers have met pertaining to the implementation of this Code to arrive at a building level consensus regarding how its provisions should be interpreted and applied. However, this Code, and the procedures regarding removal, are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers may have somewhat different views and practices regarding removal of students from their classes. Just as there are different behavioral expectations for elementary and high school students, the standards for removal may well differ from one school, grade or class to the next.

### **STUDENTS IDENTIFIED AS DISABLED UNDER THE IDEA**

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers/administration. In addition, many students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the discipline plan applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences. Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students.

No change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. The ten (10) day limit applies to suspensions or removal.

## DISMISSAL TIME AND PROCEDURES

The last few minutes of the day are an important time to wrap up the activities of the day and get organized to go home. Students that are walking or being picked up will not be dismissed until after buses have departed at approximately 3:14 p.m. If your child normally rides a bus and you wish to pick him/her up, please call the office.

### **Elementary School Dismissal Procedure Reminders**

- Teachers escort all students to the lobby area at dismissal time. Students who ride buses are dismissed first.
- Doors to the elementary school will remain **locked** at dismissal time. Students being picked up will exit through the main entrance after buses depart.
- If you are picking up a student, plan to arrive when buses depart at 3:14 p.m. and wait outside the school building.
- Walkers will depart when all buses have pulled out of the bus loop.

## DRESS AND GROOMING

The personal appearance of every student is an important component of establishing a safe and positive environment for optimal learning and respect. Students should dress in a fashion suited to the classroom and playground, keeping the weather in mind. Dress and grooming should not distract or disrupt the learning environment or present a concern related to personal safety. Examples of inappropriate dress include:

- Students without footwear or shirts
- Hats, caps or bandannas (in the building)
- Short shorts, halter tops, clothing that reveals the midriff or leaves the student's underwear exposed, clothing adorned with inappropriate writing/pictures.

All students are required to wear lace up or Velcro fastening gym shoes (non-marking soles) for gym class. These can be the same shoes they wear to school. For safety reasons, it is recommended that students do not wear "flip flops", clogs, shoes with heels greater than one inch and that closed toe shoes should be worn for recess.

## EMERGENCY CARE

If your child becomes ill or gets hurt at school, we will contact the person(s) you have provided. If no one can be reached, office personnel will use their discretion to handle the emergency situation. All student and family information is housed in Skyward which parents have access to. Please keep your information updated in Skyward (phone number, parents' work location and phone number, emergency contacts, etc.) If you are unsure of how you make those changes, please call the office and we will be able to assist you.

## EQUAL OPPORTUNITY

Cameron School District, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity in education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of sex, age, race, creed, religion, color, national origin, economic status, marital status, or disability. The complete policies and procedures are available for inspection in the superintendent's office.

## FAMILY EDUCATION AND PRIVACY RIGHTS

Cameron School District maintains records for each student attending school in the district. State and federal laws require that the maintenance of such records assure confidentiality.

An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with Cameron School procedures. The Cameron School will respond to such requests without unnecessary delay and in no case more than 45 days after the request is made. Copies of the Cameron School student record procedures are available upon request at the School District office, 600 Wisconsin Avenue. Regular office hours are 8:00-4:00 p.m. during the school year.

An adult student, or the parent(s) or guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate or misleading. Complaints regarding the content of student records may be in accordance with established District policies. Copies of the District's procedures are available upon request as outlined above.

An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure

without consent. One exception, which permits disclosure without consent, is disclosure to school officials determined to have legitimate educational or safety interests in the records.

A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel) a person serving on the School Board, a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent/student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational or safety interest" if the official if needs to review a student record in order to fulfill his/her professional or District responsibility.

The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District non-compliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605

Further, the Board of Education has designated the following student record information as directory data: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of school most recently previously attended by the student. This information may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without prior consent of the adult student, parent or legal guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after the opening of school or receipt of this notice.

### **FIELD TRIPS**

Most classes will go on field trips sometime during the year. These trips are designed to supplement different aspects of the classroom curriculum. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign filed trip permission forms. Only students with completed, signed forms will be allowed to go on field trips. Sometimes a small amount of money is requested from each student to help defray costs. Students are expected to follow school rules and behavior guidelines established by their teachers and supervisors.

### **FINES/UNPAID MEAL ACCOUNTS**

Students will be fined if textbooks, library books or magazines are damaged or lost. Report cards will not be issued at the end of a school year if students owe a fine for or have a negative meal account balance.

### **FIRE, TORNADO AND SAFETY DRILLS**

During the school year, there will be monthly fire drills. Each room in the school will have a definite route to get out of the building. Procedures concerning these drills will be posted in each room and classroom teachers will explain routes to all students. Tornado drills will be held periodically during the spring and autumn months. Building evacuation drills will be scheduled periodically in the district. Classroom teachers will explain information and evacuation procedures to all students.

