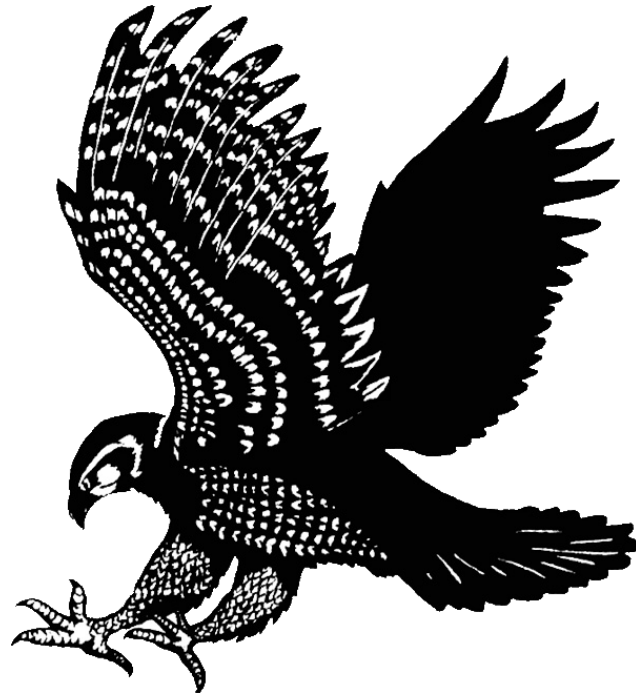


**Norwalk-Ontario-Wilton  
Elementary School**



**Student and Parent Handbook**



Dear Norwalk-Ontario-Wilton Elementary Students and Parents:

Welcome to the Norwalk-Ontario-Wilton Elementary School! We are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school and the parents and students. We ask your cooperation so that we may provide our students with a rewarding and enriching educational experience. Please take time to read this handbook carefully.

### Absenteeism

Absence is the cause of many failures in school. Unless your health forbids or unless some serious emergency arises at home, the law states that you must be in school.

If you are not in school by 12:00 p.m. (noon), you are not to be at any event after school in the evening unless you have obtained prior permission from the Elementary Principal or the Elementary Secretary, Mrs. Orlikowski.

### School Attendance Policy

All the children between the ages of five (5) and eighteen (18), except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the close of the school term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age.

Regularity in attendance is one of the most important factors in school success. Schoolwork missed during an absence can rarely be made up in a satisfactory manner since the value of class discussion is missed forever. It is, therefore, of the utmost importance that absence from school be kept to a minimum.

#### Duties

The school attendance officer shall determine daily which students enrolled in the school district are absent from school and whether that absence is excused under s.118.15.

#### School Attendance Officer 118.16(1)(b)

“School Attendance Officer” means an employee designated by the school board to deal with matters relating to school attendance and truancy. The elementary school attendance officer for this school year is the Elementary Principal.

#### School Requirements 118.16(4)-(d)

- 1) The school board shall establish a written attendance policy specifying the reasons for which students may be permitted to be absent from a public school under s.118.15 and shall require the teachers employed in the school district to submit to the school attendance officer daily attendance reports on all pupils under their charge.
- 2) No public school may deny a student credit in a course or subject solely because of the student's unexcused absences from school. The attendance policy under par. (a) shall specify the conditions under which a student may be permitted to take examinations missed during absences.
- 3) The school board may establish policies, which provide that as a consequence of a student's truancy, the student may be assigned to detention or to a supervised, directed study program. The program need not be held during the regular school day. The policies under this paragraph shall specify the conditions under which credit may be given for work completed during the period of detention or assignment to a supervised, directed study program.
- 4) The school board shall provide each student enrolled in the public schools in the district with a copy of the policies established under this subsection and shall file a copy of the policies in each school in the district. In addition, the school board shall make copies available upon request.

### Absences and Excuses

When absent, please notify the office by 9:00 a.m. the day of an absence. The school will contact the parent if the child is not present and the school has not heard from the parent. A student must report to the office immediately upon returning with a written excuse from parent/guardian explaining the reason for the absence. An acceptable excuse must contain the following:

- 1) Exact days or hours the student was absent.
- 2) The reason why the student was absent.
- 3) Signature of parent or guardian.

The responsibility for regular school attendance of a student rests upon the student's parent(s)/guardian(s).

All excused absences require parent/guardian/legal custodian written verification, which is to be submitted to the school attendance officer, or designee, in advance of the absence or prior to re-admittance to school.

