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2018-2019 Dodgeville School District Elementary School Handbook

Numbers to Know:

Ridgeway Elementary School

935-3307 Option 1 or 924-3461

Dodgeville Elementary School

935-3307 Option 2

Dodgeville Middle School

935-3307 Option 3

Dodgeville High School

935-3307 Option 4

Dodgeville School District Office

935-3307 Option 5

Leave a Message for School Board

935-3307 Option 7

Lamers Bus Lines

608-319-2284 ext. 2

School Board Members:

Mike Humke, President

David Blume, Vice-President

Tom McGraw, Treasurer

Dennis Polglaze, Clerk

Mike Knoedler, Member

Carrie Schroeder, Member

Ainsley Anderson, Member

You can contact board members by email at:

schoolboard@draschools.org



2018-2019 Elementary

Dates to Note

August 30th- DES & RES Welcome Back Teacher Meet & Greet Night (5:00-6:30pm)

September 4th-1st Day of School (1-5)

September 5th-1st Day of Classes (K)

September 6th-1st Day of Classes (ELP)

September 25th-RES Picture Retake Day

TBD - Parent Teacher Conferences

October 12th-DES Picture Retake Day

October 26th-No School

November 22nd-23rd-Thanksgiving Recess

December 24th-31st-Winter Recess

January 1st -New Year's Day, No School

January 2nd-School Resumes

January 18th-Prof. Development Day (no school)

TBD- Parent Teacher Conferences

March 25th-29th-Spring Recess

April 19 & 22-No School

May 27th-Memorial Day

June 6th-DES Spirit Day; Last Day of ELP (Tentative)

June 7th- Last Day of School K-5 (Tentative)

School Hours:

Ridgeway Elementary School

7:00-7:40 Breakfast Program available

7:45 Classes Begin/Tardy Bell Rings

1:45 Wednesday Bus Dismissal

1:55 Wednesday Walker Dismissal

2:55 Bus Rider Dismissal (M, T, TH, F)

3:00 Walker Dismissal (M, T, TH, F)

Dodgeville Elementary School

7:00-7:40 Breakfast Program available

7:30 Student Arrivals to Playground

7:45 Students to Classrooms for Arrival Activities

7:55 Class Begins/Tardy Bell

10:55 Morning ELP Dismissal

12:00 Afternoon ELP Students to Classrooms for Arrival Activities

12:20 Afternoon ELP Begins

2:03 Bus Rider Dismissal (Wednesdays)

2:05 Walker/Rider Dismissal (Wednesdays)

3:18 Bus Rider Dismissal (M, T, TH, F)

3:20 Walker/Rider Dismissal (M, T, TH, F)

This document will acquaint you with the policies and guidelines governing the Dodgeville School District Elementary Schools. Since you will be held responsible for this information, it is important to read this entire document carefully and know its contents. Failure to read this information will not be accepted as a valid excuse for non-compliance.

**PUBLIC NOTIFICATION
OF
NONDISCRIMINATION
POLICY
NOTICE**

It is the policy of the Dodgeville School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Educational Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Dodgeville School District.

Any questions concerning this policy should be directed to:

Dr. Jeff Jacobson

Superintendent of Schools

307 North Iowa Street

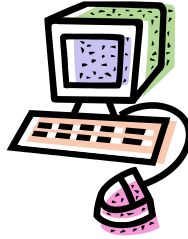
Dodgeville, WI 53533

(608) 935-3307

Adopted: 12/18/89

**Dodgeville School District
Strategic Plan**

Please see Strategic Plan in the back of the handbook on pages 11-14.



**ELECTRONIC
INFORMATION &
COMMUNICATION
SYSTEMS USE POLICY**
EPS Code: EHAB

See School Board Policy:

http://www.dsd.k12.wi.us/cms_files/resources/EHAB.pdf



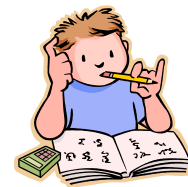
Assigned Homework

Assigned homework is given as an enrichment or extension of concepts introduced in the classroom. It may also involve practice concepts. A part of learning is accomplished through a child's independent study. Teachers may assign independent activities to be completed during class time or as homework. It is vital for a child's learning that he/she learn how to complete assignments on time. Classroom work not completed during the school day is also sent home as homework. Periodically projects may be assigned to be completed at home with parental supervision.

Parental supervision might include:

- Set aside a specific time for homework to be completed.
- Select appropriate quiet place in the home for work to be done.

- Spot check 3 to 5 problems for accuracy.
- Develop a system for returning completed homework:
- Put in a backpack immediately
- Have a specific spot for homework to be placed. That place should be checked before leaving for school.
- Grades 2-5 will use assignment notebooks.



ATTENDANCE

**PLEASE NOTIFY THE
SCHOOL OFFICE RATHER
THAN TEACHERS WHEN
REPORTING ABSENCES**

Students are expected to be in school except in case of emergency, illness, or school approved absences.

Steps to follow when absent:

1. Parents should call the school on the first day the student misses. Please call before 8:30 a.m. or Safe Arrival procedures including a phone call will be put into place. A home visit could occur.
2. A doctor's statement may be required for an extended illness. (3days or more)
3. If your child cannot go out for recess or participate in P.E. a signed note stating the reason for being excused from P.E. or recess is required. This may also require a doctor's statement.
4. Make-up work is required when applicable. Sufficient notice should be given to the teacher when make-up work is required.
5. **Extended, planned absences should be communicated to the school office at least one week prior.** A meeting with school staff regarding a make-up work plan will need to be arranged prior to the extended absence. Direct instruction cannot always be replicated; therefore, families are encouraged to schedule family

vacations around the school calendar.

