

**MONDOVI**

**ELEMENTARY  
SCHOOLS**

**2018-2019**

**HANDBOOK**

Mondovi Elementary School 715-926-3645

*The School District of Mondovi will not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap, or physical, mental, emotional, or learning disability.*

August 2018

Dear Parent/Guardian:

Welcome to the 2018-2019 school year!

This handbook is designed to help you and your child become knowledgeable about our school and our procedures and rules. Please spend some time reviewing this material. If you have any questions about the information found in this handbook, please contact my office or your child's teacher. We are all here to help you and your child.

One area of this handbook I would like to highlight is attendance. Because consistent attendance is such a strong factor in achieving success at school, the teachers and I become concerned when a child is frequently absent or absent for long periods of time. An excuse, written by you, is required each time a child is absent from school for any part of the school day. Five or more unexcused absences for all or part of any school day in a semester is a violation of truancy law. Please read the guidelines for excused/ unexcused absences and the information on Wisconsin's truancy law for more details.

A few other areas of the handbook that should be reviewed carefully are the sections on bus behavior and report cards. We want everyone to feel safe and be safe while riding on the bus. A copy of the bus riding rules are included in the online Back to School Information. We have also implemented a standards based report card. Our report cards are issued three times per year and we grade individual standards using a number system (i.e. 1,2,3,4) instead of grading content areas using letter grades.

The staff and I are excited to begin the new school year. We are very much looking forward to working with you and your child and having a positive and successful school year. Please contact us with any ideas, suggestions, or concerns.

Sincerely,

Paul Franzwa  
Elementary Principal

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## DAILY SCHEDULE

The elementary school day begins at 8:00 a.m.; students are dismissed at 3:25 p.m. Hallway supervision begins at 7:30 a.m. Any student in grades 4K-3 who arrives to school before 8:00 a.m. will be asked to wait in the hallway next to his/her classroom; students in grades 4 and 5 will sit next to their lockers. Once all of the morning buses have arrived, students in 5K-5<sup>th</sup> grade will also have the option to go outside for a short recess – weather permitting.

Between 8:00 and 8:30 5K-2 grade students are able to go to the cafeteria for breakfast. Students in grades 3-5 will be allowed to go to breakfast starting at approximately 7:50. Lower elementary classrooms (grades 5K-2) may have free play or work time until approximately 8:30; the upper elementary (grades 3-5) will begin structured classroom activities right away at 8:20. If a student is not in his/her assigned classroom when class begins, a tardy is recorded. Consequences will be given for frequent tardies.

Recess times are scheduled for all students. Students in grades 5K-2 have one 20-minute recess scheduled each day and a 30-minute recess at lunchtime. Students in grades 3-5 will have one 30-minute recess each day at lunch time. The recess schedules for Early Childhood and 4-Year-Old Kindergarten students vary from day to day depending upon activities and weather. (Appropriate dress is required for full participation in recess; please read the handbook section on recess.)

Dismissal times are staggered to allow the younger students time to get on the busses before the older students are released. If you wish to pick up your child from school, anticipate dismissal time to be between 3:20 and 3:25. Students are to be picked up by no later than 3:35 p.m.

Safety Patrol students are on duty each morning and after school each day to assist students who walk to and from school. Students younger than First Grade will NOT be allowed to walk home alone. Staff members will not allow Kindergarteners (four- or five-year-olds) or Early Childhood students to leave the building to walk anywhere unless the child is accompanied by a parent, guardian, or someone designated by a parent/guardian. If you wish for your Kindergartener to walk home alone, please make an appointment to discuss your request with the elementary principal.



## SCHOOL CALENDAR 2018-2019

<u>Date</u>	<u>Event</u>
September 4	EC /4K through Grade 5 Back to School Open House (8:00-6:00)
September 4 September 5	Labor Day (no school) First Day of School
October 16 and 18	Parent-Teacher Conferences (evening)
October 19	Staff Inservice (no school)
November 19-23	Fall Vacation (no school)
December 24-January 1	Winter Vacation (no school)
January 21**	Teacher Workday (no school)
February 8	Staff Inservice (no school)
February 18	Presidents Day (no school)
March 12 and 14	Parent-Teacher Conferences (evening)
March 25-29	Spring Break (no school)
April 19	Good Friday (no school)
May 27	Memorial Day (no school)
June 1	Last day of school

### **SPECIAL CALENDAR NOTES:**

Wednesdays: Elementary dismissal at 3:05, MS/HS dismissal at 3:09

\*Emergency Closure Make up Days – Jan. 21, June 7, 2018; for any full day emergency school closures for weather and for any time missed due to any type of threat.