## FOOD SERVICE

### Elementary Breakfast and Lunch prices- 2017-18

**Breakfast KG-4th** \$1.35(No charge for those students qualifying for Free or Reduced rate lunch)  
**Adult/Guests** \$2.00  
**Milk only** \$.35(ala carte)

Breakfast is served at **8:00 a.m.** each day.

**Lunch KG-4th** \$2.40(No charge for those qualifying for Free lunch)  
**Adult/Guests** \$3.50  
**Reduced Lunch** \$.40  
**Milk only** \$.35(ala carte)

Lunch service begins at 10:50 each day.

**\*Please note** that **milk only** purchase is considered ala carte and \$.35 will be charged to your child's account. (*This includes those qualifying for Free or Reduced Rate meals.*) Purchasing just milk with a meal brought from home or extra milk with your meal does not meet the USDA requirements for a school meal. (Refer to the Food Service information Packet for **detailed Meal account procedures**)

ADOPTED: June, 2017

EFB

### **School District of Cameron**

#### Meal Account Procedures

The food Service operates on a pre-payment system. We ask that parents pre-pay and maintain a positive balance in their child's (rens) accounts. \*\*Payment can be made for all family members regardless of what building they are in by indicating (on the memo line if paying by check or Money Order or separate piece of paper in if paying with cash) how you want it distributed.

**NSF checks:** If a check is returned NSF we ask parents to make future payments with cash or Money Orders only!

Families are asked to follow a monthly pre-pay schedule on each month calendar. Breakfast and lunch prices are broken down by the month and grade categories and include regular price rates, reduced price rates, and ala carte milk rates. Families can monitor their meal accounts through **Family Access** within Skyward. (Contact the School District on how to sign up)

**Regular price families** will be asked to make an initial deposit into each child's account of at least **\$15.00** if your child participates in the lunch program only and **\$20.00** if your child participates in both the breakfast and lunch Programs.

**Reduced –price families** will be asked to make an initial deposit in to each child's account of at least **\$5.00**

**Ala Carte purchases – (with exception of Elementary milk purchases)** may be available at Middle/High School only and can only be purchased if there is a positive balance in the meal account (This includes milk purchased for a meal brought from home). Parents/Guardians are asked to fill out an **Ala Carte Permission Form** in regards to whether or not their Middle or High School student should be allowed to make ala carte purchases or allowed to buy for others. **Students eligible for free meals** will not be denied a meal because of a negative account balance. However, they **will not be allowed to charge ala carte items**, including milk to have with a meal brought from home.

**Milk purchases:** Milk purchased with a meal brought from home-or-Wisconsin School Day Milk Program is \$.35 and is considered an ala carte item.

## **WHEN A STUDENT'S MEAL COUNT BECOMES NEGATIVE:**

**High school and Middle School students:** are informed in the meal line when they are low in their meal account and are responsible for communicating with you when they need money deposited into their account. Parents/guardians can also request a low balance e-mail notification to their personal e-mail when their child reaches \$5.00 in their account.

**Elementary students:** will have a note sent with them at the end of the day. Parents are asked to check their child's back pack nightly. Parents/guardians can also request a low balance e-mail notification to their personal e-mail when their child reaches \$5.00 in their meal account.

**Credit Limit:** A \$12.00 credit limit will be allowed in a student's account. If a student exceeds the credit limit in their meal account, they will be offered a cheese sandwich and a carton of milk after the first time it reaches that limit and \$.75 will be charged to their account.

**When a meal account becomes -\$12.00:** A personal call will be made or an e-mail notification will be sent by the Food Service Director to let the parent/guardian know that they will need to provide meals and beverages from home until sufficient funds are deposited in the account to bring it back to a positive balance.

**Please note:** This also applied to regular price elementary students participating in the milk break program, if they reach this \$12.00 limit. Elementary students eligible for **Free/Reduced lunch** will be exempt as there is no charge.

**USDA** regulations allow students other than those who qualify for free meals to be denied a meal if their account balance is negative and they do not have money in hand to pay for a meal.

\*\*We do understand that situations come up. If payments are not able to be made at a given time, **please** call the Food Service Office to set up payment arrangements so a child's meal service is not interrupted. (715-458-5821).

Every effort will be made by the Cameron School District to keep parent(s)/guardian(s) informed regarding their child's meal accounts. **However it is ultimately the responsibility of the parent(s)/guardian(s) to maintain a positive balance in the account(s).**

**Elementary Student Lunch Counts** are taken daily by classroom teachers in the morning. The children are asked whether they are taking school lunch or only want milk with a lunch brought from home. These lunch counts are forwarded to the food service kitchens so they know how much to prepare each day. If a parent wishes to join their child for lunch, please contact the school office by 8:15 the day you intend to eat.

**Middle School and High School students** are issued ID numbers. They will use that number at the Food service Point of Sale to purchase items from Food Service. \*\*Students are not allowed to use their account for other students unless they have a parent/guardian signed permission form on file stating so. (\*see **Ala carte purchases** section).