Tardiness

1. A student is tardy after 7:45 a.m. at Ridgeway Elementary School and 7:55 at Dodgeville Elementary School.
2. Tardiness can apply to truancy policies and are counted as unexcused. *see EPS Code: JEDA
3. Students should report to the office when arriving late to receive a tardy pass.

Parents must sign in students who are tardy.

4. A request for an excused tardy must be made prior to the tardy.



COMPULSORY SCHOOL ATTENDANCE

EPS Code: JEA

See School Board Policy:

http://www.dsd.k12.wi.us/cms_files/resources/JEA.pdf

TRUANCY

See School Board Policy:

http://www.dsd.k12.wi.us/cms_files/resources/JEDA.doc

BLOOD BORNE PATHOGENS

EPS Code: JHCCA

http://www.dsd.k12.wi.us/cms_files/resources/JHCCA.pdf

In accordance with the OSHA Blood Borne Pathogens Standard, 29 CUR 1910.1030, an exposure control plan has been adopted by the Board of Education. In this district, universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials. Gloves will be worn by staff when it is reasonably anticipated that the employee may have hand contact with blood or other potentially infectious materials, mucous

membrane, and non-intact skin, and when handling or touching contaminated items or surfaces. In this district, laundry belonging to students will be sent to the student's home whose blood is on the garment to be washed. Questions regarding this policy should be directed to the School Nurse.



STUDENT CONDUCT ON SCHOOL BUSES

EPS Code: JFCC

See School Board Policy:

http://www.dsd.k12.wi.us/cms_files/resources/JFCC.doc

BUS RIDING PROCEDURES

All students who ride busses will be issued a Transportation Tag. Transportation Tags are color coded for each student to their assigned PM routes. The tag must be shown to the bus driver when boarding the bus. Students without Transportation Tags will not be permitted to ride the bus. To ensure safety of all students and accurate bus ridership accounting, all bus riders may have only one designated stop per year. Exceptional emergency situations may arise. Bus passes will be issued from the school office in these rare situations. Only students who are eligible for transportation will be permitted to ride busses. This includes students outside the 2-mile radius of the school, declared hazardous areas, and pay for ride in-town riders. For liability purposes, bus passes will not be issued for additional riders (i.e. birthday parties, etc...). Lamers Bus Lines (608-319-2284 ext 2) and the school office (935-3307, option 1 for RES, option 2 for DES) should be notified of all transportation needs or changes.

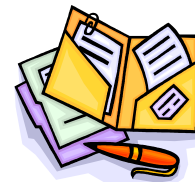


CODE OF CLASSROOM CONDUCT

EPS Code: JFC

See School Board Policy:

http://www.dsd.k12.wi.us/cms_files/resources/JFC.pdf



COMMUNICATIONS

Occasionally your child will be asked to bring notes and messages home. "Take Home Folders or Binders" will be used for students to take home communications on Fridays. Please read all materials in the folder and return the folder to school on the following Monday. Parents are encouraged to call the school whenever questions or concerns arise. Parent suggestions are welcome. To reduce waste, we will send home only 1 copy of school wide communications. This communication will be sent with the oldest student in the building. We will post Friday Folder communication on-line as well (<http://www.dsd.k12.wi.us/dodelem/homecommunications.cfm>)



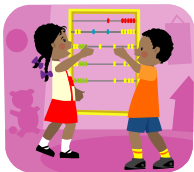
TEACHER/STUDENT/ PARENT COMPACT

The Teacher Review/Compact will be reviewed in class and signed by the classroom teacher. The compact will then be sent home with each student to be signed by his/her parents. This compact is an agreement that outlines how parents, the entire school staff, and students will share the responsibility for improved student achievement and partnerships

between home and school. Schools receiving Title I, Part A of the Elementary and Secondary Education Act federal grant funds are required to have compacts signed for each student who participates in Title I funded activities. Please take time to read the compact with your child and return to school.

DSD ALCOHOL AND OTHER DRUG PROGRAMS

The Dodgeville School District has ELP through twelfth grade alcohol, tobacco, and other drug (ATOD) related programs. Please contact the elementary guidance counselor, classroom teacher, or the principal if you have any questions or concerns.



EARLY LEARNING PROGRAM

(4 Year Old Program)

Children who turn 4 on or before September 1st in the Dodgeville School District are given the opportunity to participate in the 4 year old program. If you have a child or know of a child that will qualify for this program please contact us at 935-3307 option 2.



ELECTRONICS (Cell Phones, IPOD's/MP3's/Etc.)

Cell phones and all electronic players are to be turned off and left in student's lockers or backpacks once students enter the building. **All offenses will be cumulative.**

Should a student violate this expectation, the following consequences will be enacted:

First offense: The cell/player will be confiscated and turned into the office. The student will have

his/her phone/player returned to him/her at the end of the school day.

Second offense: The cell phone/player will be confiscated and turned into the office. A parent or guardian may pick the cell phone/player up from the principal at the end of the school day.