## **COMMUNICATIONS**

Communication between home and school is extremely important. To facilitate daily communication, take-home folders are provided to all students, and assignment notebooks are also given to all fourth and fifth grade students. Please take time to check your child's folder/notebook each day for classroom newsletters or school notes.

## **ACCESS TO RECORDS**

Student records are maintained in the elementary office. These records are maintained to assist school personnel in providing appropriate educational experiences. Student records are available for inspection or release only with prior approval of the parent/guardian, except in situations where legal requirements specify release of the records without prior approval. The building principal, or principal designee, is responsible for the collection, maintenance, and dissemination of student records. Please feel free to contact the Elementary Office if you have specific questions regarding student record procedures and/or the State and Federal laws pertaining to pupil records. Additional information is also provided in the fall mail-out packet.

## **PARENT/TEACHER CONFERENCES**

Fall Parent/Teacher conferences are scheduled for Tuesday, October 16, and Thursday, October 18; spring conferences are scheduled for Tuesday, March 12, and Thursday, March 14. Conferences are scheduled in 10-15 minute blocks between 4:30 p.m. and 8:00 p.m. Parents will have the opportunity to sign up for their child's Parent/Teacher Conference time at the Back to School Open House on Tuesday, September 4. We will use the fall schedule when scheduling spring Parent/Teacher conferences (i.e. day 1 fall, day 1 spring). A letter will be sent to parents/guardians prior to each conference listing the date and time of their child's conference. If additional time is needed that is no problem, please just contact your child's teacher to set up an appointment.

## **REPORT CARDS**

Report cards are issued at the end of each trimester grading period and include both grades and teacher comments. We have implemented a standards based report card where students will be assessed on specific standards and will receive a 1,2,3, or 4 grade on their progress. Progress reports may be issued to parents/guardians midway through each grading period or if a student's work is declining, unsatisfactory, improving, or outstanding.

## **RULES/POLICIES**

### ATTENDANCE

The importance of regular school attendance cannot be stressed enough. In order for a student to achieve to his/her potential, he/she needs to consistently participate in all school activities. If your child is absent from school for any part of a scheduled school day, a written note describing the reason for the absence is required when they return. The absence will be considered unexcused if a note from the parent/guardian is not received. In addition to the note, we are also asking that the parent/guardian call or email the office everyday their child is absent. However, we will not require this for planned absences or a pre-approved multiple day absence. If we do not receive a phone call or email by 9:00 AM on the day a student is absent, we will call the parent/guardian to verify the child's absence from school.

State law requires that truancy proceedings be started if a student misses all or part of five (5) days in a semester without a legitimate excuse. Parents/Guardians are allowed to excuse a student for any reason for up to ten (10) days during a school year—**provided a written excuse is given to the principal PRIOR TO the absence**. Absences without prior notification will be excused or unexcused under the following guidelines:

Excused absences—illness; medical, dental, chiropractic appointments; legal proceedings; death in the family; religious holidays; family emergencies; and school field trips.

Unexcused absences—include, but are not limited to, work; babysitting; shopping; haircuts; beauty shop appointments; skipping; and personal business. Any unexcused absence applies toward truancy.

If a child is frequently absent from school due to illness, a written statement from a physician, psychologist, chiropractor, dentist, optometrist, or Christian Science practitioner verifying the child's inability to attend school may be required before the absences will be excused. Proof of medical, dental, or chiropractic appointments may also be requested. As the truancy officer, the principal determines whether an absence is considered excused or unexcused.

Under Wisconsin's current truancy law, a parent/guardian may be held responsible for their child's nonattendance at school. An adult who, by any act or omission, knowingly encourages or contributes to the truancy of a child is guilty of a Class C misdemeanor and subject to fines, imprisonment, or both.

## BICYCLES

A bicycle rack is available next to the upper wing of the elementary building for students to park their bikes during the school day (see map on page 22). A bike lock is highly recommended. The School District of Mondovi will not be responsible for and lost, stolen, or damage done to bicycles or any bicycle related equipment.