Wisconsin Act 239: Students may be excused in writing by his/her parent/guardian before an absence is excused from school attendance. A student may be excused by the parent/guardian for not more than ten (10) days in a school year.

Parents have the right to appeal any decision made by the building administrator to the District Administrator.

### Excused Absences

- 1) Illness, hospitalization, or medical care – the building administrator will require a medical excuse.
- 2) Medical, optical, dental, or legal appointments – the building administrator will require a medical excuse.
- 3) Death or serious illness in the immediate family.
- 4) Approved school activities.
- 5) Emergencies or other situations approved by a building administrator.
- 6) Parents requesting a student's absence in accordance with Wisconsin Act 239.

Remember that it is the student's responsibility to make arrangements with his/her teachers to make up work missed during an absence from school.

A student who has an excused absence for the day of an examination shall have two (2) school days to complete the examination. The two (2) days shall be the day the student returns and the following day.

To miss or leave school for another activity, students must present to the teacher a note from the parent or guardian. Parents must come to the Elementary Office to pick up children. Arrangements cannot be made to pick children up outside of the school due to safety reasons.

When it has been demonstrated that school time missed is going to be kept to a minimum and it is necessary to be absent from school to accomplish certain tasks, a pre-excused absence will be granted. Parents must notify the Principal in writing one (1) full day in advance of the planned absences. **SCHOOL ASSIGNMENTS AND TESTS MAY BE DUE WHEN THE STUDENT RETURNS TO SCHOOL.** The student should check with his/her teacher about when the missed assignments/tests, upon returning, should be handed in and/or taken.

The following reasons will permit pre-excused absences:

- 1) Medical and dental appointments as listed above.

- 2) Required court appearance.
- 3) Funerals.
- 4) Attend a specialized education program sponsored by an educational institution.
- 5) School planned field trips.
- 6) Family vacation or business trip.

### Tardiness

Teachers should mark students tardy for being late to either class or study hall.

- 1) Tardiness between classes can only be excused by a written note or pass from the teacher who detained the student. As a courtesy, teachers will attempt to notify each other in advance of detaining students.
- 2) Unexcused tardies will result in the student being sent to the office for the remainder of the hour.
- 3) After three (3) recorded tardies, a student will not be eligible to receive a perfect attendance certificate.

### Truancy

Truancy: 118.16(1)(C) “Truancy” means any absence of part or all of one or more days from school, during which the School Attendance Officer, Principal, or teacher has not been notified of the legal cause of such absences by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of s.188.15.

Truant: 118.16(S)(C) Except as provided under pars. (cg) and (cr), shall notify the parent or guardian of a child who has been truant of the child’s truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse under s.118.15. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by personal contact, mail, or telephone call of which a written record is kept, except that notice may personal contact or telephone call shall be attempted before notice by mail may be given.

Habitual Truant: Section 118.16(1) “Habitual truant” means a student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a semester.

A meeting with the truant student and parent/guardian of a habitual truant will be held within five (5) school days after the date of the habitual notice has been sent to the students’ parent/guardian. With the consent of the students’ parent/guardian, however, the date for the meeting may be extended for an additional five (5) school days.

This policy applies to all children under the age of eighteen (18). Children can no longer be released from compulsory school attendance, prior to age eighteen (18).

Habitually Truant: 118.16(2)(CG) 1-4 Shall notify the parent or guardian of a child who is habitual truant, by registered or certified mail, when the child initially becomes a habitual truant. The notice shall include all of the following:

- 1) A statement of the parent or guardian’s responsibility, under s.118.15(1)(a), to cause the child to attend school regularly.
- 2) A statement that the parent, guardian, or child may request program or curriculum modifications for the child under s.118.15(1)(d) and that the child may be eligible for enrollment in a program for the children at risk under s.118.15(3).
- 3) A request that the parent or guardian meet with appropriate school personnel to discuss the child’s truancy. The notice shall include the name of the school personnel with whom the parent

or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place.

- 4) A statement of penalties, under s.118.15(5), that may be imposed on the parent or guardian if he/she fails to cause the child to attend school regularly as required under s.118.15(1)(a).

#### Referral for Citation

- 1) Most children over sixteen (16) years of age.
  - A. The Attendance Officer forwards the referral material to the corporation counsel.
  - B. The corporation counsel sends out a letter explaining consequences of the failure of the family to attend the hearing.
  - C. Further truancy and a citation are issued for county ordinance.