### **Payment procedures**

The Food service operates on a Pre-payment system through Skyward. We ask that you pre-pay and maintain a positive balance in the Meal account. Students will not be allowed to use other student's lunch numbers. Payments can be made in the School Office. Students may deposit money in their account in the morning before school begins. This may be brought to the office from 8:00-8:30 a.m. daily. We suggest that payment be made by check. The check will serve as a receipt for payment.

Student accounts are reviewed twice a week and slip is sent home with students when their account falls to "00". We discourage charging of meals, but realize that lunch money is sometimes forgotten and we do not wish for students to go hungry. Charges are limited to ten in number. After this period, students will be asked to bring a cold lunch to school until all back charges have been paid.

***Report cards are withheld at the end of the year until any money owed to lunch accounts is paid***

Parents will be able to monitor Meal accounts by signing up for **Family Access**.  
(Refer to the Food Service information Packet for **detailed Meal account procedures-credit limit**)

### **Free and Reduced Meal Applications**

Are included in the August Food Service Packet mailing & are available in School offices throughout the School year.

**Please note-** if you qualified for Free or reduced rate meals last school year and feel you qualify again this year a **new** application needs to be filled out and returned to the school for processing within 30 school days to continue receiving meals at a free or reduced rate unless you receive a letter in the Food Service Packet stating that you electronically qualify for free meals through direct Certification.

#### KG-4<sup>th</sup> Wisconsin School Day Milk Program

Cameron School District offers an Elementary classroom milk break under the **Wisconsin School Day Milk Program** to Elementary students KG-4<sup>th</sup> grade outside the Breakfast and Lunch Schedule during the school day. Milk under this program is **\$.35/carton** and is drawn from the student's meal account each day they receive milk. A child is entitled to **one milk/day under this program. Anyone qualifying for free or reduced rate lunch will qualify for free WSDMP.** We ask that you pre-pay and maintain a positive balance in the meal account for WSDMP purchases.

(Refer to the Food Service information Packet for **detailed Meal account procedures**)

**Elementary Milk Break prices- Full year \$59.85 -or- Monthly - Families can choose to pre-pay monthly.**

(Refer to the Food Service information Packet for the **Lunch Pre-pay monthly scale**)

#### **All Aboard Preschool Special Milk program**

Cameron School District offers a Preschool milk break under the Special Milk Program to All Aboard students. Students are offered a milk break in the classroom at no charge through this program.

Food service information and monthly menus can also be found on our Web site- [www.cameron.k12.wi.us](http://www.cameron.k12.wi.us) or by calling the Food Service office at 715 458-5821.

We ask that students follow the rules listed below during the lunch period.

- Use Line Basics to and from the cafeteria
- Display good table manners.
- Eat the food you take.
- Clean up the table and floor area around you.
- Use a Level 1 voice.
- Follow end of meal procedures

Parents may eat hot lunch with their child. If you are interested in doing this, please call the office in the morning. This allows us to keep the kitchen alerted of the amount of food that they need to prepare. Parents are asked to sign in to the office when they arrive to eat lunch with their child and sign out when they leave the building. Parents will be charged the price of an adult lunch ticket.

#### GUIDANCE

The Cameron Guidance program is based on the Wisconsin Developmental Guidance model. The goal of our guidance progress is to enhance the educational, personal/social health and career development of our students. The model is based on these nine competencies:

- Connect family, school and work
- Solve problems
- Manage conflict
- Work in groups
- Understand diversity inclusiveness and fairness
- Integrate growth and development
- Direct change
- Make decisions
- Set and achieve goals

The Guidance program works to achieve these competencies through classroom presentations, small group work and individual counseling. The guidance program also works closely with administration, staff, parents and the community.

#### ILLNESS AT SCHOOL

When a child becomes ill at school, we contact families and request the children be taken home. When the parent can't be reached by telephone, we call the emergency contact person listed on the child's enrollment slip. It is important that the school be given current information in case of illness or other emergency. Please notify the office of any changes in these contact numbers during the school year.

#### IMMUNIZATION REQUIREMENTS

The law requires that parents of Wisconsin elementary school students provide evidence of the complete immunizations or other compliance alternatives. These include:

1. Medical exemption signed by a physician

2. Religious exemption signed by the parent
3. Personal exemption signed by a parent

Complete immunization is: 4/5 DPT, 4 Polio, 2 MMR shots, and 3 Hep B shots.

\* As of the 2001-2002 school year, students entering Kindergarten are required to provide proof of Varicella vaccination or having had chickenpox. If you have any questions regarding this, please contact the school.

### COMMUNICABLE DISEASES

Below are suggestions to help you in determining when your child should return to school if he/she has had a communicable disease. Please use the following guideline to determine when your child should return to school after a communicable disease. If you have any questions, please contact the Elementary Health Office.

