

COLEMAN ELEMENTARY



Parent-Student Handbook

2011-12

Ms. Kathy Jo Kostrova, Principal

920-897-2525

WELCOME

The information included in this handbook is being provided to the families of Coleman Elementary to help familiarize everyone with the various aspects of school expectations and requirements. Please take the time to read all the information carefully. If you have any questions or concerns, please feel free to contact the school office at 897-2525. We welcome and encourage your involvement as we work together to provide students with a quality education and a safe learning environment.

TABLE OF CONTENTS

Welcome from the Principal.....	3
Staff Roster.....	4-5
Elementary Bell Schedule.....	6
Accidents/Insurance.....	6
Address/Phone Change	6
Arrival and Dismissal Guidelines	6-7
Attendance	7-8
Behavior Guidelines	8-9
Bus Rider Rules	9-11
Cancellation of School	11
Check In/Out Policy.....	11
Computer Printing Fee.....	11-12
Directory Data.....	12
Dress Policy.....	12-13
Electronic-Two Way Communication Devices.....	13-14
Fund Raisers/Sales	14
General School Conduct	14
Harassment Policy	14-15
Homework Guidelines.....	15
Honor Roll Requirements	15
Illness/Injury.....	15-16
Labeling of Possessions	16
Library Procedures.....	16
Lost and Found Items.....	16
Medication.....	16
Newsletter.....	17

Notices, Family Access via Website.....	17
Nondiscrimination Policy	17
Physical Education Guidelines	17
Safety Drills.....	17
Snacks for School	17-18
Speed Limit	18
Suspensions.....	18
Technology Use/Code of Conduct.....	18
Title I.....	19
Visitor (Student).....	19
Volunteers.....	19
Weapons Policy.....	20
Winter Clothing	20
Written Request for Student Placement.....	20
Miscellaneous.....	20
School Calendar	21
Inclement Weather Days	21
Bullying Report Form	22
Inappropriate Dress Examples.....	23
Student Handbook Agreement Form.....	24

From the Desk of Ms. Kostrova.....



Coleman Elementary School affords students, their families, and our community a rich tradition of academic excellence and school spirit in a child-centered, compassionate learning environment. We believe each and every child is special and we work diligently, in cooperation with families, to ensure the success of all our children. We strive to cultivate a lifelong passion for learning, providing each student with opportunities to develop and enrich their own interests. Family involvement is critical in this partnership and we offer numerous opportunities for participation in our school community.

The Coleman Elementary School community is a family where safety, respect, and citizenship serve as the foundation for every child's success. Ms. Kostrova's Golden Rule is, Show Respect: For Self, For Others, and For Property. We invite you to become part of our heritage...



ELEMENTARY SCHOOL ROSTER

BOARD OF EDUCATION OFFICERS & MEMBERS

President	Ted Verges	Member	Roger Heisel
Vice President	Ryan Wendt	Member	Jamie Graetz
Treasurer	Brad Korpi	Member	Scott Herzog
Clerk	Joanne Nowak		

ADMINISTRATION/OFFICE

Werley, Dr. Robert	-----	Superintendent of Schools
Kostrova, Ms. Kathy Jo	-----	Elementary Principal/Director of Special Education
Hazelo, Mrs. Judy	-----	District Secretary
Rhode, Joy	-----	Secretary
Reed, Mrs. Donna	-----	Special Education Secretary
Perry, Mr. Mike	-----	Director of Technology
Mitchell, Mrs. Kelly	-----	School Nurse

TEACHERS

Pusick, Mrs. Julie	-----	Early Childhood/Jr. Kindergarten
Mongin, Mrs. Lisa	-----	Jr. Kindergarten

Huettl, Ms. Therese	-----	Kindergarten
Kerr, Mrs. Joyce	-----	Kindergarten
Shevy, Mrs. Brenda	-----	Kindergarten
Swenty, Mrs. Linda	-----	Kindergarten

Bartel, Ms. Patricia	-----	1 st Grade
Casper, Mrs. Joan	-----	1 st Grade
Kosir, Mrs. Kari	-----	1 st Grade

Brown, Mrs. Judy	-----	2 nd Grade
Jimenez, Mrs. Megan	-----	2 nd Grade
Nelsen, Mrs. Laurie	-----	2 nd Grade
Springstroh, Mr. Lucas	-----	2 nd Grade

Gould, Mr. Chris	-----	3 rd Grade
Heitman, Mrs. Debbie	-----	3 rd Grade
Gruszynski, Mr. Troy	-----	3 rd Grade

Bushmaker, Mrs. Carla	-----	4 th Grade
Anderson, Mrs. Natalie	-----	4 th Grade
Szwet, Mr. Ron	-----	4 th Grade

Johnson, Mrs. Regina	-----	5 th Grade
Motkowski, Mr. Nathan	-----	5 th Grade

Ahlborg, Mrs. Megan	-----	Special Education Teacher
Collins, Mrs. Michelle	-----	Title I Director
Klitzke, Ms. Carrie	-----	Art Teacher
Durocher, Mrs. Linda	-----	Librarian & A.V. Coordinator

Gruber, Mr. Tony -----Special Education Teacher
 Heyroth, Mr. James ----- Instrumental Music Teacher
 Toerck, Mrs. Laura -----Speech/Language Pathologist
 Peters, Mr. Karl-----Physical Education Teacher
 Seidler, Mr. Sam-----Psychologist
 Bader, Mrs. Kathleen ----- Choral/General Music
 Uecker-Gluth, Mrs. Mary -----Guidance Counselor/District Social Worker

All Coleman Elementary instructors are fully certified and highly qualified to teach in accordance with the No Child Left behind Act of 2001 (NCLB).