#### Contributing to Truancy

- 1) Referral to district attorney.
- 2) Issue citation on county ordinance if applicable. Punctuality and regular attendance are essential to success in school and later on the job. **BE ON TIME AND IN YOUR CLASSES EACH DAY!**

#### Procedures: Juvenile Court Referral for Intake:

- 1) Customarily, for children under the age of eighteen (18), referred to Corporation Counsel.
  - A. Attendance Officer will send referrals to Monroe County Department of Human Services/Vernon County.
  - B. Hold a juvenile court inquiry and attempt diversion from court if appropriate.
  - C. Refer to the corporation counsel for petition.

We all know that your task is increasingly difficult and that certain situations will arise that cause hardship for all concerned. For this reason, the greater the communication between home and school, the better the situation will be for all concerned. If there is a problem, talk to your child's teacher or the principal.

#### Closing of School

During the winter months school will be closed when the weather makes it unsafe to travel to school. The closing of school is a judgment call by the Superintendent. The decision for closing school is not taken lightly. Please listen to the following radio and television stations to find out if school will be cancelled. Please do not call the Superintendent's home because he will not be there. Please do not call the school because he will be on other calls regarding the closing of school. Also check more than one station when there is a possibility of delaying or closing school.

#### Radio Stations

- 1) WCOW 97.1 FM – Sparta
- 2) WIZM 93.3 FM – La Crosse
- 3) WVRQ 102 FM – Viroqua
- 4) WBOG 94.5 FM – Tomah

#### Television Stations

- 1) WKBT-TV – Channel 8
- 2) WXOW-TV – Channel 19

## Special Use of Videotapes and/or Photographs of Students by District Staff

A. Videotapes and photographs of students may be utilized by teachers, administrators, or their designee within the District for educational purposes without advance consent of a student's parent/guardian. Such school district staff shall maintain the confidentiality of these student records in accordance with state and federal laws and established District student records procedures.

B. An individual teacher or other certified staff member may utilize and maintain videotapes and photographs of students for his/her own professional use without advance consent of a student's parent/guardian. Examples of educational videotapes/photographs include documenting science experiments and drama performances, etc.

## Lunch Payments

Please keep your lunch account in a positive balance situation. Failure to do so may lead to your child not being able to eat school lunch. Free and Reduced Lunch forms are available in this packet. If you feel you qualify please take advantage of free and reduced lunches. All information is confidential and you help our school with increased state and federal grants and aids as a result of a higher number of free and reduced lunch students. Lunch payments can be sent to school in the form of cash or check or you can make a credit or debit card payment on your parental Skyward account.

## Students

- 1) Use appropriate language, use of swear words will result in disciplinary action.
- 2) Walk in the hallways.
- 3) Treat all people with kindness and respect. Physical or verbal actions that are inappropriate towards other students or staff will not be allowed and will result in disciplinary action.
- 4) Address all staff members, teachers, aides, custodians, bus drivers, principals, secretaries and cooks by Ms., Mrs., or Mr. as appropriate.
- 5) Students are not to leave the school grounds during the day except on a field trip or with a parent.
- 6) Students are to follow the directions of all school staff.

## Positive Behavior Intervention and Supports (PBIS)

PBIS, (Positive Behavior Intervention and Supports), is a systems change method based on a Response to Intervention (RTI) model that promotes positive behaviors in students. In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. For more information, log on to [www.PBIS.org](http://www.PBIS.org).

## Bus Transportation

Our school bus routes are quite full in some cases. If at all possible, we'd like to keep students on only their assigned routes. In some cases, we know that this will not be possible due to child care. Please send a note with your student on the day that they are to ride another bus listing the destination and specifics. The student must bring the note to the office where Mrs. Orlikowski will make two (2) copies (one for the student's teacher and one for the student's bus driver). If, in an emergency, you must call to make arrangements for your student to ride another bus, we will accommodate you but only in an emergency otherwise the note will be required.