DISEASE	RE-ADMITTANCE TO SCHOOL
Lice (Pediculosis)	Treated with prescription or non-prescription shampoo & no lice or nits.
Chicken Pox	Minimum of 7 days after rash appears & when vesicles are crusted
Measles	Minimum 5 days after rash appears
German Measles	Minimum 7 days after rash appears
Mumps	When swelling and fever are gone
Impetigo or Ringworm	With physician's permission. When lesions have crusted
Erythema Infectiosum (Fifth's Disease)	No fever.

***\*Students with fevers and stomach flu symptoms are highly contagious. All students should be fever free (without the use of fever reducing medication) and should have not vomited or had diarrhea for 24 hours prior to returning to school.***

**\*\*Please note:** All of the above diseases MUST be reported to the school office with a phone call or written note.

### INSURANCE

Student Assurance Services, Inc. is the provider of student insurance. This is a secondary insurance and only applies to bills that are not covered through the regular family insurance. Students should be prompt in reporting injuries to the supervisor of the activity where the injury occurred and to an elementary office employee.

### INTERNET POLICY

#### ***Mission Statement:***

The School District of Cameron in partnership with parents and community ensures educational opportunities that give each student the knowledge, skills and appreciation essential to succeed in an ever-changing world, by providing a safe environment and a caring staff that is responsive to individual needs.

#### **Student Objective:**

All students will demonstrate the skills necessary to be a productive member of society. All students will demonstrate competency including but not limited to the following:

- \*Problem solving
- \*Critical thinking
- \*Decision making
- \*Responsibility
- \*Organizational Skills
- \*Technological Skills
- \*Goal Setting

The philosophy of the Cameron Elementary School is that our Student Internet Use Policy should support and be guided by the Cameron District Mission Statement and Student Objectives.

Students in the Cameron Elementary School may have access and use the Internet at school in accordance with established guidelines. Parents will receive a copy of the Cameron Elementary School Student Internet Use Policy and Guidelines for Use of the Internet. Parents will be asked to give written permission for their child to use the Internet by signing the Internet Acceptable Use Agreement. Students will also be asked to sign the Internet Acceptable Use Agreement.

Student use of the Internet shall be viewed as a privilege, not a right. The Internet may be used for educational and research purposes only, consistent with the educational objectives of the District. Failure to follow the Student Internet Use Policy and Guidelines for Use of the Internet may result in loss of Internet use privileges and school disciplinary action. Appropriate legal action may also be taken against students who violate the Student Internet Use Policy and Guidelines for Use of the Internet. Teachers will monitor Internet use to see that the Board Policy is being enforced.

Elementary teachers shall discuss the Student Internet Use Policy and Guidelines for Use of the Internet with each student prior to them using the Internet.

Each student received an “Internet Acceptable Use Agreement” to take home to his or her parents. Parents must sign and return this to their child's teacher before a child will be allowed to use the Internet. Parents were also given a copy of the Internet policy of the Cameron Public Schools. Developed 11/97.

The School District of Cameron strives to offer opportunities for students that will prepare them for life and life-long learning. Included in our elementary school curriculum is technology.

Internet access is now available to students and teachers in the Cameron School District. We are very pleased to offer the Internet as an additional tool for educational and research purposes.

Your child's classroom teacher will discuss this policy and guidelines with him/her. The student and his/her parent or guardian must sign the Internet Acceptable Use Agreement before the student will be allowed to use the Internet.

#### GUIDELINES FOR USE OF THE INTERNET

1. Students may only use the Internet while being supervised by a teacher.
2. Internet searches will be teacher guided. Internet sites will be selected and previewed by a teacher.
3. Use of the Internet must be consistent with the educational objectives of the Cameron School District.
4. Internet use should support the curriculum and/or be curriculum driven.
5. The Cameron School District filters its Internet access in compliance with Federal regulations. This regulation is for the purpose of having a safe Internet environment for school age children. Federal funding eligibility is forfeited if the safety requirement is not met.
6. If a student violates the Internet policy or guidelines, he/she will lose Internet privileges for two weeks. If a violation occurs the second time, privileges will be revoked for four weeks. If a third offense occurs, the student will lose his/her Internet privileges for the rest of the school year.

#### LIBRARY

The library and media center is designed to foster a love for books and a desire to read. All students have an assigned Library period once a week, however students are welcome to come to the Library as they and their teachers deem appropriate.

#### LOCKER SEARCHES

In seeking to assure a safe and appropriate environment, all lockers on the premises are the property of the School District of Cameron. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent and without a search warrant. The search may be conducted by the District Administrator or building principal (or designee: e.g. athletic director, coach), a police-school liaison officer or a law enforcement or other agency official at the request of or in conjunction with school authorities.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s) / guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent / guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

If found to be in violation of this policy, a student is subject to disciplinary measures which include, but may not be limited to, verbal and/or written reprimand; suspension and/or withdrawal from the class or activity in which the violation occurred; suspension from school; and expulsion from school. In addition, school officials may make referrals of the student to agencies such as law enforcement or Social Services.

#### LOST AND FOUND

Lost and found articles are placed in the designated area. Help us reduce the number of lost items by marking them with the child's name.