AIDES

Baenen, Mrs. Kris ----- Special Education/Junior Kindergarten Aide
 Demmith, Mrs. Irene ----- 4K Aide
 Gannigan, Mrs. Melissa ----- Special Education Aide/Driver
 Graetz, Mrs. Jody ----- Special Education Aide
 Karas, Mrs. Jodi ----- Title I Aide
 Krueger, Ms. Jodi----- Special Education Aide/Driver
 Maedke, Mrs. Kerry ----- Special Education Aide
 Meyers, Mrs. Traci ----- Special Education Aide
 Otley, Mrs. Lori----- Title I Aide
 Patenaude, Mrs. Tina -----Library Aide
 Pagel, Mrs. Deb -----Library Aide
 Pellman, Mrs. Linda ----- Special Education Aide
 Tate, Mrs. Jean----- Jr. Kindergarten Aide

KITCHEN STAFF

Kaus, Mrs. Anita -----Kitchen Assistant
 Markiewicz, Mrs. Jeanne-----Kitchen Assistant
 Mortier, Mrs. Gwen-----Kitchen Assistant

CUSTODIAL STAFF

Gross, Mr. Wayne----- Building and Grounds Supervisor
 Herzog, Mr. Gerald ----- Custodian
 Konop, Mr. Larry ----- Custodian
 Maedke, Mrs. Jodi----- Custodian
 Mongin, Mrs. Eleanor ----- Custodian
 Tress, Mrs. Faye----- Custodian



COLEMAN ELEMENTARY SCHOOL DAILY SCHEDULE

7:45	Students Arrive to School/Supervision Begins
7:55	First Bell
8:00	School Day Begins
11:00	Junior Kindergarten Lunch
11:00-12:00	Second Grade Lunch/Recess
11:10-12:10	Kindergarten and First Grade Lunch/Recess
11:20-11:59	Third, Fourth, and Fifth Grade Lunch/Recess
3:12	Junior Kindergarten Parent Pick Up by Office
3:15	Kindergarten-Third Grade Dismissal
3:17	Fourth- Fifth Grade Dismissal

ACCIDENTS & INSURANCE

The Coleman School District participates in a blanket coverage accident insurance program covering all students, K-12, for school sponsored and supervised activities, including interscholastic athletics. The insurance plan is a secondary coverage designed to cover all reasonable and necessary medical and dental expenses after the parent's insurance has paid its maximum towards the claim.

CHANGE OF ADDRESS/TELEPHONE

It is very important that the office has current phone numbers for all our students. If your address or telephone number should ever change during the school year, please notify the school office. Home-school contact during an emergency is imperative. Please be assured that unlisted telephone numbers are kept confidential.

STUDENT ARRIVAL AND DISMISSAL/PICK-UP GUIDELINES

Coleman Elementary provides supervision beginning at 7:45 a.m. For safety reasons, please DO NOT send your child(ren) to school any earlier than this. We would encourage parents, guardians, sitters, etc. to meet students outside the building at dismissal time. This will help to keep the hallways quiet and less distracting while students are learning. There is no supervision after school. Students are expected to go home and not remain on school grounds unless supervised by an adult.

The following guidelines have been established to assist in the safe drop-off and pick-up of the children at Coleman Elementary. It is important that you not only follow these guidelines, but use both common sense and common courtesy as well. It is difficult to set up guidelines to cover every imaginable situation, so if we all work together toward a common goal of safety for our children; we should be able to handle any situation placed in front of us.

General Guidelines:

- Students should not arrive at school prior to 7:45 a.m., as teachers are not on duty in the building and students will be unsupervised.
- Student dismissal is at 3:15 Jr. K-3, and 3:17 4-5. Please do not arrive before 3:10 p.m.
- When picking up your child at dismissal please wait in the lobby area by the office. The door by the cougar lobby will be locked.
- Do not double park to pick up or drop off your child(ren). Use the parking spaces available.
- ONLY Bus traffic is allowed in the circle area from 7:40 until 8:15 and from 3:00 until 3:25.
 - At no time should vehicles enter the bus drop off and pick up zone (circular area by school entrances) during the above times.
 - Please see page 24 for parking map

ATTENDANCE

Importance of school attendance:

We cannot over-emphasize the importance of students attending school regularly. The attendance patterns that students form when they are in school very often carry over to their attendance on the job when they enter the world of work. The most frequent request from employers who are considering students for employment is "how is his/her attendance record". There appears to be a definite carry-over between consistent school attendance and attendance on the job.

A. Compulsory Attendance

1. Age - The state legislature, via section 118.15(1) of the Wisconsin Statutes, has determined that children, with rare exception be required to regularly attend school between the ages of 5 & 18.
2. Responsibility - The responsibility for seeing to it that a student is attending school regularly rests with the parents/guardians and students.
3. Wisconsin Act 239 of 1998 allows a student to be excused by his/her parent or guardian for not more than ten days per school year provided the school receives written permission at least one full day prior to the absence. The student is required to complete the missed coursework prior to or during the absence.

B. Attendance Procedure

1. When a student is going to be absent from school regardless of what the reason might be, it is necessary that a parent/guardian telephone the elementary school office (897-2525 or 897-3000 (automated attendant)) between the hours of 7:30 - 8:30 a.m. and report the reason for the absence.
2. If a student leaves at any time during the day, he or she must have prior approval from their parent/guardian and the school office before they leave. The student must check out in the office.
3. The following reasons for absence are considered justified and the students will be permitted to make up work:
 - a. Student Illness (a doctor's excuse may be required if the student is absent 5 days or more consecutively or if the student has had 10 cumulative absences due to illness).
 - b. Serious illness or death in the immediate family.
 - c. Official school functions, such as field trips, travel, extra-curricular.
 - d. Absence resulting from a grave emergency at home as determined by the principal.
 - e. Suspension from school. A suspended student shall be permitted to take unit, quarterly, or semester tests, and the grades will be averaged in as usual.

- C. The following reasons for class absence are not and cannot under state law (s.118.16) be considered justified and excusable when they take place beyond the 10 day limit as permitted by Wisconsin Act 239:
1. Truancy (including leaving school during the day without checking out through the office).
 2. Shopping trips, haircuts, beauty shop appointments, picture taking, even though sanctioned by parents/guardian.
 3. Working or helping at home.
 4. If a student is absent (either excused or unexcused) from school or any part of the school day and there is a school activity (athletic, music, forensics, dance, after school practice, or the like) he/she will not be permitted to participate in the event either as a contestant or a spectator unless special permission is granted by the principal.
 5. Any student that leaves a scheduled class or study hall without the approval of the teacher will be subject to disciplinary action.
 6. Skipping - In the case of truancy or for skipping school without full knowledge and prior permission of the parent to school officials, the following would apply:
 - a. Notification of the parents by the principal.
 - b. Student will be assigned an in-school suspension.
 - c. All classroom work missed must be made up in all classes to the satisfaction of the teacher(s) concerned.
 - d. Report card will not be given to student until all the above is fully complied with.
 - e. The student will be informed of what happens for the second offense.
 - f. All skipping will be dealt with as an unexcused absence.