Third offense: The cell phone/player will be confiscated and turned into the office. The student will be asked to turn in his/her cell phone/electronic device to the office upon entering the building **each** day; the principal will then hold onto the item until the end of the school day. The alternative to this option, used in the event that the student refuses to comply with above consequences: the student 1) loses his/her cell phone/electronic device for the rest of the school year or 2) parents keep cell phone/electronic device at home.



EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach pupils to respond calmly in the event of an emergency. Safety plans are posted inside the door of each classroom.



EMERGENCY NOTIFICATION

Emergency Information: Each family will be asked to provide emergency information for each child. Emergency notification information is located on the student's registration form. **This information is extremely important as it is our only way of finding you in an emergency.** We refer to this information when

there is an emergency or illness involving your child.

Please keep the office advised of any change in home, business, and emergency contact telephone numbers, including unlisted numbers.

This is extremely important should your child become ill during school hours. On the registration form, you will asked to provide the school with the names and telephone numbers of at least two neighbors or **nearby** relatives who can be called in the event we are unable to contact you personally. Hopefully, it will never be necessary to make such a call, but it is best to be prepared for any emergency.



END OF DAY CHANGES

Please call the DES office by 2:30pm (1:30pm on Wednesdays) and the RES office by 2:15pm (1:15pm on Wednesdays) with changes to your child's after school plans. Messages received after this time cannot be assured delivery. Please do NOT email teachers with end of day changes; notifications must come through the school office.

NOTICE OF RIGHTS FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the

records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the District to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school,

performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office,
U. S. Department of Education,
400 Maryland Avenue, SW,
Washington, DC 20202-4605.

DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Dodgeville School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Dodgeville School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Dodgeville School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories: names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.)

NOTICE IS HEREBY GIVEN that the **Dodgeville School District** has designated the following types of information pertaining to students to be "directory information" which will be made publicly available:

Student's name, address and telephone listing

Student's electronic mail address

Grade level attended

Date and place of birth

Major field of study

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

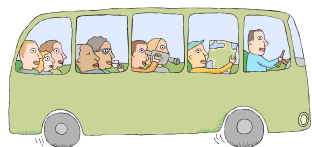
Dates of attendance

Photographs

Degrees, honors, and awards received

The most recent educational agency or institution

If you do not want Dodgeville School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15th.



FIELD TRIP GUIDELINES

Selection of parent chaperones for field trips will be as follows:

1. All parents will be informed of any upcoming field trips and given the opportunity to volunteer to accompany the class.
2. All chaperones will be asked to complete a Chaperone Compact. (https://www.dsd.k12.wi.us/cms_files/resources/Field%20Trip%20Parent%20Compact.pdf)

TRAVEL POLICY

EPS Code: IICA

See School Board Policy:

http://www.dsd.k12.wi.us/cms_files/resources/IICA.pdf

HARASSMENT and BULLYING OF STUDENTS

EPS Code: JFCF

See School Board Policy:

http://www.dsd.k12.wi.us/cms_files/resources/JFCF.pdf

See pages 15-22 for additional information.



HEALTH SERVICES

The school nurse is responsible for the entire school district. The nurse evaluates students with possible health problems/concerns who are referred by teachers, parents, or the students themselves. Screenings that are completed during the school year are: hearing (ELP-3rd grade) and vision (ELP-5th grade). If you have a concern about your child's hearing or vision please contact the school nurse. The nurse will screen at that time. Head lice checks are done on an as needed basis. **The school nurse is not allowed to diagnose or treat illness.** If a child becomes ill or is injured at school, parents will be notified as soon as possible. **Please make sure the emergency numbers the school has on file are current.**

State law requires dispensing of medication by school personnel only are done when the following steps have been completed:

- A Drug Administration Consent form is completed by the parent for over the counter medication.
- If the medication is prescription, the **signature of the doctor** is also needed on the consent form along with written instructions.
- The medication must be in the **original container.**
- It is the **responsibility of the student**, if appropriate, **not the school personnel**, to get his/her drug at the designated time.

When Should I Keep My Child Home From School Because of Illness?

Children can become sick quickly. You should be aware of signs and symptoms of an illness and not send your child to school if any of the following symptoms or illnesses are

noted. School is not a place where children can easily rest if they are not feeling well. Also an illness may be passed to others and spread rapidly in the school environment.

Please keep your child at home and seek your medical provider's advice for:

- *Fever-of 100° F or higher when taken under the arm, 101° F taken by mouth, or 102° F if taken rectally
- *Sore throat that is not due to allergy and is accompanied by a fever and swollen glands under the chin or behind the ears
- *Vomiting
- *Diarrhea-runny, watery, or bloody stools
- *Earache
- *Irritability or confusion accompanied by fever, vomiting, earache, or diarrhea
- *Body rash with a fever
- *Eye discharge-thick mucus or pus draining from the eye or pink eyes
- *Yellowish skin or eyes
- *Chicken pox-until the lesions (sores) are all scabbed over and the child is no longer feeling ill (7 days after the beginning of the rash)
- *Head lice-until after the treatment has been completed. This includes removing the nits (eggs) with a special comb or your fingers and having clean clothes put on.

Definitely See Your Child's Doctor If:

- *A skin rash appears mysteriously or a skin lesion looks like ringworm or scabies. Both pass to others and both need a prescription from your health care provider to treat the condition.
- *Your child complains frequently of a headache or has other symptoms such as a fever, nausea, vomiting, complaining about vision, has a recent head injury or complains of a headache that continues for two weeks or longer.