## BUS RIDING

Bus rider rules have been developed to provide safe transportation for all students. A school bus or school vehicle is considered an extension of the classroom. All students, therefore, are expected to conduct themselves in a manner consistent with established standards for classroom behavior. Specifically, students are expected to follow the school district's bus rider rules and regulations whenever they are riding on a school bus or in a school car. If a student fails to conduct him/herself properly, the driver will notify the principal and disciplinary actions will be taken. If continuing or serious problems occur, the student's bus riding privileges may be suspended. When a student's bus riding privileges are suspended, it is the parent/guardian's responsibility to make sure the child is transported to and from school during the period of the suspension.

The bus rider agreement that each student and his/her parent/guardian signs at the beginning of the school year is kept on file, and each student is held accountable for his/her actions. A copy of the bus rider rules and regulations is included in the online Back to School Information and available in the Elementary Office.

## DANGEROUS ITEMS

Firearms, or facsimile firearms, knives, explosives, incendiary devices, or other objects which resemble dangerous items which are used in a manner that threatens, alarms, or intimidates another person are illegal and, therefore, are not allowed on school property, in the school building, in school vehicles, or to be present during school-sponsored activities. An attempt will be made to confiscate any dangerous item(s).

Students possessing and using dangerous items to harm or intimidate others will be referred to local law enforcement and the legal parent/guardian will be contacted. Students violating the dangerous items policy on possession or use of dangerous items will be subject to disciplinary action which may include expulsion. This policy applies to all enrolled students. Threatening to use an explosive or incendiary device to damage a school and harm its occupants is a Federal offense. Bomb threats or the actual unauthorized use of an explosive or incendiary device in school will result in serious disciplinary action including expulsion. Authorities will be contacted to assist with prosecution and/or other disciplinary action.



## DISCIPLINE

In order for learning to take place, student behavior must be appropriate. Good student behavior enables the teacher to make the most of each lesson and creates a positive, productive, and safe classroom environment. Each student is responsible for his/her own behavior. If an individual behaves inappropriately and interferes with the learning of others or creates an unsafe environment within the school building, out on the playground, on the bus, or at any school-sponsored activity, adult intervention and/or disciplinary action becomes necessary.

The principal and staff, with the support of the School Board, have established rules of conduct considered necessary to create a safe and effective environment at school and at school-sponsored activities. Our expectations are that students will act in a proper manner, show respect for authority of all school employees, refrain from improper language, and in general exhibit responsible citizenship and consideration for others. Students should strive to be a credit to themselves, their home, parents/guardians, school, and community.

Students who violate student conduct rules will be subject to disciplinary measures from the teacher, support staff member, and/or principal involved in the situation. A teacher may remove disruptive students from the classroom. Procedures and policies regarding the short-term and long-term removal of a student from class are explained in the District's Code of Conduct. This Code is included in the online Back to School Information and is available from the Elementary Office.

The School District of Mondovi shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap, or physical, mental, emotional, or learning disability. Discrimination complaints will be processed according to established procedures.

## EARLY ADMISSION

The following procedures for early admission/early acceleration to five-year-old kindergarten or first grade shall be adhered to:

1. Application for early admission/early acceleration shall be made by the parent(s)/ guardian(s) to the Elementary Principal by May 1. The May 1 application deadline will be waived for parent(s)/guardian(s) who move into the district after May 1. Application forms for early admission are available in the Elementary Principal's office.

2. A personal interview with the Elementary School Principal and the parent(s)/guardian(s) shall be held to determine the reasons for requesting entrance prior to the required age. Parent(s)/Guardian(s) will be provided information regarding early admission/early acceleration policy, requirements, and procedures.
3. Parent(s)/Guardian(s) will enroll their child in the four-year-old kindergarten program for early entrance/early acceleration into five-year-old kindergarten or the five-year-old kindergarten program for early entrance/early acceleration into first grade.
4. A preliminary screening will be conducted after six weeks by the classroom teacher. If the preliminary screening suggests the student is a potential candidate for early admission/early acceleration, the Admission/Acceleration Decision Planning Team (parent(s)/guardian(s), current teacher, receiving teacher, principal, school psychologist, reading specialist, school counselor, and gifted/talented coordinator) will conduct appropriate evaluations of the student. The evaluations shall consider the child's intellectual ability, emotional stability, social and mental maturity, and physical health. The Admission/Acceleration Decision Planning Team will convene at the end of the first quarter to consider the assessment results and recommend an appropriate placement decision. If there is insufficient evidence to recommend early admission/early acceleration at that time, the student will continue to be monitored for possible future changes in placement.
5. If the Admission/Acceleration Decision Planning Team recommends a child for early admission/early acceleration, there will be a six-week trial period after which the Admission/Acceleration Decision Planning Team will reconvene and a decision will be made as to whether to continue the placement or return the child to his/her previous grade.
6. If the Admission/Acceleration Decision Planning Team does not recommend early admission/early acceleration or upon completion of a six-week trial period determines the child is to return to his/her previous classroom, the parent(s)/ guardian(s) may appeal the decision to the District Administrator. The appeal process will be exhausted at this administrative level.