D. Full Day/Half Day Attendance

At the elementary school we use 10:00 a.m. and 1:45 p.m. as cut-off times. If a child arrives before 10:00 a.m. they are not given a $\frac{1}{2}$ day absence. After that, and before 1:45 p.m., they are given $\frac{1}{2}$ day absent. If a child stays until after 1:45 and then leaves, he/she is not counted as absent. If a child attends 1- $\frac{1}{2}$ hours of academic time, we count it as being present for $\frac{1}{2}$ day.

COLEMAN ELEMENTARY BEHAVIOR EXPECTATIONS

The goal of Coleman Elementary is to provide a safe and comfortable environment for all individuals. All students and staff share the responsibility of maintaining a safe climate that promotes and encourages learning. Parental involvement, in reinforcing behavior expectations, is a vital aspect toward successfully meeting these expectations.

Everyone is expected to follow the rules.

EXPECTED STUDENT BEHAVIOR

- Never hurt anyone: not his or her body or their feelings. Be nice!
- Always do your best work and have it done on time.
- Take care of our school and everything in it.
- Always listen and be courteous and listen when someone is talking.
- Walk quietly in our halls.
- Never use bad or unacceptable language.

LUNCHROOM EXPECTATIONS

- Students are expected to show respect to lunchroom supervisors, student lunch helpers, and other students.

- Students are expected to use quiet voices in the lunchroom.
- Students will go through the lunch line in a quiet and orderly manner.
- Students will observe good table manners.
- Food is NOT TO BE SHARED! This is a state health issue.
- All food and beverages are to be consumed in the lunchroom. No soda.
- Students are expected to clean up their eating area before leaving the lunchroom.

PLAYGROUND EXPECTATIONS

- Equipment that is taken outside must be brought back in after recess. Use equipment properly.
- Dress appropriately for the weather. Children without appropriate apparel will remain on the blacktop areas.
- Good sportsmanship is expected. Rough play is not allowed.
- Respect and listen to the playground supervisors.
- Any equipment that goes over the playground fence must be reported to the supervisor.
- No throwing snowballs, woodchips, ice, or dirt
- All snow hills are off limits. No sliding on the ice.
- Tackle football and other games involving throwing student onto the ground are not allowed.
- No hardballs or Frisbees are allowed on the playground.
- Use the play equipment properly. Do not climb up the front of the slides or hang underneath them.
- Pushing and shoving is not allowed on school grounds.

CONSEQUENCES

If a student chooses to break one of the rules the following consequences will occur:

- Student is given a verbal warning and/or a time out.
- Loss of classroom, lunchroom, or playground privileges.

BUS RIDER RULES

Pupils will board and depart from their assigned bus at selected designations unless written permission is granted to be dropped off at a stop different than the regular bus stop. To ride another bus a note from the parent must be presented to the office. (*See page 25*) The office will issue a bus pass at that point. Parents will assume the responsibility of the child when such a request is made and granted. For an extended period of time, for instance, babysitting, vacations, etc., arrangements should be made through the **transportation office 897-2566**. Special permission is granted only in a case where it will not cause overloading of the bus.

GENERAL:

1. Parents and pupils must realize that school bus transportation is a privilege, not a right.
2. Be informed that misbehavior of any kind will not be tolerated. Pupils who misbehave can be suspended from school and can be denied the privilege of riding on the bus.

PUPIL AND PARENT RESPONSIBILITIES:

1. Pupils will ride on assigned buses only.
2. A certificate or statement from a medical doctor will be forwarded to the office of the superintendent to substantiate all physically handicapped cases. Temporary handicap will require an annual statement. Permanent handicap will require only an initial statement. Parents are responsible for obtaining the statement and forwarding it to the superintendent's office.

PREVIOUS TO LOADING:

1. Be on time at the designated school bus stop be ready 5 minutes before your normal pick up time and keep the bus on schedule.

2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly fashion in single file.
4. Be courteous. Don't take advantage of younger children in order to get a seat.
5. If there is no sidewalk or path, it is recommended that you walk to the side of the road facing traffic to get to the bus stop. Wait on your side of the road and cross the road with the aid of the red warning lights.
6. Use the handrail and watch your step when boarding the bus.
7. Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
8. Any questions as to loading and waiting procedures at their particular stop should be presented to the Transportation office at 897-2566.

WHILE ON THE BUS:

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as valuable furniture in your home. Damage to seats, etc. must be paid for by the offender.
5. Never tamper with the bus or any of its equipment
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
9. Do not throw anything out of the bus window.
10. Always remain in your seat while the bus is in motion.
11. Be courteous to fellow pupils, the bus driver, and to passers-by.
12. KEEP ABSOLUTELY QUIET when approaching a railroad-crossing stop.
13. Parents will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding.
14. The driver is responsible for controlling the bus riders. They must obey him/her promptly and respectfully.
15. Inform the driver, if possible, when a rider will be absent.

LOADING AND UNLOADING THE BUS:

1. Cross the road at least 10 feet in front (always in front) of the bus, but only after checking to be sure no traffic is approaching and after receiving a signal from the driver.
2. Be alert to the danger signal (the horn) from the driver.
3. Help look after the safety and comfort of small children.
4. Riders are not permitted to leave the bus at other than regular stops unless the school office has given proper authorization in advance.
5. After exiting the bus, remain 10 feet away from the bus until it has departed from the bus stop.

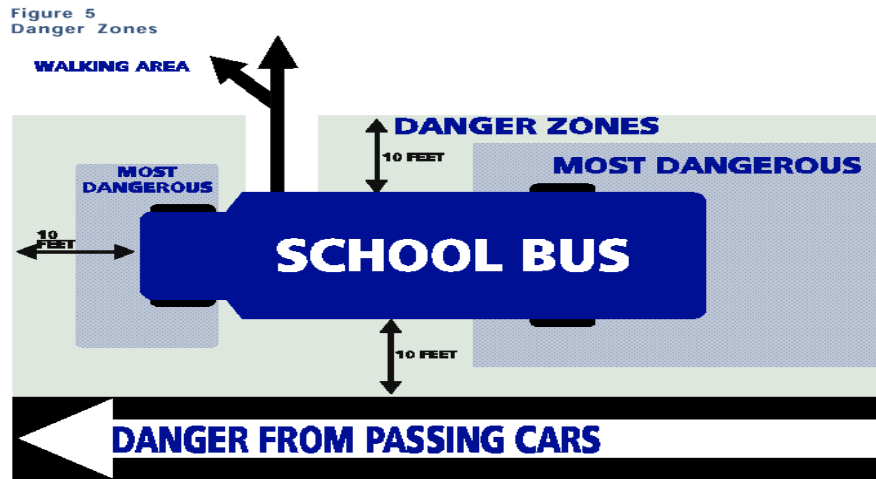
EXTRA CURRICULAR ACTIVITY TRIPS:

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of chaperones appointed by the school officials to accompany the bus riders.