Children need to be well rested and eat regular meals to function well at school. Many complaints of not feeling well are related to lack of rest. This is not a reason to keep the child home from school. Making sure there is a regular bedtime that allows for at least 8 to 9 hours of sleep will reduce this problem.



HOT LUNCH PAYMENT

Payment is made to a family account. Payment for hot lunch **must be made prior to the week** a student participates. A **one day** grace period will be allowed for payment. Parents will be notified that payment is due. **If the account balance exceeds negative \$20.00, the students will no longer be able to charge on their accounts.** All further purchases (milks, breakfasts, lunches) will be on a "cash in the account" basis, until the arrears are paid in full. Infinite Campus Family Access is available to all families. Passwords will be issued per parent request. Please call the office with any questions.



HOT LUNCH PROGRAM

Free/Reduced Lunch: Information about free and reduced hot lunch will be distributed to each family at registration. The application form needs to be filled out as soon as possible and returned to the office in order to qualify for the free or reduced lunch program.

Leaving School at Lunchtime: All students are expected to stay at school for lunch. Hot lunch may be purchased or a sack lunch may be brought from home. Milk will also be available for purchase.

If you plan on coming to the school to eat lunch with your child, please contact the school office by 8:00 am on the morning of the day you plan on visiting. Also please indicate if you will be eating a school-provided lunch to ensure that the correct number of meals can be ordered and how the meal will be paid (cash when you arrive –

exact change only please, or taken out of the child's lunch account).

Breakfast: A breakfast program is available at both Elementary Schools. Breakfast will be served at 7:00 at Ridgeway Elementary School and 7:00-7:45 a.m. at Dodgeville Elementary School.



IMMUNIZATIONS

Wisconsin State Immunization Law requires that all children in private and public school must be immunized against certain diseases. State Immunization Law requires all students to have written evidence of immunization within 30 days of school. The current age/grade specific requirements are available from schools and local Health Departments. Parents who have personal or religious reasons for not having their children immunized may sign a waiver to this effect in the school office. Students who do not have shots or a personal statement on file can be excluded for school. Parents can also be fined \$25.00 a day for violating the law.



INDOOR/OUTDOOR RECESS

We will use the wind chill index from the Weatherbug website. A formula will be used by the school secretary to determine indoor or outdoor recess (if the air temperature or wind chill is below 0 degrees F, recess will be indoors). If no announcement is made, we can assume it is an outdoor recess.

LOCKER ROOM PRIVACY

EPS Code: ECAD

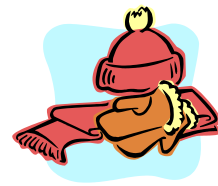
See School Board Policy:

http://www.dsd.k12.wi.us/cms_files/resources/ECAD.pdf



LOCKERS (RES)

The school provides lockers for temporary use by students. These lockers are the property of the Dodgeville School District and are subject to the rules of the school. Periodic inspections for cleanliness, missing school property, and vandalism may be conducted. Special searches for contraband material may also be made. Students should use only the locker that has been assigned to them and properly care for it. The school is not liable for losses and students should use discretion in putting items of great value in lockers. Fines can be assessed for damaged lockers. Vandalism to a locker should be reported to the office. There are to be no locks placed on lockers.



LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned into the school's lost and found. Unlabeled or unclaimed property is turned over to a welfare agency twice a year.



LOVING & CARING / A FOSTER GRANDPARENT

When available, the district utilizes the services of the Foster Grandparent Program. Southwest Community Action sponsors the selection of adults age 60 and above who participate four hours per day five days a week. The Grandparents help the children develop healthy social and physical skills by person to person nurturing and guidance. The Foster Grandparent Program allows the older citizens a greater role in the community and an avenue for services within our school. The presence of the Grandparents greatly enhances the other areas of our curriculum. The children are on the receiving end, but the elderly benefit too.



NEWSLETTERS

The **Ridgeway Elementary Newsletter** and the **Dodgeville Elementary Newsletter** will be available to each family near the last day of each month. These newsletters are an important communication with all the monthly school activities, lunch menu information, and school news. We have extra copies available in the school offices, and the newsletters are also available on the schools' websites. A notice will be sent through Infinite Campus when the newsletter is available online with a link to the newsletter page on the website. If you indicated at registration that you would like to have a hard copy sent home, one copy will be sent home with the oldest child enrolled at the school.



PARENT INVOLVEMENT

EPS Code: ABA

See School Board Policy:

https://www.dsd.k12.wi.us/cms_files/resources/ABA.pdf



PARENT/TEACHER CONFERENCES

Conferences will be held in the first and second semesters of the school year.

Conferences give parents and teacher an opportunity to discuss each individual child and to develop a better understanding of the child and the school program.

Conferences are encouraged whenever a parent or teacher feels one is necessary. Please feel free to make an appointment at any time you are concerned. The teachers are willing to meet with you. Dates for Parent/Teacher conferences for 2018-19 will be determined shortly after the beginning of the school year. Additional conferences can be held whenever desired.



PARENTS' RIGHTS TO STUDENT RECORDS

Parents have access to their children's records. School employees respect the privacy of student's records and recognize that only important factual information should be included in permanent records. The information which can be made available to people outside the district is limited. Information may

not be given without written permission of the parent/guardian of the student. This policy is in compliance with the Family Education Rights and Privacy Act of 1974.