If you have any further questions regarding early admission, please contact the Elementary Office.

## FIGHTING/THREATS

The best environment for learning is a safe and orderly one. As a result, fighting, either physical or verbal, is not allowed on school property or at school-sponsored events. Students will not be allowed to threaten, cause, or attempt to cause, physical injury to any student or employee. Students are expected to seek the assistance of teachers, support staff, counselors, or the principal to find a way to resolve conflicts without fighting.

Students involved in fighting may lose recess privileges and/or receive in-school or out-of-school suspensions. Depending upon the severity and frequency of the fighting, a referral may be made to law enforcement and/or the student may be expelled from school.

## BULLYING/HARASSMENT

Bullying/harassment is defined as any unwanted, deliberate, or repeated comments, gestures, physical contacts, or presentation of graphic materials which has the purpose or effect of substantially interfering with an individual's work or creating an intimidating, hostile, or offensive learning environment.

Specific examples of harassment include (but are not limited to):

1. Verbal abuse or joking such as name-calling, insults, racist jokes, swearing, derogatory comments ("put downs"), slurs, threats of physical abuse, mocking speech or accents, ridiculing food or habits identified with a particular ethnic group;
2. Physical contact such as assault, impeding or blocking movement, physical interference with any activity, or damaging lockers or personal property;
3. Unwelcome or unwanted sexual advances (patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another individual);
4. Verbal abuse or joking that is sexually-oriented and considered unacceptable by another individual (commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually-oriented comments, innuendoes, or actions that offend others)

5. Requests or demands for sexual favors (subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of special treatment or a negative consequence)
6. Showing sexually-oriented materials including, but not limited to, photographs and posters

Any student who believes he or she has been the victim of harassment or any student who knows or believes harassment is taking place should report the harassment to the principal, the guidance counselor, or a teacher. All complaints will be investigated.

If the District determines that harassment did occur, necessary and appropriate disciplinary measures will be taken. Measures may include, but are not limited to, a warning, requiring a written or verbal apology, suspension, or expulsion.

A complete copy of the “Harassment, Sexual Harassment, Definitions, and Complaint Procedure” policy is available from the principal, guidance counselor, or the District Office.

## IMMUNIZATIONS

Students admitted to the School District of Mondovi must present immunization records as required by state law. Immunizations are required for measles, rubella, diphtheria, pertussis (whooping cough), poliomyelitis, tetanus, mumps, varicella (chicken pox), and hepatitis B.

A student may be waived from the immunization requirement when the student’s parent/guardian or legal custodian submits a written statement objecting to the immunization for reasons of health, religion, or personal conviction.

## LOCKERS

Lockers are provided to third, fourth, and fifth-grade students for the purposes of protecting and storing books and personal belongings. The lockers are school district property and may be opened and searched, if necessary, by the principal or principal designee.

## MEDICATIONS

If a student needs to take medication during the school day, the school nurse or the principal must be notified. Elementary students are not allowed to keep medications in their backpacks, desks, or lockers; all medications are to be

turned in to the nurse's office where they will be kept in a locked cabinet. The nurse or principal will then assume authority for dispensing the medication or delegate dispensing responsibility to designated school personnel.

The nurse or designated school personnel will supervise when a child takes his/her medication. An entry will also be made in a confidential medical log recording the student's name, the name of the medication taken, the time the medication was dispensed, and the dosage received.

Each year the online Back to School Information contains a permission form for parents/guardians to sign that allows school personnel to dispense non-prescription medications such as aspirin, Tylenol, Tums, etc. to a student if needed during the school day without contacting a parent/guardian. School personnel will not provide non-prescription medication to a student if this permission form is not on file.