## MEDICATIONS

School board policy provides that prescribed and non-prescribed medications will be given to students ONLY upon written request of the physician and parent. Medication must be brought to school in the original container carrying the child's name, the pharmacy and the name of the physician, as well as the dosage of the drug to be given. These medications will be kept in the elementary office and administered by school employees. If your child will need to have medication administered during school hours please call the school to request a form. If you have questions, please contact the office (458-4560).

## MESSAGES

In the event it is necessary to get a message to a student or a teacher during school hours, please call the office and the message will be relayed. In an emergency, it can also be arranged to call the party to the telephone for a personal message.

## MILK BREAK

Daily milk breaks will be scheduled for students. Charges for milk will be deducted from the child's lunch account. Participation in the milk break is optional. *Students who are eligible for free or reduced lunch can participate in milk break at no cost to them.*

## MORNING STUDENT DROP OFF PROCEDURE

We will continue with our morning drop off procedures. These were developed to enhance the safety of children arriving at school in the morning whether by bus, walking or being dropped off.

- Use the entrance designated for the public parking lot/student drop-off/pick-up area.
- If you do not plan to come into school with your child, park your vehicle next to the sidewalk area designated for student drop-off or pick-up. Have children exit the vehicle on the side next to the sidewalk.
- If you plan to walk your child into the school, park in the parking lot and have your child walk with you to the sidewalk or plaza.
- Drop-off time is very busy and can be congested. Think safety and be alert! Please refrain from texting or talking on your cell phones. Thank you.

## MUSIC

Participating in musical activities is an important part of a well-rounded elementary education. The goal of our music program is to develop life-long appreciation of music through a wide range of musical activities and to prepare students for continued involvement in choral and instrumental music in the upper grades. Opportunities for performance include a Veteran's Day program, and a winter and spring program. Cameron offers two 35-minute classes in each 6-day rotation. Students in fourth grade will have the opportunity to learn to play the recorder.

## PARENT/TEACHER ORGANIZATION

The purpose of the PTO is to support and compliment the Elementary School staff, the administration and the Cameron School Board in carrying out its mission.

Further, the PTO seeks to enhance student learning by:

- Promoting family and community involvement within the educational process through voluntary and advisory participation in the educational process.
- Strengthening the lines of communication between families, students and teachers.
- Providing active support to the elementary school staff in helping them to educate our children.

Information regarding this program and events are usually sent home with students. If you have questions, please contact the elementary office.

## PETS

Pets are not allowed in school due to health and safety reasons.

## PHYSICAL EDUCATION

Physical fitness is vital to overall well-being of individuals. In addition to promoting good physical health, the social values of sportsmanship, cooperation, and teamwork are developed in physical education. Cameron Elementary offers three 30-minute classes in each 6-day rotation.

Families can request that a child miss physical education for one day. If the student must miss class for an extended period of days, a doctor's excuse should be obtained.

## PLAYGROUND RULES

At least one adult supervises the playground at all times. No matter how many people are supervising a playground accidents can occur. We can reduce the potential for accidents by following the playground rules listed below.

1. Follow directions of supervisors.
2. No throwing rocks, snowballs, rubber mulch or any other objects that are not to be thrown.
3. No tackle football or any other game that involves excessive physical contact.
4. No fighting or abusive language will be tolerated.
5. No skateboards, roller blades, or snowboards are allowed at school.
6. Throw and kick balls in designated areas.
7. If playground balls go off school property, inform the playground supervisor. **DO NOT GO AFTER THEM!**
8. Tag and running games need to be played away from the equipment not on the equipment.
9. Students who play organized games such as kickball, football, soccer and basketball should play with grade level peers.
10. Pretend games of guns, swords or other weapons, etc. are not allowed.
11. The school will provide jump ropes, kick balls, footballs, soccer balls and basketballs for recess play. Students will not be allowed to bring these items from home for recess play.
12. When the bell rings to signal the end of recess, students are to stop playing immediately and follow Line Basics procedures.

## READING ALOUD BY THE TEACHER

All classroom teachers spend a period of time each day reading aloud to students. The purpose of this activity is to model for children good reading habits, interest children in reading and reading experiences, and to provide an enjoyable experience with books for children.

## REPORT CARDS

Parent/teacher conferences are held in October and February. Teachers are available to confer with parents by appointment whenever a need arises. Please call the school to schedule an appointment.

Report cards are sent home after trimester. Year-end report cards will be sent home with the student unless the student has a fine. In this case, the report card can be picked up in the office during the summer after the fine has been paid.

## SCHOOL CLOSING ANNOUNCEMENTS

On occasion it becomes necessary to close school because of inclement weather. Families will be called with the Alert Now system at the number you have given the school. Notification is also broadcast by stations WJMC AM 1240, FM 96.1 or WAQE FM 1090.

## SCHOOL PICTURES

Colored individual pictures are taken each fall primarily for school records. Classroom pictures are taken each spring. Packets are available for sale at a nominal fee with orders. Payment is required at the time pictures are taken. Parents will be notified at least one week prior to the picture taking.