See School Board Policy:

https://www.dsd.k12.wi.us/cms_files/resources/ABA.pdf



PHYSICAL AND DENTAL EXAMS

Kindergarten students are recommended to have physical and dental examinations before entering school in the fall. Forms must be completed and turned into the office on the first day of school or the office must be notified on the first day of school that an appointment date that has already been made. Additional forms are available in the office if needed.



PHYSICAL EDUCATION

Attendance: Physical Education is required for all students. A student who is temporarily ill may be excused from physical education if the student has a written excuse signed by the student's parent/guardian or doctor. If the teacher feels that the student is not able to participate, he/she may be excused from physical education.

Equipment and Clothing: All students are required to wear tennis shoes during physical education class. It is recommended that students keep a pair of tennis shoes at school for daily PE classes.



PROGRAM OR CURRICULUM MODIFICATIONS

PARENT RIGHTS AND DISTRICT PROGRAMS/ACTIVITIES

EPS Code: IFF

See School Board Policy:

http://www.dsd.k12.wi.us/cms_files/resources/IFF.pdf

PARENT INVOLVEMENT POLICY

EPS Code: ABA



PROGRESS REPORTS & REPORT CARDS

We feel the evaluation of student's achievement is one of the most important functions of our school. Students receive a report card at the end of each nine-week grading period. There are four grading periods during the year. Please sign the report card envelope and return it. Please call us or come in to see us at any time if you have a concern about your child's progress.

Progress reports will be given to parents of students in ELP through fifth grade the sixth & tenth week of each grading period. The Progress Reports are an attempt on the school's part to keep parent's better informed of their child's progress in school. If you have any questions, please call your child's school.

PROMOTION OF FOURTH AND EIGHTH GRADE STUDENTS

EPS Code: IKEA

See School Board Policy:

http://www.dsd.k12.wi.us/cms_files/resources/IKEA.pdf

PUBLIC AND PARENT ADVOCACY

EPS Code: KL

See School Board Policy:

http://www.dsd.k12.wi.us/cms_files/resources/KL.pdf



RIGHT TO RECEIVE TEACHER INFORMATION

Federal law requires that we share with you the qualifications of teachers in the Dodgeville School District. There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
 - Has the state waived any requirements for my child's teacher?
 - What was the college major of my child's teacher?
 - What degrees does my child's teacher hold?
 - Are there instructional aides working with my child? If so, what are their qualifications?
- All teachers have at least a bachelor's degree in the Ridgeway and Dodgeville Elementary Schools, and 21 have advanced degrees. In addition all of the teachers in the Ridgeway and Dodgeville Elementary Schools will be fully licensed for their assignment. If you want to see the state qualification for your child's teacher you may ask us or find it on the D.P.I. website at www.dpi.state.wi.us/dpi/dlsis/tel/lise/arch.html.

In addition, our instructional aides have completed the necessary coursework for this position. If you would like more information contact Dodgeville Elementary School at (608) 935-3307 option 2 or Ridgeway Elementary School at (608)935-3307 option 1.



SCHOOL DISTRICT POLICIES

A copy of all school district policies for previewing is available in the Principal's office or the DSD website:

<http://www.dsd.k12.wi.us/dsdpolicies.cfm>



SCHOOL DRESS

There is a special concern about students dress and grooming as it influences the health and safety of students as well as the learning process. The school has no formal dress code but expects students to **remove headwear (including caps, bandanas, hats, or hoods) or wheeled shoes** in the school during normal school hours. Shorts should be longer than a child's fingertips and straps should be covered by tank tops. A student may be asked to change any clothing which is deemed inappropriate or disruptive by school officials. Examples include: apparel with alcohol, drugs, profanity, or suggestive behaviors.



SCHOOL GUIDELINES

We have high expectations for our students. These expectations are designed to promote a positive learning environment at the Dodgeville and Ridgeway Elementary Schools. We understand that expectations need to be taught, reinforced, and evaluated throughout the year. The following is a list of expected student behaviors:

1. I am kind
2. I am safe
3. I am ready to learn

Additional Guidelines:

- No pets allowed on school grounds unless prior approval has been obtained from the office.
- No balloon, flower, or gift deliveries at school please.
- Please do not send birthday invitations to school to be handed out. Please see the school directory for student addresses instead.

SCHOOL LUNCH PAYMENT POLICY

EPS Code: EFF

In accordance with directives of the USDA and the federally subsidized National School Lunch Program and School Breakfast Program. Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child's school food service account. In order to help parents and guardians meet these responsibilities and to ensure that school families are reasonably informed about the food service options that are available to students, the District has established the following guidelines regarding food service charges and student access to food at school.

A student will always be permitted to select and receive one of the standard school meal options if either of the following apply:

- a. The District has determined that the student is currently eligible to receive free meals at school; or
- b. The student has sufficient prepaid funds in his/her food service account, or enough money in hand, to pay for the meal on the day the meal is purchased.

If a student's account balance exceeds negative \$20.00, food service staff will contact the building administrators, who will work with the family to seek a remedy. If a balance exceeds negative \$40.00, students will no longer be able to charge on their

accounts. All further purchases will be on a "cash on account" basis. Students are not permitted to charge a la carte items at any time.