The Norwalk-Ontario-Wilton School District operates a fleet of vehicles that transverse various bus routes throughout our district. Because of the time and miles that are covered on these routes and also because the drivers are responsible for maintaining order, the following bus regulations have been adopted and will be enforced:

- 1) Under normal circumstances, students are to enter and leave the bus by means of the main door. The emergency door should only be used in emergency drills and in actual cases of emergency.
- 2) If the driver so wishes, students will be assigned to a seat for which they will be responsible.
- 3) Outside of ordinary conversation, students are to observe classroom conduct.
- 4) No profanity will be allowed. Penalty will be the same as that for using profanity in the school.
- 5) Bus drivers have the same authority over their passengers that the classroom teacher has in the classroom.
- 6) Students will be deprived of bus transportation if they cannot maintain a good relationship with the bus driver.
- 7) Students will not stick arms or heads out of the bus windows.
- 8) Students will remain seated while the bus is in motion and should not get on or off the bus until it has come to a full stop.
- 9) Students will keep aisles free of books and other obstructions.
- 10) Bus drivers are to load and unload at regularly designated bus stops. (Insurance does not cover unauthorized stops.)
- 11) Motor Vehicle Department 17.10(12) "Children obliged to cross the road shall be required to cross from a point at least ten (10) feet in front of the standing vehicle after receiving signal from the driver.
- 12) The above rules apply to all students that use the bus for school activities and/or those who are being transported to and from school.

Failure to follow these rules will result in a warning for the first offense, detention time during recess with a note sent home for the second offense, and a suspension from the bus for the third offense.

#### Notice is Hereby Given

Notice is hereby given that the Norwalk-Ontario-Wilton School District, pursuant to the U.S. General Education Provisions Act declared the following as "directory information" as provided in said act, and that information relating to students may be made public if said information is in any of the following categories:

- 1) Student name, address, telephone listing.
- 2) Date and place of birth.
- 3) Major field of study.
- 4) Participation in officially recognized activities and sports.
- 5) Weights and height of member of athletic teams.
- 6) Dates of attendance.
- 7) The most recent previous educational agency or institution attended by the student, and school related photographs for use in yearbooks.

The public notice is required by law before such information can be placed in yearbooks or student directories. Any parent of any student in the district may notify the district by notifying the principal of the school in which said student attends, if the parents desire that none of the above information may be released without the parent's consent, provided that such notification is given the district within thirty (30) days of the publication notice.

Norwalk-Ontario-Wilton School District Board of Education  
Assembly Bill I, 1985 Wisconsin Act I, Effective Date 2/14/1985

Minors in Fund-raising



Any minor may work in fund-raising sales for nonprofit organizations, public schools or private schools under this new law. A minor under twelve (12) years of age may work in a fund-raising sale for a nonprofit organization, a public school or a private school under the following conditions:

- 1) Each minor must give the nonprofit organization, public school or private school written approval from the minor's parent or guardian.
- 2) Each minor under nine (9) years of age or each group containing one or more minors nine (9) years of age and under must be physically accompanied by a parent or a person at least sixteen (16) years of age. (Amends as 103.23 and 103.64).

The section of law requiring minors under eighteen (18) years of age who work in any street trade to have a work permit (s.103.25) and the section requiring every employer of minors in street trades to keep certain records (s.103.27) do not apply to employment of a minor in a fund-raising sale for a nonprofit organization, a public school or a private school. "Nonprofit organization", under this new law, means an organization described in section 501(c) of the Federal Internal Revenue Code. "Public School" has the meaning given in s.115.01(1). "Private School" has the meaning given in s.115.001(3r). Selling of goods, candy, etc. must be cleared through the Student Council.

### Notice of Nondiscrimination Policy

The Norwalk-Ontario-Wilton School District is committed and dedicated to the task of providing the best education possible for every student in the district. Because of this, the Norwalk-Ontario-Wilton School District, pursuant to state and federal laws will not deny any person admission to the Norwalk-Ontario-Wilton School District, or deny participation in, deny the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity or denied employment opportunities because of a person's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital and parental status, homelessness, sexual orientation or physical, mental, emotional or learning disability.

Students who have been identified as having a handicap or disability under Section 504 of the Rehabilitation Act or American with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs.