## SCHOOL RULES

Students will be expected to:

1. Show courtesy and respect toward others.
2. Walk quietly in the hallways, up and down stairs, etc. Please stay on the right hand side.
3. Walk whenever they are in the building.
4. Keep hands, feet, and objects to themselves.
5. Use appropriate language.

6. Be responsible for personal property.
7. Keep dangerous objects such as knives, switch-blades, matches, fire crackers, guns, sharp or pointed objects off school property.

## **SPECIAL EDUCATION**

Cameron Schools are concerned about meeting the needs of all children. Any child suspected of having a special education need resulting from a disability should be referred for a special education evaluation. A Special Education Referral Form is available from the Special Education Director. Once the referral form has been received, appropriate district staff will facilitate the evaluation process. Either the school psychologist or speech and language pathologist will facilitate the evaluation. The evaluation process is governed by both state and federal requirements, and all procedures will be conducted according to those requirements. Educational programs for eligible students (between the ages of 3 and 21) are available for the following disability areas: autism, emotional behavioral disability, hearing impairment, intellectual disability, orthopedic impairment, other health impairment, significant developmental delay, specific learning disability, speech or language impairment, traumatic brain injury, and vision impairment.

## **STUDENT INFORMATION**

If a change of address or telephone number occurs during the school year, please contact the main office (458-4560). We would also like to be notified of any change in employment of parents so that school officials may contact them in case of an emergency.

## **STUDENT USE OF CONTROLLED SUBSTANCES**

The possession or use of any controlled substance or alcohol on the school premises is a violation of school rules. If it is determined that a student has or had in his/her possession any controlled substance, drug paraphernalia, or alcoholic substances, the following disciplinary action will be taken.

1. The student will be suspended from school for a period of three days.
2. The parents of the student shall be given written notification of the reason for the suspension.
3. Since the violation of this school rule also constitutes a violation of the law, the police will be notified.
4. Parents, student and the Principal will meet to discuss the consequences of any future violation of this rule.

Should there be a second offense, the student will be suspended, and repeated offenses may result in a recommendation to the Board of Education that the student be expelled.

## **TARDINESS**

Any student arriving at school late must report to the office with a parent to sign in to the office or bring a note from a parent explaining the tardiness and receive a pass. Students that arrive at school after 10:30 a.m. will be considered absent half a day.

## **TELEPHONE**

The office telephone is for business purposes only. Students will not be permitted to use the phone except in cases of emergency.

## **TEXTBOOKS**

The school furnishes all textbooks and supplementary books and no fee will be charged for their use. They are property of the school district and if they are lost, destroyed, or defaced the pupil to whom the books were issued must pay for them. Year-end report cards will be held until fines are paid.

## **VALUABLES**

Students are cautioned not to bring money or valuable personal items to school. Students, not the school, are responsible for their personal property.

## **VISION/HEARING SCREENING**

Students in grades K, 1, and 3 will be screened annually for vision. Students in grades K, 1 will be checked for hearing. Those failing the screening will be identified to parents and advised to see a doctor for evaluation. If you would like to refer your child for this service please notify the elementary office at 458-4560.

## VISITORS

All parents and other visitors are asked to stop in the office when they visit the elementary school. Volunteers and visitors will be asked to sign in and wear a volunteer or visitor badge. It is not acceptable for students from another school district to visit our school unless he/she has received permission from the principal. Visiting students will not be allowed to ride the bus, participate in gym class or recess due to liability reasons. Parents or other adult visitors are not allowed on the playground during recess.

## VOLUNTEER PROGRAM

The Cameron Elementary School offers volunteer opportunity through its Partners For Education program.

The purpose of the volunteer program is to enrich programs and supplement the services provided by the School District of Cameron to promote optimum growth and development in the student.

Volunteers are resource persons who may share their skills directly with students to enhance academic and non-academic programs; provide other assistance to teachers as needed; or assist school support staff as appropriate.

Volunteers provide support to the school district by direct involvement. They provide two-way public relations with the community by sharing their knowledge of the educational experience.

All Volunteers who are providing supplemental non-professional services in the operation of the school program shall be under the authority and supervision of the building principal. The building principal may and can require a volunteer to terminate his/her services to the school without cause.

Legal Ref: State Statute 118.29(2) State Statute 118.295

Volunteers who assist in classrooms on a regular basis must complete a Volunteer Application and Consent Form so a criminal background check can be completed. Volunteers who chaperone field trips or assist with school events do not need to complete this form.

**Adopted: March 28, 2016**

**GBD**

### **Cameron School District**

#### **Criminal Background Check Policy - Volunteers**

The conviction record of individuals seeking volunteer opportunities in the District must be obtained and reviewed by the Superintendent of Schools or designee prior to allowing the individual to volunteer in the schools or with students. This process is crucial to protect the safety of students.