Any time a child needs to take prescription medication during school hours, the following information must be provided in written form and sent with the child's medication:

1. a signed note requesting that medication be given
2. full name of the student
3. name of medication and dosage
4. prescription number (if applicable)
5. time medication is to be given
6. purpose of the medication
7. name of prescribing physician (if applicable)

If prescription medication is brought to school in a labeled container, the label must contain the following:

1. name and telephone number of the pharmacy
2. student's name
3. physician's name
4. name of the drug
5. dosage to be given

For those students who take medication at school every day, a form with all required information must be provided by the parent/guardian and physician at the beginning of each school year.

If the written instructions are unclear or if more information is needed, a child's parent/guardian will be contacted before the medication is given. Permission may be requested to contact the child's physician if additional clarification is needed.

## HEALTH ISSUES

Students who come to school are expected, with few exceptions, to participate fully in school activities. When a student is ill, he/she is not able to function well in class; and, if contagious, will spread his/her illness to other students.

Therefore, the following guidelines will be used to determine if a student who is not feeling well should remain in school or be sent home:

- 1) Fever: A fever of 100 or more signals an illness. If a student has a fever of 100 or more, the school nurse will call the ill student's parent or emergency contact person to have the student picked up from school. A student with a fever of 100 or more is not allowed to stay in school and may not return to school until his/her fever has been gone for at least 24 hours without the aid of fever-reducing medications.
- 2) Vomiting, Diarrhea, or Severe Nausea: These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school. Students who develop these symptoms during the school day will not be allowed to remain in school.
- 3) Infectious Diseases: Diseases such as impetigo, whooping cough, and strep throat require a doctor's examination and prescription for medication. Contacting the doctor and using the medicine as directed for the full recommended length of time are necessary. Once medication has been started, the doctor has given approval for school attendance, and the child is feeling well, he/she may return to school.
- 4) Rashes: Rashes or patches of broken, itchy skin need to be examined by a doctor if they appear to be spreading or not improving.
- 5) Coughing: A persistent cough is commonly an upper or lower respiratory infection. If the cough is ongoing, coincides with a fever or loss of appetite, or causes breathing problems, the ill student should stay home.
- 6) Injuries: If a student has an injury that causes continuous discomfort, the student should not attend school until the condition is checked by a doctor or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education class is not recommended, a doctor's excuse is required.

The school nurse, Sue Poeschel, should be contacted at 926-3645, with any questions regarding school health issues.

## PHONES AND OTHER ELECTRONIC DEVICES

Student use of personal phones and other electronic devices is prohibited in school buildings, on school grounds, and in school vehicles during school hours. The principal, however, is authorized to permit a student to use and/or carry a phone for medical, school, or other purpose as deemed appropriate. If a student brings a phone or other electronic device to school and uses it during school hours without permission, it will be taken away and disciplinary actions may be taken.

Students who bring these items to school will be required to keep them in their backpacks or lockers until school is dismissed for the day. Failure to comply with these regulations will result in confiscation. At no time will the School District of Mondovi be responsible for lost or stolen phones or other electronic devices.

## PROMOTION/RETENTION

The educational program at Mondovi Elementary is designed for yearly grade advancement from kindergarten through fifth grade. However, a small number of students may benefit from remaining at the same grade level for more than one year.

Retention is considered only after all appropriate evaluations have been conducted and a variety of instructional strategies and interventions have been tried. The decision to retain a child will be made only after discussions involving the child's parents/guardians, the classroom teacher, school psychologist, other school personnel with knowledge of the child's abilities, and the principal have been held. If a consensus cannot be reached among the members of the discussion group, the final decision regarding retention rests with the principal.

Beginning in the 2015-2016 school year, results from the Wisconsin Forward Assessment will be used when considering promoting/retaining fourth graders. Students who receive proficiency scores at or near the minimal level and also receive failing grades in their classes may be required to attend summer school remedial classes and/or demonstrate adequate proficiency through alternative performance assessments in order to be promoted to fifth grade.

If you have any questions regarding retention or promotion procedures, please contact the elementary principal.

## RECESS

Recess is an important time for students to socialize with others, enjoy physical activity, and get some fresh air. As a staff, we monitor recess times to make sure students are safe and appropriately dressed. We have implemented a number system to let the children know the required recess apparel (i.e. coats, boots, hats, etc.). This is communicated to the staff and children through posters displayed in the elementary hallways. We are particularly mindful that students are wearing the proper clothing to be comfortable and protected from the weather while they are outside.