The Norwalk-Ontario-Wilton School District will provide the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for these accommodations shall be made in writing to, and approved by, the Building Principal. Students will also be given release time from school to participate in religious activities and opportunities and will be allowed to make up all work at full credit for those absences from school.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Kelly T. Burhop - District Administrator

(608)337-4403

Any complaint regarding the interpretation or application of this policy shall be processed in accordance with the following grievance procedures:

1. Any student, parent, or resident of the District complaining of any form of discrimination shall report the complaint in writing to the District Administrator.  
Complaints/appeals relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a student with a disability must be resolved through procedures established in the District's special education handbook.
2. The District Administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. Within 30 days after receiving the complaint, the District



## Norwalk-Ontario-Wilton School District and 504 Compliance

### Grievance Procedure on Sex Discrimination and Pupil Discrimination (Steps 1-8)

- 1) Complainant must make a written description of the charges and send via registered mail to the Superintendent of Schools within ten (10) days of the alleged offense.
- 2) The Superintendent will review the charges and request the complainant to come to the District Office to discuss the charges within thirty (30) days of receiving the letter.
- 3) The Superintendent will respond in writing as to his/her decision to resolve the complaint within ten (10) days of the conference.
- 4) If the complainant is not satisfied with the Superintendent's written decision, the complainant shall request via registered mail within ten (10) days of receiving the Superintendent's decision, a meeting with the Board of Education and the Superintendent in executive session regarding the complaint.
- 5) The Board of Education and the Superintendent will meet with the complainant privately in executive session within thirty (30) days of receiving the letter or at their next regular meeting and will issue a written determination resolving the issue within thirty (30) days.
- 6) The complainant, if not satisfied with the decision of Step 5, may request a hearing with the Board of Education via registered mail within ten (10) days of the Step 5 decision, requesting an open or closed meeting with the Board of Education with or without legal council and/or other representatives must be named in the letter requesting a hearing.
- 7) The Board of Education and its' legal council or representatives (if any) will meet with the complainant and representatives (if any) within thirty (30) days of receipt of the letter requesting said hearing and issue a written determination resolving the issue.
- 8) If the complainant is not satisfied with the decision in Step 7, he/she may proceed to request the State Superintendent of Public Instruction to investigate the charges of discrimination.

### Norwalk-Ontario-Wilton School District Sexual Harassment

Sexual harassment is a form of misconduct, which undermines the integrity of the district's employment and academic relationships. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment would make it clear that such behavior is offensive to them and to the Norwalk-Ontario-Wilton School District and will process a complaint pursuant to this policy.

Sexual harassment is prohibited when it results in discrimination for or against an employee or student on the basis of conduct not related to their working or academic performance. Such practices would include any job related or academic action that is based upon an individual's acceptance of, resistance to, or refusal of sexual overtures. This form of sexual harassment may be more threaten to use the power of their position to control, influence or affect the career, salary, academic record of an employee or student in exchange for sexual favors. Individuals who instigate this type of harassment are subject to disciplinary action including suspension, demotion, or discharge. A Complaint Procedure is contained in the Norwalk-Ontario-Wilton School Board Policy Handbook available upon request from the Superintendent.

### Norwalk-Ontario-Wilton School District Public Notice

The Norwalk-Ontario-Wilton School District receives ESEA, Title I funds and wishes to notify parents that the School District welcomes involvement of parents in classroom activities and has a policy of open communications between parents and staff and the Board of Education.

Parents may request the following from the Superintendent at any time:

- 1) The professional qualifications of their child's classroom teachers, including the following:
  - A. Whether the teacher has met state licensing criteria for the grade levels and subject areas taught.
  - B. Whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived.
  - C. The undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- 2) The professional qualifications of the paraprofessional providing instructional related services to their child.

## HOMWORK GUIDELINES

### NOW ELEMENTARY SCHOOL

PLEASE NOTE: These are our general homework guidelines. More specific information for your child's grade level may follow.

#### Parent Responsibilities

- Make homework a priority.
- Check for homework each night and ensure completion.
- Help with homework as needed.
- Provide supplies, resources, and appropriate work environment.
- Promote independence in your child.
- Sign and return school forms by due date.

If circumstances arise at home which prevent students from completing their homework, parents should send a note to school to explain the reason.

#### Student Responsibilities

- Take home all books and materials to ensure completion of homework.
- Show parents homework assignments.
- Give parents school forms and/or correspondence for signature.
- Ask for homework help as needed.
- Turn in completed assignments on time, in the correct format.
- Ask for make-up work when returning from an absence.

#### Teacher Responsibilities

- Assign relevant and differentiated practice to reinforce concepts.
- Provide criteria when requiring a specific format.
- Check homework for completion and/or accuracy.
- Make missed work available.
- Notify parents if a child is repeatedly not completing homework.

#### Administration Responsibilities

- Support and communicate with staff, parents, and students in regard to homework.