Students who are denied a full meal due to insufficient funds in their account will be offered an alternate meal. Students may be denied this substitute meal if it is determined by building administration that they are abusing the privilege. Prior to the denial of this access, the school lunch program will make attempts to contact the parents to indicate the need for a resolution.

This policy will be communicated in the Student Handbook of each school in the district. Adopted: 07/10/17

SEARCH AND SEIZURES

School teachers and administrators have an interest in the health and safety of others, the maintenance of order, protecting school property, the property of students and staff, and the right and duty to secure this "interest" by means of reasonable searches and seizures. Searches and seizures by school personnel may take place anywhere on school property. (This includes desks/lockers, a student's person, purse, duffle bag, and backpack.) Searches and seizures by school personnel may take place at a school-sponsored activity which is held off of school grounds. Law enforcement officials, when involved in searches and seizures on school property, will work in conjunction with school officials. The legal standard for searches and seizures for school personnel and law enforcement officials on school property (including the parking lot) is "reasonable grounds." Strip searches are prohibited by Wisconsin State Statute by school officials on school property or elsewhere. The use of dogs to sniff objects on school property may occur at anytime without prior notice. School officials may search a student's locker without the consent of the student, without notifying the student, and without obtaining a search warrant. Any search conducted by school officials

will be documented. Any items which are seized during a search by school personnel will be safeguarded until a determination is made for the disposition of those items. Students found guilty of being in possession of illegal substances (e.g. tobacco, alcohol, drugs, etc.) or found to be in possession of stolen property or merchandise will be subject to the disciplinary consequences of the school and referred to the Police/Courts. Parental cooperation in the implementation of search and seizures is a priority of the school board and school personnel.



SEVERE WEATHER/ EARLY DISMISSAL

School will be in session unless the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio stations and school website (www.dsd.k12.wi.us), will announce the school district decision no later than 6:30 a.m. If during the day, weather conditions become severe enough to require buses to make their runs before the regularly scheduled time, each local radio and television station will be notified. If the procedures will be different than normal for your child, parents need to discuss in advance with their child what to do in case school is dismissed early. Dismissal information is to be filled out on the back of registration. We will review this information with your child prior to early dismissal. Remember, information on early dismissals will be carried by several radio stations including WDMP (FM 99.3/AM 810). An email will also be sent out through Infinite Campus for those who have valid email addresses on file, and a text message alert will be sent through Class Tag to those who have registered for that service. We will not be able to phone families before children are dismissed. Children without this form on file will be required to stay at school

until parents can be contacted to make suitable arrangements.

ELP INFORMATION: If school is delayed, morning ELP classes will not be held. However, afternoon ELP classes may still be held. Please contact the school at 935-3307 if you have any questions.

BRIDGING BRIGHTER SMILES

Students will have the opportunity to be a part of the Bridging Brighter Smiles dental program if their parents choose. Bridging Brighter Smiles partners with local communities for the long-term total health and well-being of its children.

STUDENT DEPARTURE FROM SCHOOL DAY

During the school day:

Children who must leave school grounds during the school day must be signed out in the office by a parent. No child will be allowed to leave school grounds during the school day with someone other than a parent **without written permission from the parent.**

The written permission slip must be given to the principal or school secretary. We hope that procedures such as this one further ensure children's safety at our schools.

After the school day:

To help us ensure safety during dismissal, we are asking parents who are picking up children to wait until students are dismissed before entering the building after 3:20 p.m. (at DES) and after 3:00 p.m. (at RES). Extra adults in hallways during dismissal can be a safety concern. If a student needs to be checked out prior to dismissal, parents need to stop in the office to sign the child out. Students will be called to the office. We ask that this practice be an exception.



TELEPHONE

The school telephone is for business calls only. Necessary plans should be made with children before they leave home in the morning. If you wish to speak with a teacher, leave your number, and she/he will return your call as soon as possible. Messages from parents will be given to students. Classes will not be interrupted for phone messages except for in emergency cases only.

promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that all children are included. More information on the policy can be found on our district website http://www.dsd.k12.wi.us/cms_files/resources/ADEF.pdf or by contacting the school nurse, Ann Jenkins, at ajenkins@draschools.org



VISITORS AND GUESTS

The school policy is to accept only visitors who have legitimate business to attend school. All doors will be locked throughout the day. Visitors need to ring the doorbell at the main entrance for access at each building.

Guests and visitors must check in with the office secretary and receive a visitor's badge. Visitors are expected to comply with all school rules, including the use of cell phones to take pictures of other children. Student visitors must be accompanied by an adult.

EPS Code: KK

See School Board Policy:

http://www.dsd.k12.wi.us/cms_files/resources/KK.pdf



WELLNESS POLICY

The Dodgeville School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. Through the support and

HARASSMENT and BULLYING OF STUDENTS

Complaint Procedure

PARENT/STUDENT

who have concern

Contact staff member directly

STAFF RESPONSIBILITY

The Staff Member will:

- Document concern using Incident Report
- Submit copy of Incident Report to building office

Building administration will work collaboratively with staff to complete process outlined in policy:

- Contact Parent/Guardian
- Complete Resolution Plan per policy
- Submit FINAL copy of Incident Report and Resolution Plan to District Office.

Principal and superintendent will work together, following board policy, to resolve concerns of family.