Here is the number system that we use to communicate the required recess apparel:

- ❖ 0 = No coat required
- ❖ 1 = Coat
- ❖ 2 = Coat, hat, and gloves
- ❖ 3 = Coat, hat, gloves, and boots
- ❖ 4 = Coat, hat, gloves, boots, and snowpants

The staff and I also monitor the temperature. If the outdoor temperature or wind chill is below 0°, we will not allow the children to go outside for recess. Please make sure your child has the necessary clothing at school to fully enjoy recess.

Students are allowed to bring items from home such as baseball gloves, footballs, jump ropes, basketballs, etc. to use during recess. However, hard baseballs, inline skates, skateboards, and scooters are not allowed. Because personal items can become damaged or lost, expensive equipment or items of sentimental value should not be brought to school. If you have any questions on whether an item is appropriate for recess, please contact the Elementary Office. The School District of Mondovi is not responsible for lost or stolen items.





## TRADING CARDS

Trading Cards are not to be brought to school. Lost, damaged, and stolen cards become a major issue when students are trading these items at school. If a student brings trading cards of any kind to school, the cards will be taken away and returned at the end of the school day to be brought back home. If a student brings the cards a second time, the cards will again be taken away but a parent/guardian will need to come to school to retrieve them. Repeated violations of the trading card policy will result in additional consequences.

## REPORTING CHILD ABUSE OR NEGLECT

Teachers, counselors, and administrators are required by law to report suspected or threatened child abuse or neglect to the appropriate social service agency. The District Administrator is also notified if a child abuse or neglect report is filed. Mandatory reporters are immune from civil or criminal liability that may result from making a report on child abuse or neglect; the identity of the reporter is also protected.

Failure by a mandatory reporter to report suspected cases of child abuse or neglect is punishable by a fine and/or jail sentence.

## SKATEBOARDS, SCOOTERS, HEELYS AND INLINE SKATES

For safety reasons, the use of skateboards, scooters, heelys and inline skates is prohibited on school property during the school day and during the evening hours when athletic events, concerts, school plays, or other special activities are being held in the school building.

## STUDENT DRESS

Students are expected to dress in a reasonable manner. Appropriate school attire does not damage school property, affect the health or safety of the student or others, or interfere with the educational process.

Some guidelines are in place to help students and parents/guardians determine what will be acceptable dress. Students may not wear coats, caps, hats, scarves, or any other headgear during the regular school day. Clothing which promotes alcohol, tobacco, other mood-altering chemicals, and/or inappropriate language is also unacceptable. Students will be asked to remove any headgear and to turn any inappropriate or unacceptable shirts inside out.

Students refusing to comply with dress code guidelines will be referred to the principal and may be subject to disciplinary action.

## TOBACCO/ALCOHOL/OTHER DRUGS

No students are allowed to possess, distribute, manufacture, or be under the influence of illegal drugs, intoxicants, or tobacco while on school premises, in district-owned vehicles, or while involved in any school-related activity. Controlled substances such as medication may only be used as prescribed by the student's physician (see Medications).

The School District of Mondovi administration will work cooperatively with law enforcement officers to conduct random locker searches with the assistance of trained drug dogs.

Students who violate the district's tobacco/alcohol/other drugs policy will be subject to disciplinary action up to and including suspension or expulsion from school, as well as referral to law enforcement officials for prosecution under state and federal laws.

## USE OF PHYSICAL FORCE BY STAFF

Corporal punishment will not be used by School District of Mondovi employees. Corporal punishment includes, but is not limited to, paddling, slapping, or prolonged maintenance of physically painful positions, used as a means of discipline. Corporal punishment does not include actions consistent with an individualized education plan (IEP), non-violent crisis intervention techniques, or reasonable physical activities associated with athletic training.

School district employees may use reasonable and necessary force to:

- prevent a student from inflicting harm on him/herself,
- protect the safety of others,
- quell a disturbance or prevent an act that threatens physical injury to any person,
- obtain possession of a weapon or other dangerous object within a student's control,
- provide self-defense or the defense of others,
- protect property in accordance with state statutes,
- remove a disruptive student from school premises, a school vehicle, or school-sponsored activity,

## VISITORS

Students are not usually allowed to bring guests to school during the regular school day. Situations in which other students may visit our school include former students who have moved away and are returning for a visit, students who will be enrolling in our school district, or students whose parents are considering enrolling the student in our school district. Each visitor request must be approved by the principal before the guest student is brought to school.