OTHER RULES:

All students riding the school bus in the evening are required to wait until their bus has moved away from the immediate area, and no longer present a vision obstruction, before they may attempt to retrieve the family mail.

Students walking or riding bicycles are to remain in the building until the buses have left the parking lot.



CANCELLATION OF SCHOOL

School may be closed during periods of inclement weather. Early morning announcements of closing will be made over local radio and television stations. Tune your radio dial to WHYB (103.7 FM), WMAM (570 AM), WLST (95 FM), WRVM (102.7 FM), WOCO (107.1 FM), and WIXX (101 FM) for any weather closing information. We will also have this information on WLUK (channel 11), WBAY (channel 2) WGBA (channel 26), and WFRV (channel 5). If a storm occurs during the day, forcing an early dismissal, announcements will be made over these same stations. Please do not call school during these times, since the lines need to be kept open for emergency purposes. If a parent has a need to call the school during an early dismissal, someone will be available in the school office until the buses have finished their routes. On some mornings it may be necessary to delay sending the buses out. If this should happen an announcement would be made over the above named radio and television stations.

CHECK IN-OUT POLICY

For security reasons, all parents, visitors, and guests are required to check in at the office upon entering the building during regular school day hours. Passes will be given to indicate if you are a visitor or a volunteer. This procedure allows us to better monitor everyone who is in our building. Should you need to pick your child up (before the end of the school day); you will need to sign him/her out in the office. Your child will then be called to the office to meet you. If possible, please let the teacher and office know ahead of time whenever your child will be missing class time. This will alert the school to the absence and allow the teacher the opportunity to send schoolwork home with your child ahead of time. If your child will be returning to school, she/he needs to come into the office to be checked in prior to returning to the classroom.

COMPUTER PRINTING

Students in grades 5th- 12th will be required to pay for any computer printing. Payments must be made by 8:30 in the library. However, students that are enrolled in computer instructed classes will be credited with a predetermined amount of free pages to use for that class based as determined by the instructor.

If a student/family is unable to pay for printing, the teacher can have the student save the work to the teacher's H drive folder. The teacher can then either print it for the student or check the work from the computer. For teachers that take the students to the computer lab to do research and/or type reports, those students will need to pay for any printing.

The school's computer network will monitor every print job sent by user(s) and printed on the school's printers. The network will be programmed to charge students 10 cents per black and white page, and 30 cents per colored page.

All students will be issued a printing account with a zero balance for the start of the school year. If a student attempts to print and they have no money in their account, a pop up screen will alert them to that fact and cancel the print job. If they have funds in their account and they print, a pop up screen will show them the cost of the print job and remaining balance when the print job completes. There will be an icon on the computer screen that a student can click on to see their account balance. Money left in the printing account is not returned at the end of the school year, nor does it carry over to the next year.

DIRECTORY DATA

Coleman Elementary School shall keep directory data for enrolled students. "Directory Data" means those pupils records, which include name, address, telephone listing, date of birth, and photographs.

This "Directory Data" may be released to outside parties for recognition and other educational purposes. Your child's "Directory Data" may be placed on the school website, in local newspapers, or in school newsletters, unless the parent or guardian of a minor child or a student 18 years of age or older notifies the school in writing that such "Directory Data" shall not be released. Requests to withhold "Directory Data" shall be addressed to the elementary school principal.

DRESS POLICY

Standards relative to dress at school are formulated to provide direction and guidance to the student body in grades 5-12. K-4 may apply these rules as staff and administration see fit. Students must remember that there is a time and place for everything. School is a place to wear appropriate clothing. The majority of the students use good judgment and taste in their dress, but since there are times when some individuals may wish to know whether a particular type of clothing is either acceptable or unacceptable, a few guidelines are provided for your benefit.

Students should be dressed in a manner that will not create either a safety or health hazard, or cause a disruptive influence on other students in and around the school. All clothing should be modest and kept clean at all times.

1. No student will be permitted to wear any clothing that is normally identified with an antisocial organization such as a gang or clothing that contains pictures and/or writing references to obscene, racist, or sexist connotations or to alcohol or drug products.
2. Clothing which could cause violence or disruptions is prohibited. Dangerous items like chains are not to be carried or worn at any time in school. Items will be taken from the student and a parent conference may be required before it is returned.
3. See-through blouses and shirts are prohibited unless a T-shirt is worn under it and/or other clothing adequately covers it. No underwear may show through in either case.
4. The wearing of any type of clothing that exposes the midriff is unacceptable. One must have all skin covered and shirt must touch the top of pants or skirt when hands are at one's side.
5. Tanks tops that have less than a 2" wide shoulder strap, do not have tight fitting arm holes, and do not have a modest or non-revealing neckline and spaghetti strap shirts/dresses will not be allowed unless a T-shirt (one with sleeves) is worn under it and/or another shirt that meets dress code is worn over it.
6. Shorts are acceptable school attire under the following conditions:
 - a. Shorts must cover 50% of the thigh.
 - b. Shorts must be of decent taste. Track shorts or running shorts are not acceptable.
 - c. Shorts may not be revealing when a person is seated.
 - d. Spandex cannot be worn unless acceptable shorts are worn over them.