Contact Superintendent

If not resolved,
parent/guardian will:

Contact School Board

PARENT/GUARDIAN RESPONSIBILITY

If resolved

If not resolved

The Parent/Guardian will:

No further action required

Submit Parent/Student Incident Report

Teacher

OR

Counselor

OR

Principal

Form routed to:

- Using Resolution Report
 - Identify if steps to resolve issue were followed (fidelity)
- Inform Principal, if teacher or counselor
- Document additional information as needed
- Principal will contact parent/guardian with additional action plan, if any

If not resolved, parent/guardian will:

All forms can be found on district website or copies can be requested in the office of each building.

Revised: 03/11/13, 04/12/10, 08/04/14, 11/2/15,
1/11/16

Adopted: 08/11/03

HARASSMENT and BULLYING OF STUDENTS

Complaint Record

(Incident Report)

Individual making the report: _____

Parent's Name: _____ Daytime Phone: _____

☐ Copy to Parent; Date: _____

Student's Name: _____

☐ Copy to Principal; Date: _____

Date of Incident: _____

☐ Other documents attached

Date Reported: _____

Please write a brief description of the incident:

☐ Has this incident been reported to anyone else? _____

Name & Position

What remedy do you seek to this complaint?

Parent signature: _____ Date: _____

Student signature: _____ Date: _____

Received by: _____ Date: _____

The student/parent should receive a copy of this report at filing.

Routed to: ☐ Counselor ☐ Principal

By (Name): _____ Date: _____

HARASSMENT and BULLYING OF STUDENTS

Parent/Student Complaint Record

(Resolution Report)

The following steps were taken to resolve the situation:

- ☐ meeting with your child and teacher on date:
- ☐ meeting with your child and other student(s) identified on date:
- ☐ mediation scheduled with counselor on date:
- ☐ referred to counselor on date:
- ☐ referred to principal on date:

Parent contacted:

Date:

☐ Phone ☐ Email ☐ Conference

Record of conversation:

Next Steps:

Final Resolution/Plan:

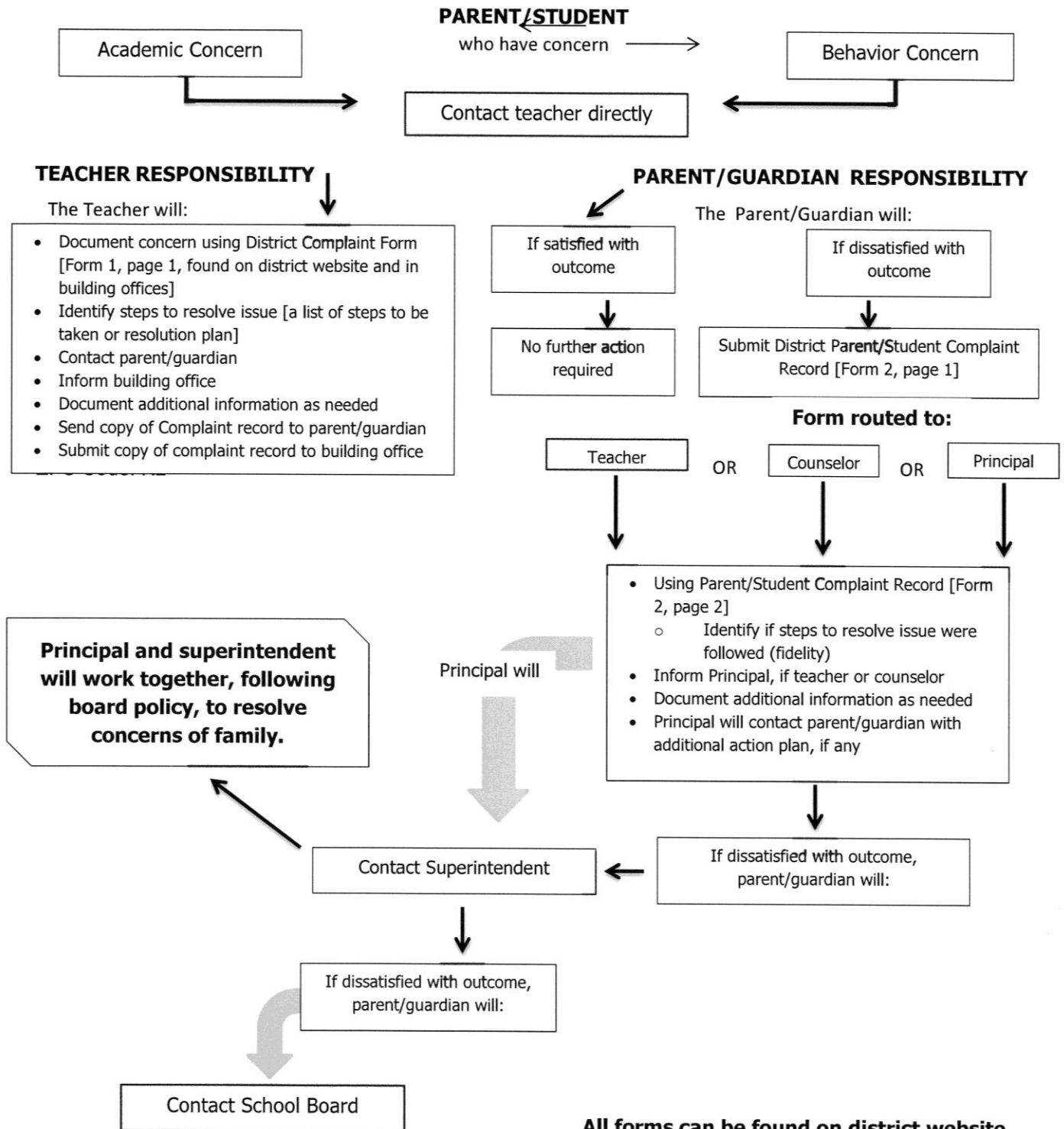
☐ Incident Substantiated

☐ Incident Unsubstantiated

Parent signature: _____ Date: _____

Staff signature: _____ Date: _____

PUBLIC AND PARENT ADVOCACY



All forms can be found on district website or copies can be requested in the office of each building.