## **SAFETY PROCEDURES**

### FIRE DRILLS/TORNADO DRILL/EMERGENCY EVACUATIONS

*Fire Drills:* Monthly fire drills are required by law and are an important safety precaution. The teacher in each classroom will direct the students in the proper evacuation procedure. Once outside, teachers will take roll to ensure that all students have safely left the building.

*Tornado Drill (Emergency Disaster Procedure):* In any case of severe weather, tornado, or other emergency, a warning signal of three (3) quick beeps will be repeated on the public address system. When this signal sounds, students are to follow the directions given to them over the public address system and by their teacher.

*Emergency Evacuation:* If it should become necessary to vacate the school building because of a bomb threat, loss of heat, a fire, or some other unusual circumstance, students will be moved or walk to emergency housing sites within the city, be placed temporarily on busses, or be housed in other outside facilities. Specific instructions will be given to students over the public address system and by their teacher.



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## SCHOOL CLOSINGS

In the event that school must be closed, start late, or be dismissed early because of severe weather or an emergency situation, announcements will be made on the following radio and television stations:

WECL (92.9 FM)	B-95 (95.1 FM)	WWIB (103.7 FM)	Moose Country (106.7 FM)
WAXX (104.5 FM)	Rock (92.1 FM)	WOGO (680 AM)	WQOW TV – Channel 18
WAYY (790 AM)	Z-100 (100.7 FM)	WRDN (1430 AM)	WEAU TV – Channel 13
BOB (99.9 FM)	WMEQ (880 AM)	THE MIX (98.1 FM)	WKBT TV – Channel 8
WIAL 1-94 (94.1 FM)	WBIZ (1400 AM)	WHTL (102.3 FM)	FOX 25/48

Announcements will also be provided on the school web site:

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

The District also utilizes AlertNow to notify parents/guardians of school closings. AlertNow allows us to send a message to the telephone number that you provided and/or send an e-mail message. If you are not signed up to receive this service, please call the District Office at 715-926-3684.

Any school closings, delays, or dismissals will be effective for all Mondovi schools and the Head Start program.

The breakfast program will not be opened and the AM classes of Early Childhood (EC) and Four-Year-Old Kindergarten (4K) will be cancelled if there is more than a one-hour delay in starting school.

The afternoon sections of EC and 4K may be cancelled even if an early dismissal for grades K-12 is not scheduled. Please have a plan of action in place for your children to follow if school starts an hour or two late, is dismissed early, is cancelled completely, or if a late start turns into a cancellation of school.

## **SERVICES**

### INTERNET

The computer lab and classroom computers have access to the Internet. Before a student may use this service, however, a signed Student Use Agreement form must be on file. Forms are kept for only one year; students and their parents/guardians must sign a new form every school year.

Students are not allowed to just browse on the Internet; Internet access is for students working on a particular classroom project or activity. All students are responsible for knowing the rules and regulations related to using the Internet. Anyone found violating the policies will have their Internet privileges taken away.

### LOST AND FOUND

A Lost-and-Found box is located in the lower elementary vestibule across from the IMC. Students should look through this box if they have lost or misplaced anything. Students should also place appropriate items in the box when they find them. Valuable items should be turned in to the Elementary Office.

### MESSAGES FROM HOME

Please call the Elementary Office if you need to get a message to your child or your child's teacher. Teachers and students will not be called from class to take a telephone call unless it is an emergency situation.

Messages should be called in as early in the day as possible. When a large number of messages are taken after 2:30 p.m., it becomes very difficult to get them all delivered before the students are dismissed for the day.

### SCHOOL INSURANCE

Students attending Mondovi Elementary School are covered under the school insurance benefit plan for injuries sustained in school activities. This insurance is secondary to parent/guardian insurance—the school insurance provides benefits only after the family's personal insurer has provided initial coverage.

If a student is injured in any school activity, he or she is to report the injury to the teacher in charge as soon as possible so an injury report form can be completed.

This report must be filled out before any notification can be made to the insurance company.