- e. Shorts may not be cut off jeans or sweatpants etc. The exception is jeans that have been cut off and have a sewn hem. The jeans may not have fringe unless it is all even and cannot be unraveled
- f. PK-6 may only wear shorts from April 1 to October 31.
- 7. Skirts should be of decent taste and must cover 50% of the thigh.
- 8. All bottoms must cover the body appropriately including the closure area. PJ or PJ like bottoms are prohibited.
- 9. Hats/headgear will not be worn by students in school between classes, in class, in the cafeteria, in the library, or in study halls. The only exception to this rule are days designated by the Principal as hat or dress up days.
- 10. Hats/headgear are not to be worn at extra-curricular events like graduation or band concerts. They may be worn to athletic events as long as they are removed for the pledge of allegiance or the national anthem etc. Hats must also meet specifications as noted in rule number 1.
- 11. Safety or special purpose equipment or clothing must be worn when required by the teacher in his or her classroom. Students must follow safety rules given by teachers regarding how clothing is to be worn.
- 12. Safe footwear must be worn in the school building with some exceptions for special activities as designated by the principal. Examples of footwear prohibited are: slippers, wheelies, rollerblades, etc.
- 13. No clothing should have revealing holes in it.
- 14. No underwear should show above or below anyone's clothing. For example: this means sports bras are not acceptable, as the only attire under a pair of bib overalls or boxer shorts should not be worn above the pant's waistline.

CONSEQUENCES FOR VIOLATION OF SCHOOL DRESS CODE:

Clear violations of these rules will result in the student being sent to the principal's office as is appropriate with the following consequences being given. In cases of questionable dress, students may appeal to the appropriate principal, who along with 2-3 other staff members will make the final determination as to whether or not the clothing is acceptable for school.

First offense: Any student dressing inappropriately will be sent down to the principal by the teacher or other staff member to make the necessary adjustments in his/her dress. This is considered a warning. Parents may be requested to bring a substitute item of clothing to school for the student concerned.

Second offense: The student will be sent down to the principal by the teacher/staff to make the necessary adjustments in his/her dress. If student does not change into proper attire, an in school suspension will be issued.

Third offense: An in school suspension will be issued and the parents will be called for a conference on proper attire.

ELECTRONIC DEVICES/TOYS POSSESSION PROHIBITED

Students are prohibited from using a 2-way communication device, electric paging device, cell phone, personal laptop computer, walkman, laser pointer, iPod, MP3 player, portable CD player, and hand held gaming devices from the time one enters the school on a school day until the time of dismissal (3:20 p.m.), except as authorized by the principal (State statute 118.258(1)). In addition students should not bring playing/trading cards to school. Students who have a legitimate reason to use or carry a said device in school should request prior permission to do so, from the principal. The principal may authorize student use of that device if he/she determines that it is in need for medical, school, educational, or other

legitimate reasons. Students involved in the possession/use of electronic devices will be disciplined in the following manner:

1st Offense - the student's parent/guardian must pick up the electronic device from the office during school hours (7:30 a.m. - 4:00 p.m.).

2nd Offense - Students will receive a one (1) day in-school suspension and the student's parent/guardian must pick up the electronic device from the office during school hours (7:30 a.m. - 4:00 p.m.).

3rd Offense - Students will receive a three (3) day out of school suspension and the student's parent/guardian must pick up the electronic device from the office during the school hours (7:30 a.m. - 4:00 p.m.).

FUND RAISERS/SALES

Students are not permitted to sell candy or any other items to other students. Students may take orders and deliver items to staff members.

GENERAL SCHOOL CONDUCT

1. Always walk in school, never run, except in the gym.
2. Be quiet in the halls so as not to disturb others.
3. Never do something that could hurt someone. Don't hit, push, or kick people.
4. Take care of school property. We want our school to be neat and clean. Do not write on any surface not meant to be written on, such as walls, desks, chairs, or textbooks.
5. Use the proper waste receptacles, never litter.
6. Keep the bathrooms clean. Remember to flush the toilet.
7. Have homework done on time. Never copy others work, do your own.
8. Always use good manners. Listen when others are talking. Be especially polite and attentive to guest speakers.
9. There is to be no gum chewing in the elementary building
10. Treat each other with respect.

HARASSMENT/BULLYING POLICY

The School District of Coleman Elementary has established a policy designed to create a learning environment free of bullying, harassment, intimidation and menacing. Any student who believes he or she has been subjected to instances of harassment can report the matter to the Principal, Guidance Counselor, or any adult employee. Measures will be taken to provide a safe, positive, productive and nurturing educational environment for all of our students.

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, electronically transmitted, psychological (e.g. emotional abuse), through attacks on the property of another, or a combination of any of these. A copy of the bullying report is on page 22.

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status, or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

Menacing includes, but is not limited to, any act intended to place a school employee, students, or third party in fear of imminent serious physical injury.

** Copies of this policy are available from the Coleman Elementary School District office.

HOMEWORK GUIDELINES

Professional research indicates that effective homework practices at the elementary school level will yield:

- Improved student speed and accuracy of skills
- Improved student maintenance of skills
- Improved student responsibility and time management
- Improved long term student achievement
- Improved communication between child and parent regarding school
- Improved communication between home and school

Parents, teachers, and students need to work together to ensure a successful homework experience.

Teachers will:

- Review and provide feedback for homework
- Provide variety in homework assignments: review, practice, and enrichment
- Provide expectations for work quality and due dates
- Individualize homework assignments when necessary
- Post assignments on classroom assignment boards

Students will:

- Have the responsibility to complete the assignment and return the completed assignment to school
- Have the responsibility of communicating any confusion regarding the assignment to teachers
- Clearly communicate homework assignments to parents

Parents will:

- Understand the responsibility of homework rests with the child
- Provide support when asked by the child
- Communicate concerns regarding student needs/frustrations to the teacher
- Provide a quiet study area for the child

HONOR ROLL REQUIREMENTS (GRADE 5)

Grade point averages shall include all classes. Classes shall be weighted according to the times it meets per week. *Example: Math 5 Music 1* To receive Highest Honors you must have a grade point average of 4.0; High Honors you must have a grade point average of 3.67 to 3.99, and for the Honor Roll you must have a 3.33 to 3.669 grade point average.

ILLNESS AND INJURY

The school has a health room and a school nurse to attend to illness and accidents that occur during school hours. While complete medical care cannot be provided, most of the common accidents that occur can be well handled. If not, arrangements will be made for the student to see his or her family doctor. If you are sick during the day, you must see the nurse to get permission to go home. The school nurse follows up on injuries and illnesses. If a student misses 5 consecutive days of school, the student must either

return to school or be evaluated by a physician. If absenteeism becomes excessive, medical excuses from the physician may be requested by the school for the student's absence to be excused.