##### **A. Identification of Activities Requiring Volunteer Checks**

Building Principals will identify activities or events in which volunteers will be utilized, and where background checks will be necessary. Such activities may include:

- Working one-on-one, alone with students;
- Accompanying students on overnight activities; and
- Supervising students in any other capacity in which there is limited oversight by school staff.

Building Principals will coordinate the identification and assignment of potential volunteers who will be performing duties in any of the above volunteer activities.

##### **B. Process for Completing Volunteer Checks**

Each volunteer must complete and sign a Volunteer Application and Consent Form at the school where the volunteer is seeking opportunities. The Human Resources Administrator at the District Office will conduct a criminal background check via the Wisconsin Department of Justice. The Superintendent of Schools or designee will review any records, in order to make a determination of whether the individual will be permitted to volunteer in our District. Once the results of the background check have been received and reviewed, the Human Resources Administrator will notify the Building Principal or designee via e-mail whether the individual is approved to

volunteer. In the event that an individual is not approved to volunteer, the Human Resources Administrator will make the notification to the individual.

## **WATER BOTTLES**

Because hydration is essential to overall health and well-being, water is recognized by the District as the beverage of choice. Drinking water will be available to all students throughout the school day and throughout every school campus, including during mealtimes. When students bring water bottles from home, they must be clear in color and have secure caps. Areas where water bottles are allowed may vary throughout our schools.

## **WEAPONS POLICY**

No one shall possess or use a dangerous weapon or look-alike weapon in school, on school grounds, in school vehicles, or at school sponsored activities except as otherwise specifically provided. A dangerous weapon or look-alike weapon is defined in State Statutes and includes a gun, knife, razor, martial arts equipment, metal buckle, chemical mace, or any other object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm. State Statute and Board Policy provides penalties for anyone found in possession of one of the aforementioned weapons. Penalties may include:

1. Contact with parents.
2. Suspension
3. Referral to law enforcement
4. Referral for expulsion

## **WINTER BUS PROCEDURES**

With the advent of winter weather transportation becomes more difficult and it is not unusual for delays to occur for a variety of reasons. Parents should discuss with their children procedures for handling situations which may arise:

1. If the bus is running ten or more minutes late, there is likely some kind of problem. It may be that the roads are bad and the bus is getting further and further behind in the route, or it may be that the bus has become disabled. If the bus is ten or more minutes late, children should be instructed to return to the house to wait where it is warm. Buses more than ten minutes late will stop at each house and will wait for the student to come out. Students should not accept rides to school from others unless it is approved by the parents. The school will not authorize non-school personnel to transport students to or from school.
2. Whenever the bus is more than ten minutes late the school should be called. We can communicate with the bus driver and/or the Transportation Supervisor to make a determination as to when they might expect the bus to arrive. In some cases special transportation will be arranged.

From time to time there will be delays in any transportation system, but with good communication of the part of school personnel, parents and children we hope to minimize delays, confusion and discomfort. On winter days children should be dressed warmly and should understand that they will not be in trouble for missing a bus that is ten minutes late if they go back home to wait where it is warm.

## **WITHDRAWAL FROM SCHOOL**

If you are moving out of the school district please notify the elementary office. All student textbooks and library books need to be returned to the classroom teacher, and any lunch money owed or fines paid.

## ***SCHOOL DISTRICT OF CAMERON NOTICE OF NONDISCRIMINATION POLICY***

State Statute 118.113 provides the legal basis for prohibiting Pupil Discrimination. It reads as follows:

1. No person shall be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
2. (a) Each school board shall develop written policies and procedures to implement this section and submit them to the state superintendent as a part of its 1986 annual report under S.120.18. The policies and procedures shall provide for receiving possible violations of this section, for making determinations as to whether this section has been violated and for ensuring compliance with this section.

Any question concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of race, color, national origin, sex, age, or handicap should be directed to:

Joseph Leschisin, Superintendent  
School District of Cameron  
Administrative Office  
Cameron, WI 54822  
(715-458-4560)

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap should be directed to:

Courtney Knickerbocker, Section 504 Coordinator  
School District of Cameron  
Administrative Office  
Cameron, WI 54822

### ***Student Records Notice***

The School District of Cameron in accordance with Wisconsin Statutes 118.125 with this publication provides notice to parents regarding the existence of student records for their children.

The records exist in the school the child attends and are of four different types: *General, Content, Confidential, and Directory Information*. The Board of Education of the School District of Cameron has a policy on student records and the policy is available in the office of the principals of each building and in the office of the District Administrator for public inspection during regular school hours.

**DIRECTORY INFORMATION:** Information such as the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, date of attendance, photographs, degrees and awards received and the name of the school most recently or previously attended by the student shall be considered public information and may be released, unless parents or adult students refuse the release, in writing, of their own initiation.

### ***Notice To Parents***

Teacher Qualifications - School districts that receive federal Title I program funds are required by the No Child Left Behind Act to notify parents that they may request, and that the district will provide parents on request and in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including the following:

- whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught
- whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived
- the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree
- if the child is provided services by paraprofessionals, their qualifications.