Parent/Student Complaint Record
(Parent Record)

Parent's Name: Daytime Phone:

☐ Copy to Parent; Date:

Student's Name:

☐ Copy to Principal; Date:

Date of Incident:

☐ Other documents attached

Please write a brief description of the incident:

☐ Has this incident been reported to anyone else? _____
Name & Position

What remedy do you seek to this complaint?

Parent signature: _____ **Date:** _____

Student signature: _____ **Date:** _____

Received by: _____ **Date:** _____

The student/parent should receive a copy of this report at filing.

Routed to: ☐ Teacher ☐ Counselor ☐ Principal

By: _____ **Date:** _____

Parent/Student Complaint Record
(Parent Record)

The following steps were taken to resolve the situation:

- ☐ meeting with your child and teacher on date:
- ☐ meeting with your child and other student(s) identified on date:
- ☐ mediation scheduled with counselor on date:
- ☐ referred to counselor on date:
- ☐ referred to principal on date:

Parent contacted:

Date:

☐ Phone ☐ Email ☐ Conference

Record of conversation:

Next Steps:

Final Resolution/Plan:

Parent signature: _____ **Date:** _____

Staff signature: _____ **Date:** _____

Parent/Student Complaint Record
(Staff record)

To the family of:

☐ Copy to Parent; Date:

Parent's Name: Daytime Phone:

☐ Copy to Principal; Date:

Date of Incident:

☐ Other documents attached

A complaint was received in regards to the following situation:

The following steps were taken to resolve the situation:

☐ meeting with your child and teacher on date:

☐ meeting with your child and other student(s) identified on date:

☐ mediation scheduled with counselor on date:

☐ referred to counselor on date:

☐ referred to principal on date:

☐ Has this incident been reported to anyone else? _____

Parent contacted:

Name & Position

Date:

☐ Phone ☐ Email ☐ Conference

Record of conversation:

Next Steps:

Final Resolution/Plan:

Parent signature: _____ **Date:** _____

Staff signature: _____ **Date:** _____

ELEMENTARY CALENDAR | 2018-2019

AUGUST 2018

S	M	T	W	Th	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 31-Aug 2 - Registration Days & School Pictures @ DHS
6-17 - Summer Learning Session 3 (8am-11am)
30 - DES/RES Welcome Back Teacher Meet & Greet Night (5:00-6:30 pm)

FEBRUARY 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

4 - DES PTC Meeting (6:00pm)
18 - RES Home & School Meeting (6:30 pm)

SEPTEMBER 2018

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 - Labor Day
4 - 1st Day of School (1st-12th); 1st Day Appointments (KG)
4/5 - ELP 1st Day Appointments with Teachers
5 - 1st day of Classes for KG
6 - First Day of Classes for ELP
25 - RES Picture Retake Day

MARCH 2019

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 - DES PTC Meeting (6:00pm)
18 - RES Home & School Meeting (6:30 pm)
22 - End of 3rd Quarter
25-29 - Spring Recess, No School

OCTOBER 2018

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 - DES PTC Meeting (6:00pm)
12 - DES Picture Retake Day
15 - RES Home & School Meeting (6:30 pm)
26 - No School

APRIL 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 - DES PTC Meeting (6:00pm)
1 - School Resumes
15 - RES Home & School Meeting (6:30 pm)
19 & 22 - No School

NOVEMBER 2018

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 - End of 1st Quarter
5 - DES PTC Meeting (6:00pm)
19 - RES Home & School Meeting (6:30 pm)
22-23 - Thanksgiving Recess

MAY 2019

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 - DES PTC Meeting (6:00pm)
20 - RES Home & School Meeting (6:30 pm)
27 - Memorial Day

DECEMBER 2018

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 - DES PTC Meeting (6:00pm)
17 - RES Home & School Meeting (6:30 pm)
24-Jan 1 - Winter Recess

JUNE 2019

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6 - Spirit Day; Last Day of ELP (tentative)
7 - Last Day of School K-5 (tentative)

JANUARY 2019

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1 - New Year's Day
2 - School Resumes
17 - End of 2nd Quarter
18 - Professional Development Day, No School
21 - RES Home & School Meeting (6:30 pm)

JULY 2019

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 - Independence Day

Dodgeville/Ridgeway Elementary School

_____ I have read the Student Handbook and will return the bottom portion of this form stating that I have done so. **Failure to read this information will not be accepted as a valid excuse for non-compliance!**

All parents must return the bottom portion of this form!

Handbook Parent Acceptance Form

I have read the Student Handbook. I understand that failure to read this information will not be accepted as a valid excuse for non-compliance.

(Student's Name)

(Student's Name)

(Student's Name)

(Student's Name)

(Student's Name)

(Parent or Legal Guardian Signature)

(Date)