Any injury that happens while at school must be reported to the office immediately. If you become ill during the school day, let your teacher know and report to the nurse's office.

LABELING ALL POSSESSIONS

Parents are encouraged to label all of their child's school supplies. It is especially important to label your child's outerwear and extra tennis shoes (for physical education classes).

LIBRARY PROCEDURES

CHECKOUT PROCEDURE: Materials from the library will be due ten school days from the day of check out. All materials checked out from the elementary IMC must be returned or renewed on or before the due date stamped. If an item is returned later than the specified date, a fine of \$.05 (five cents) per school day will be charged, unless the student was absent during the time it was due. In this case, the fine will start the day after the student returns.

RESPONSIBILITY OF BORROWER: The borrower is responsible for the material and equipment, which he/she has checked out.

Library materials should be returned to the circulation desk and deposited in the book return designated. Pamphlet files/technology equipment will be placed on the circulation desk, due to the possibility of damage or separation of material in the book return.

If an item is slightly damaged but can still be put back into circulation, a fine (determined by the librarian) will be charged.

When an IMC item is lost or damaged beyond use, the replacement value will be charged. Any student who checks out an item that gets damaged but can be repaired will pay the repair fee. If a pamphlet from the pamphlet file is lost a \$.75 (seventy-five cents) fine will be charged to replace it. If the entire pamphlet folder is lost an additional \$1.00 will be added for the cost of the folder. Replacement and repair costs must also include equipment checked out, such as but not limited to Alpha Smarts, calculators, or camera equipment.

LOST AND FOUND

A table is located outside the office for any items turned in to lost and found. Students and parents are encouraged to check the table to see if any of the items might belong to them. Items that remain at the end of each semester will either be donated to the Health Room, an area thrift shop, or Goodwill.

MEDICATION AT SCHOOL

Students who need to take prescription medication during school hours must have written parent permission. Medication is to be in the original container. The prescribing physician's instruction must be clearly indicated on the container and labeled from the pharmacy that filled the prescription. These items will be kept in the nurse's office.

Occasionally a student will request medication during school hours. No medication is given without parental consent. Limited supplies of the over the counter medications are kept at school. These medications are given to a student if the emergency card gives permission. A student may possess their inhaler if it is used for medical reasons and written approval from the physician and parent are on file in the office.

DISTRICT NEWSLETTER

The District Newsletter is published weekly on Wednesday and is sent home with the youngest student in the family on Friday. Please be sure to take a few minutes to read the newsletter each week. It is full of important information regarding upcoming events, dates to remember, suggestions to use at home to reinforce learning, and pertinent announcements. The newsletter is one of our most effective means of communication between school and home. If you have information to submit to the newsletter, please submit an article to the school office by noon on Tuesday prior to publication.

FAMILY ACCESS

Parent Access To Student Records via Website (www.coleman.k12.wi.us)

Families with computer access may wish to view daily attendance, discipline, grades, family, and foodservice information by visiting the Coleman website and click on Skyward Family Access. To receive a Skyward family access ID and password please contact the office at 897-2525. If you already have an ID and password it does not change.

PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

It is the policy of the School District of Coleman Elementary that no person may 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, extracurricular, 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 Education 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. This district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violation of the policy in the School District of Coleman Elementary. Any questions concerning this policy should be directed to: Dr. Robert Werley, Superintendent, School District of Coleman Elementary, Coleman Elementary, WI 54112, 920-897-4011.

PHYSICAL EDUCATION GUIDELINES

In order to be exempt from physical education you must present to the office and teacher a doctor's excuse stating the reason for not being able to actively participate. All students will be required to remove earrings during physical education class. The only exceptions will be for students who are within a six-week period of getting their ears pierced; they will need to put tape or band-aids over them.

SAFETY DRILLS

We constantly strive to make Coleman Elementary a safe place for students and staff. As in the past, we will hold fire and tornado drills to familiarize our students with the procedures. These drills are required by law. In addition to those drills, we will also be practicing lockdown drills. While we certainly hope that we will never have a real fire, experience a tornado, or have an intruder in our building, we need to be prepared in case of any such emergency. All drills will be discussed with the students at each grade level. This will be done in such a manner that it will not frighten the younger students, yet will allow us to be prepared should the necessity to employ a safety procedure ever arise.

HEALTHY SNACKS POLICY

Throughout the school year, there may be events or occasions where snacks are provided for students. Your help in keeping our Coleman Elementary students healthy is appreciated. Children do need healthy snacks during the day. Below you will find a list of acceptable and unacceptable healthy snack choices. Thank you for your support in this area!

Healthy School Snacks	Birthday Treat Ideas	Limit these please
<ul style="list-style-type: none"> · Fresh or dried fruit · Pretzels · Cheese · Crackers (whole grain is better) · Sandwich half · Whole grain bagel · Raw vegetables · Muffins (low fat) · Juice boxes (100% juice) 	<ul style="list-style-type: none"> · Yogurt · Popcorn · Nuts · Fruit or cheese kabobs · Apple wedges · Raisins · Vegetable or fruit platter · Trail mix (nuts, dried fruit, unsweetened cereal, etc.) · Celery with peanut butter or cheese · Rice cakes 	<ul style="list-style-type: none"> -Carbonated beverages -High sugar, high fat foods -Desserts -Items needing refrigeration -Potato chips and similar chips -Fruit roll-ups, prepackaged "fruit" snacks -Pop tarts

SPEED LIMIT RESTRICTIONS IN SCHOOL ZONES

According to the latest Wisconsin legislation, W.S.A. 346.57(4)(b), the speed limit of 15 miles per hour is restricted when passing an intersection properly marked with a "school crossing" sign when any child is present.

SUSPENSIONS

Occasionally it is necessary to suspend a student from the classroom as a consequence for a serious violation of school rules. A suspension may be from $\frac{1}{2}$ day to 5 days in length, and may be in or out of school. In all cases the parents will be notified by phone (if possible) or a letter will be sent.

TECHNOLOGY USE/CODE OF CONDUCT

Students are responsible for their behavior while using all computer software and equipment provided by the School District of Coleman Elementary. Inappropriate use of district technology, including any violation of these conditions and rules, will result in the loss of technology use, disciplinary action, and/or referral to legal authorities or suspension. The use of district technology must be in support of the district curriculum and/or related research. The use of district technology, including the Internet connection, is a privilege, not a right.