In the School District of Cameron, currently 100% of the certified teaching staff meet state licensing criteria. Parents with questions about their child(ren)'s teachers may direct those questions to: Randal Braun, District Administrator, School District of Cameron, 600 Wisconsin Avenue, PO Box 378 Cameron, WI 54822

**ADOPTED: 06/24/2013**

**IGBEB**

### ***School District of Cameron Parent Involvement Policy***

Cameron Elementary School will involve parents in regular, two way meaningful communications addressing student achievement and ensuring:

- that parents play an integral role in assisting their child's learning
- that parents are encouraged to be actively involved in their child's education
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

In compliance with Section 118(a)(2), of the Elementary and Secondary Education Act (ESEA), the School District of Cameron agrees to implement required statutory requirements to:

- Involve parents in the joint planning and development of the district's Title I plan through representation on the district ESEA team and participation in the ESEA meetings.
- Involve parents in an Annual Local Review of the Title I program and use the results of the Annual Review to address any identified barriers to parental participation. The Annual Review will be conducted each spring and will include analysis of state and local assessment data, a review of grade level needs and services provided, parent/teacher/and/or/student survey data, and summary analysis of the effectiveness of Title I services.
- Involve parents in the development, implementation, and review of Parent-School Compacts. The Compacts will be discussed and signed during the fall open house and reviewed during fall and spring conferences. The compact will also be posted on the district website.
- Involve parents in the planning and development of effective parent involvement activities through representation on each building's Title I Needs Assessment/Evaluation Committee or Schoolwide Committee. Committee meetings will be scheduled flexibly with the scheduling needs of parents in mind.
- Build the schools' and parents' capacity for parent involvement by:
  - Providing parents with information on state standards, assessments, requirements of Title I, monitoring their child's progress, and working with educators. Information will be provided during an annual fall meeting, through quarterly classroom progress notices, at parent-teacher conferences, in the district newsletter, and on the district website.
  - Providing materials, resources and training to help parents work with their children to improve academic achievement. Resources will be provided in classroom newsletter and communications. Parent trainings and family education nights will be planned each year based on the school needs assessment and may include a Family Literacy Night, Math Night, etc.
  - Communicating regularly with parents in clear and understandable terms. This will include opportunities for parents to participate in decision making roles, volunteer opportunities, classroom newsletters, an annual parent survey, parent-school compacts, and parent-teacher conferences. Parent meetings will be scheduled as requested by parents.
  - Coordinating parent involvement activities with other initiatives including HeadStart, after school programs, etc.

Parents of all students at all Title I schools have the right to know the professional qualifications of the classroom teachers who instruct their children. Federal law allows parents to ask for information about their child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, parents have the right to ask the following information about each of their child's classroom teachers:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he/she teaches.
- Whether the Wisconsin Department of Public Instruction has decided the teacher can teach in a classroom without being licensed under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher's aides or similar paraprofessional provided services to children, and if they do, their qualifications.

The District will send out yearly notifications of parental rights to parents of all students at Cameron Elementary School.

The Cameron Elementary School Involvement Policy has been developed jointly with, and agreed on with parents of children participating in the Title I programs as evidenced by meeting minutes.

The district will make this policy available to all parents upon request.

### ***Meningococcal Disease: Protect Your Child***

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctor's visit (11- to 12-year-olds), adolescents at high school entry (15-year-olds) if they have not previously been immunized, and for college freshmen living in dormitories.

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

A meningococcal vaccine is available for use among persons aged 11 to 55 years, which provides protection against four of the five types of bacteria that cause meningococcal disease. Many parents are unaware of the dangers the disease poses to their children and that a vaccine is available that may help to prevent up to 83 percent of cases among teens and college students.

Immunization is the most effective way to prevent this very serious disease

#### **About Meningococcal Disease**

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers and college students are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

To learn more about meningococcal disease, vaccine information, and public health resources visit the following web sites.

- [www.cdc.gov](http://www.cdc.gov) – This CDC website includes the CDC recommendations and information on the meningococcal vaccine.
- [http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal\\_42072\\_05041.pdf](http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/PDFfactsheets/Meningococcal_42072_05041.pdf) - The Wisconsin Department of Health and Family Services communicable disease fact sheet
- <http://dhfs.wisconsin.gov/communicable/Communicable/factsheets/Meningococcal.htm> - Another Wisconsin Department of Health and Family Services communicable disease fact sheet
- <http://dhfs.wisconsin.gov/LocalHealth/index.htm> - A list of local Wisconsin public health departments and contact information.
- American Academy of Family Physicians, [www.aafp.org](http://www.aafp.org)
- American Academy of Pediatrics, [www.aap.org](http://www.aap.org)
- Meningitis Foundation of America, [www.musa.org](http://www.musa.org)
- National Meningitis Association, [www.nmaus.org](http://www.nmaus.org)