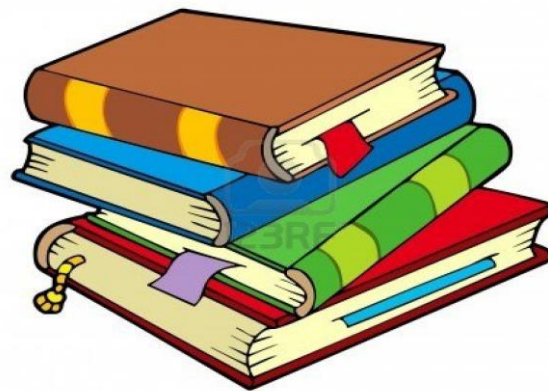
An explanation of the school's insurance benefit plan and the extent of its coverage is included in the online Back to School Information. Copies are also available in the District Office.

### SCHOOL NURSE

If a student becomes ill at school, he or she will be referred to the School Nurse. The nurse will contact the parent/guardian if the child is to be sent home. No student will be sent home without parental/guardian approval or approval of the emergency contact person listed on a student's emergency form.

### TEXTBOOKS

Textbooks are provided by the school district and checked out to students. Every effort should be made by the student to keep his/her textbooks protected and in good shape. Fines will be assessed for damage to textbooks that is beyond normal wear and tear. Students will also be assessed the cost of replacing any lost textbooks.



## ELEMENTARY STAFF DIRECTORY 2018-2019

Mr. Paul Franzwa	Principal
Mrs. Leah Bursaw	Elementary Secretary
Ms. Lisa Kees	Art
Mr. Jeff Walk	Band
Mrs. Dulcee Kurth	Music
Mr. Paul Bielmeier	Physical Education
Mr. Mark Seyforth	Physical Education
Ms. Susan Falkner	Four-Year-Old Kindergarten
Mrs. Angie Kitchner	Four-Year-Old Kindergarten
Mrs. Courtney Sebesta	Early Childhood
Mrs. Gail Schultz	Aide
Mrs. Cindy Kopp	Aide
Mrs. Elly Tiegs	Aide
Mrs. Tami Hohmann	Five-Year-Old Kindergarten
Mrs. Jamie Gruber	Five-Year-Old Kindergarten
Mrs. Sharon Pernsteiner	Five-Year-Old Kindergarten
Mrs. Jackie Endle	Five-Year-Old Kindergarten
Mrs. Nancy Garlick	Grade 1
Mrs. Kari Jehn	Grade 1
Mrs. Kari Julson	Grade 1
Mrs. Brenda Uschan	Grade 1
Mrs. Carie Thompson	Grade 2
Ms. Amy Sandberg	Grade 2
Ms. Lindsay Fix	Grade 2
Mrs. Sarah Snyder	Grade 2
Mrs. Kari Jo Sterry	Grade 3
Mrs. Kayla Williams	Grade 3
Mrs. Anna Sandberg	Grade 3
Mr. Casey Van Pelt	Grade 3
Mrs. Laura Teigen	Grade 4
Mr. Ryan DeRoeck	Grade 4
Ms. Nicole Suehring	Grade 4

Ms. Sydney Pretasky	Grade 5
Mr. Brendan McCabe	Grade 5
Mrs. Lori Vetterkind	Grade 5
Mrs. Katie Bilski	Grade 5
Mrs. Maureen McRoberts	Technology Support
Mrs. TBD	Psychologist
Mrs. Shelby Meier	Learning Disabilities
Ms. Kaylan Altmann	Learning Disabilities
Mrs. Gretchen Hanson	Emotional Behavior Disorders
Mrs. Sue Stoughton	Cognitive Disabilities
Mrs. Amanda Schmitz	Speech/Language
Mrs. Kate Smith	Speech/Language
Mrs. Lori Ness	Special/Regular Education Aide
Mrs. Donna Fedie	Special/Regular Education Aide
Mrs. Mindy Hayes	Special/Regular Education Aide
Mrs. Brenda Seyforth	Special/Regular Education Aide
Mrs. Jamie Avery	Special/Regular Education Aide
Mrs. Denise Marsolek	Special/Regular Education Aide
Ms. Bella Halverson	Special/Regular Education Aide
Ms. Faith Erickson	Guidance Grades 5K and 4-8
Mr. Aaron Hass	Guidance Grades 1-3 and 9-12
Mrs. Sue Poeschel	School Nurse
Ms. Mary Kinne	Media Specialist
Mrs. Sarah Thompson	Title I
Mrs. Sharon Lunsford	Title I
Mr. Roger Leirmo	Custodian
Mr. Bryce Leirmo	Custodian