Any student user who violates this technology will lose independent user privileges as stated in the School District of Coleman Elementary Technology Acceptable Use Policy.

Offense Recommendations:

- 1st offense: 20 school days without access to computers.
- 2nd offense: 45 school days without access to computers.
- 3rd offense: 3 day in school suspension and loss of computer access for 90 school days.
- 4th offense: 3 day in school suspension and loss of computer access for 180 school days.

Users who wish to print materials that are not for classroom use will be charged a fee of ten cents per sheet for black and white and thirty cents per sheet for color. Payments should be made in the library. Money left in the printing account is not returned at the end of the school year, nor does it carry over to the next year.

Student folders will be monitored, at the discretion of the technology administrator, for acceptable use.

Internet filtering is being used in our schools, but it is impossible for the School District of Coleman Elementary to restrict access to all inappropriate materials. Therefore, the district will not be responsible for inappropriate materials that a student may acquire while using this technology.

Students and parents should refer to the district technology use policy if they have questions concerning the use or misuse of technology in the school district.

Copies off a school copy machine are 10 cents per page

Facsimiles are \$1.00 for the first page and 10 cents for each additional page.

TITLE I QUESTIONS AND ANSWERS

What is Title I? Title I is a federally funded program designated to provide extra help in reading, language arts and math. The federal government, through the State of Wisconsin Department of Public Instruction, provides funds to the local school system for operating a program. The program is funded entirely by the federal government, not by local tax dollars.

Title I of the No Child Left Behind Act provides financial assistance to local school districts in planning and operating supplementary educational programs for children. Title I was not designated to replace any existing educational program but was created to provide additional remedial help to children who would benefit.

How are children selected to be in the Title I Program? Children are selected based on test results, teacher recommendations and/or classroom performance that indicates additional instruction in language arts and/or math would benefit a child.

What are some of the different types of activities a child will be involved with in Title I? A child will be involved in small group or individual learning experiences that will reinforce basic skills in language arts or math. It is also intended to improve self-concept. Instruction may include comprehension and vocabulary development, spelling, listening activities, perceptual skills, mathematics vocabulary, mathematics concepts and computational skills.

STUDENT VISITOR REGULATIONS

Prior permission from your teachers and principal plus a visitor's pass from the office must be obtained before you bring a visitor to school. All visitors shall report to the office upon entry to the elementary buildings. The following are a few guidelines to help regulate student visitors:

- Visitors will not be permitted the first week of each semester.
- Visitors will not be permitted two days before semester tests.
- Visitors will not be permitted during semester test time.
- Visitors will not be permitted the last day of the school year.
- Visitors will not be permitted to ride district buses.
- Visitors will not be permitted on days their own school is in session.
- Visitors must be of school age.
- Visitors will not be permitted for more than one day.
- Student visitors at the elementary school must be within one grade level of the student they are planning to visit.

PARENT AND COMMUNITY VOLUNTEERS

Volunteers are an important part of every school. We are once again interested in getting parents and community members involved in our schools. Many volunteer opportunities include tutoring students who need extra help, reading stories to the class, running copies, laminating materials, helping in the computer lab, listening to students read, putting up bulletin boards, setting up lessons in the environmental center. To ensure the safety of all of our students, the School District of Coleman recommends background checks for all volunteers who work with students. These forms are available in the school office. All background checks are completed at the district offices and the results are confidential.

If you are interested in helping in any of these or any other areas, please call the elementary school (897-2525) and leave your name and phone number with the secretary. THANK YOU!

POSSESSION OR USE OF WEAPONS

No student or employee shall possess, use or store a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school buses, or at school sponsored activities except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon or firearm on school premises is guilty of a misdemeanor or a felony, depending on the seriousness of the offense. A minor who violates this law is subject to the provisions outlined in Chapter 48 of the State Statutes. Students of the School District of Coleman Elementary must be aware of the fact that such acts of misconduct will not be tolerated and will result in an expulsion from school for a least a one year period delinquency system as required by law. The Board of Education will also report any expulsions imposed under the state law to the appropriate state education agency. (The chief administering officer of the agency may modify such expulsion requirement for a student on a case-by-case basis).

DEFINITION: A dangerous weapon or look-alike weapon is defined in state statutes and includes, but is not limited to guns, chains, knives, razors, martial arts equipment metal knuckles, or any other object which, by the manner in which it is used or intended to be is capable of inflicting bodily harm or property damage and/or could pretend to be capable of inflicting bodily harm/property damages - The following are exceptions to this policy:

1. Weapons under the control of law enforcement/military personnel are permitted;
2. The school principal may authorize weapons to be in school solely for school sanctioned educational purposes; weapons may be permitted that are necessary for a community based educational program sanctioned by the school district; and
3. Weapons that are handled in a legal manner and are to be transported on school provided transportation for the purpose of education must have prior approval of the bus contractor.

IN NO CASE MAY AMMUNITION BE BROUGHT TO SCHOOL

Adopted 5/12/94

Revised 5/25/95

WINTER CLOTHING

As the weather gets colder, students should come to school dressed appropriately. Our students are expected to wear a winter coat, hat, and mittens or gloves. Boots and snow pants are recommended for students in Kindergarten through 3rd grade. Please label all winter clothing.

WRITTEN PARENT REQUESTS FOR STUDENT PLACEMENT

Occasionally a parent/guardian may feel the need to request a teacher for their child however many variables determine student placement including; academic, behavioral, and social needs of every child. We always do our best to ensure that each and every student is placed appropriately with one of our highly trained teachers. Any special requests that you wish for us to take into consideration should be done so in writing prior to May 1, 2012. No requests will be considered after the May 1st deadline.

MISCELLANEOUS

This pamphlet is not meant to cover every rule of misconduct. Cheating, swearing, stealing, vandalism to any school property, and other school rules all continue to apply. If a student is not sure about a rule or acceptable behavior, just ask a staff member.

2011-12 School Calendar

Calendar schedule subject to change

Aug. 29, 30, 31	Staff In-Service Days
Sept. 1	SCHOOL STARTS FOR ALL STUDENTS
Sept. 5	Labor Day- NO SCHOOL
Oct. 12	Parent-Teacher Conferences, 1:00 - 6:00 pm (Student dismissal 12:15 pm)
Nov. 3	End of First Quarter
Nov. 21-25	Thanksgiving Vacation - NO SCHOOL
Dec. 26 to Dec 30	Winter Break - NO SCHOOL
Jan. 19	End of Second Quarter/1 st Semester
Jan. 20	Teacher In-Service/Mtg. - NO SCHOOL
Feb. 22	Parent Teacher Conferences, 1:00 - 6:00 pm (Student dismissal 12:15 pm)
March 23	End of Third Quarter
April 6, 9	Spring Break - NO SCHOOL
May 28	Memorial Day-NO SCHOOL
May 30	End of Fourth Quarter LAST DAY OF SCHOOL FOR STUDENTS - 12:15 Dismissal
May 31	Staff In-Service Day

INCLEMENT WEATHER DAYS

The first inclement weather day missed shall not be made up. All other days missed shall be made up at the end of the school year starting with May 31, 2012 and running in sequence as necessary as determined by the Board of Education.

Coleman Elementary Bullying Report

Name of reporter _____

Date of incident _____ Time _____ Location _____

Check observed behaviors:

_____ Hitting, hurting, or fighting

_____ Name calling

_____ Spreading rumors

_____ Threatening someone

_____ Stealing, hiding, or damaging property

_____ Racist or sexist remarks

_____ Other issues:

Consequences

First Offense: Written letter of apology to victim

Second Offense: Written letter of apology to victim, notification of parents, loss of recess privilege(s)

Third Offense: Notification of parents, mandatory meeting with team and principal, loss of recess privileges for one week, meeting with guidance counselor

Fourth Offense: Mandatory parent meeting, in-school suspension, and mandatory counseling with guidance counselor

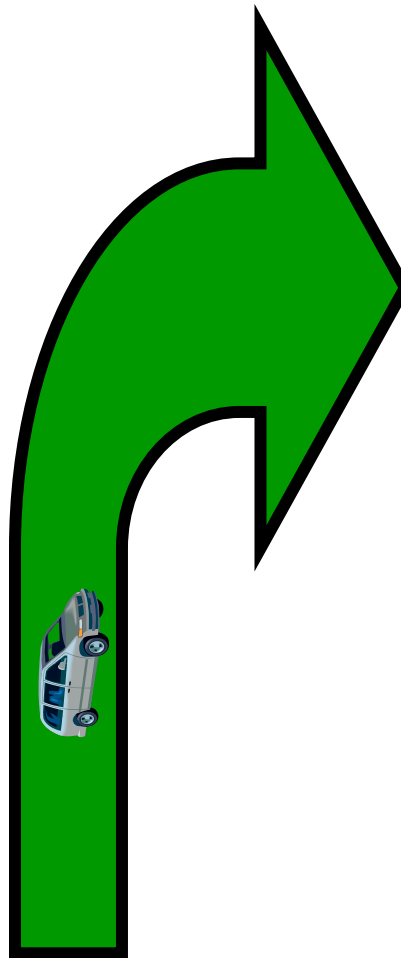
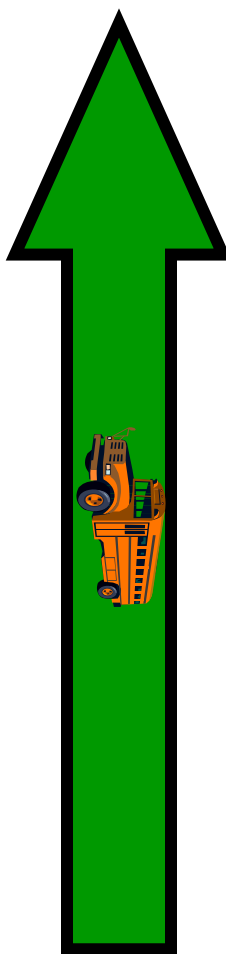
Fifth Offense: Mandatory parent meeting, out-of-school suspension, and mandatory meeting with police.

***Depending on the severity of bullying, the consequences may vary regardless of the number of offense(s) involved and could include any or all of the above as determined by the Principal.**

COLEMAN ELEMENTARY/MIDDLE SCHOOL PARKING INFORMATION MAP



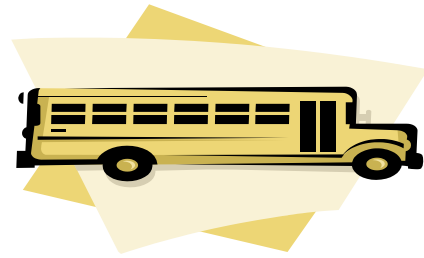
- BUS TRAFFIC
- EMERGENCY VEHICLES
- RESERVED PARKING
- HANDICAP PARKING



- STUDENT DROP OFF
- STUDENT PICK-UP
- EVENT PARKING
- HANDICAP PARKING

For student safety please follow the above parking guidelines!

Bus Pass Procedure



For student safety, bus pass requests need to be in writing and contain the information listed below. Students K-8 need to bring all bus requests to the elementary office when they arrive at school.

Remember if you have more than one student that will need a bus pass, all names and homerooms should appear on the request!

Date Request is Written

Student(s) Name(s) First and Last

Your Child's Homeroom Teacher

First and Last Name of place to be dropped off

Address of the place to be dropped off at

Bus Number or Bus Driver Name

Number of Days Bus Pass is in Effect

Parent/Guardian Signature

We understand that this is a big request but we want to ensure that your child is dropped off safely, and at the appropriate location.

Thank you for your cooperation!

COLEMAN ELEMENTARY SCHOOL

PARENT-STUDENT GUIDE/HANDBOOK CERTIFICATION

I, _____, a _____ grade student at Coleman Elementary School, hereby acknowledge having received a copy of the Coleman Elementary School Parent-Student Handbook. I realize that I will be responsible for knowing and following procedures and regulations outlined in the handbook. This handbook was picked up for my parents/guardian to read and understand the procedures and regulations of the school.

(Parent/Guardian Signature)

(Date)

PHOTO RELEASE

As legal parent/guardian, I give my consent for _____

to be photographed or videotaped while participating at Coleman Elementary School. This may include use for class projects, news media, website, district publications, etc.

(Parent/Guardian Signature)

(Date)

PLEASE RETURN BY 9-9-11

To your child's homeroom teacher!