

**Tomahawk  
Elementary School  
Parent/Student Handbook**

**2021-2022**



**“Empowering all students to be socially responsible, life-long learners in an ever  
changing world.”**

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Dear Parents and Students:

Welcome to Tomahawk Elementary School! I am looking forward to an exciting and successful school year. I have prepared this handbook so we may bring about a better understanding between the school, parents, and students. I ask for your cooperation as Tomahawk Elementary School provides students with a rewarding and enriching educational experience. Please take time to read this handbook carefully.

On behalf of the faculty and staff, I would like to extend an invitation to parents to visit our school, attend programs, and become active members of the PTO and volunteer programs. I am happy to have you in our elementary school.

I sincerely hope this year will be a joyful and productive year for your child. I hope you will take time to visit the school, become acquainted with your child's teacher, and find out about our educational programs. I am proud of our school and trust that your child will find this year a rewarding experience.

Sincerely,

Guy Steckbauer

Elementary Principal

**THE SCHOOL DISTRICT OF TOMAHAWK VISION STATEMENT**  
***Empowering all students to be socially responsible, life-long learners in an ever-changing world.***

**SCHOOL DISTRICT OF TOMAHAWK**  
**PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY**

It is the policy of the Tomahawk School District 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, color, 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 Tomahawk School District.

Any questions concerning this policy should be directed to:

**Terry Reynolds, Superintendent**

Tomahawk School District  
1048 E. Kings Road  
Tomahawk, WI 54487  
715-453-5555

**Wendall Quesinberry, Principal**

Tomahawk Middle School  
1048 E. Kings Road  
Tomahawk, WI 54487  
715-453-5371

**Ryan Huseby, Principal**

Tomahawk High School  
1048 E. Kings Road  
Tomahawk, WI 54487  
715-453-2106

**Guy Steckbauer, Principal**

Tomahawk Elementary School  
1048 E. Kings Road  
Tomahawk, WI 54487  
715-453-2126

**DISCLOSURE OF DIRECTORY INFORMATION**

Directory information, which includes students' names, addresses, and telephone listings, can be disclosed to outside organizations upon their request. 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 the names, addresses, and telephone listings of students unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Directory information may be disclosed upon request within thirty (30) days of published notice unless any parent, legal guardian or guardian ad litem, or eligible student informs the main office in writing each school year that all or part of the directory information may not be released without prior consent. The deadline for this school year is the 3<sup>rd</sup> Friday in September.

If you wish to restrict your student's directory information, please do so by notifying the main office in writing on or before the 3<sup>rd</sup> Friday in September.

For students enrolling after this notice is published, the list will be given to the student's parents or the eligible student at the time and place of enrollment. After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the district administrator's office) for any or all of the items they refuse to permit the district to designate as directory information about that student.

The School District of Tomahawk designated the following personally identifiable information contained in a student's education record as "directory information", and may disclose that information without prior written consent:

- A. the student's name.
- B. the student's date of birth.
- C. the student's participation in officially recognized activities and sports.
- D. the student's weight and height if a member of an athletic team.
- E. the student's dates of attendance.
- F. the student's photograph.
- G. the student's degrees and awards.
- H. the name of the school most recently, previously attended by the student.

LEGAL REFERENCE; Section 118.125(1) (d), 118.125 (2) (j) Wisconsin Statutes.

## **ATTENDANCE**

### Student Attendance Procedures

Tomahawk Elementary School is required to enforce the regular attendance of students while school is in session. T.E.S. recognizes that school attendance is vital to the educational success of your child and, as an agency of the State, is required to enforce the regular attendance of students. The responsibility for regular school attendance for a student rests upon the student's parent(s) or guardian(s).

Research supports the unquestionable link between attendance and student achievement. Students who attended school between 85 and 100 percent of the time pass the state tests in reading and math at much higher rates than students who attended school less than 85 percent of the time. Regular attendance allows relationships to be built, the child to have an understanding of the school day routines, and comfort with the classroom teacher and classmates. Consistency is key to success. Having a good education will help to give your child the best possible

start in life. Poor school attendance damages educational achievement and the future progress of young people. Promoting and supporting good attendance at school is essential to learning.

In accordance with State Statute, a child may be excused by a parent/guardian for not more than all or part of ten (10) days in the school year. The child is required to complete the coursework missed during the absence.

The following are approved excuses beyond the approved ten (10) parent excused days:

- A. Religious holiday
- B. Illness with a written medical excuse provided by a licensed physician
- C. A death or funeral in the immediate family or for close relatives
- D. A court appearance or other legal proceedings
- E. School ordered suspensions
- F. Documented professional appointments (i.e. dental, physician, optometrist, etc.)
- G. Emergency in the family
- H. Approved school activity
- I. Special circumstances approved by the District Administrator

Whenever possible, vacations should be taken during school breaks. Family vacations are considered as part of the ten (10) parental excused days in the school year. If your child will be out of school on an extended absence, i.e. family vacation, medical or other absence the “Request for Special Absence” form should be filled out and returned to the school office before the absence.

#### Compulsory Attendance Law

Any person having under his/her control a child who is between the ages of 6 and 18 years and has not graduated from high school shall cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. §118.15(1)(a) Stats.

#### Excused Absences

The school board must establish a written policy specifying the reasons for which pupils may be permitted to be absent from school. §118.16(6)(a) Stats. However, parents may excuse their child’s absence in writing before the absence. A child may not be excused for more than 10 days in a school year under this provision. §118.15(3)(c). Stats.

The board may excuse children who are temporarily not in proper physical or mental condition to attend school but can be expected to return to school upon termination or abatement of the illness or condition. §118.15(3) (a) Stats.

An excuse under this paragraph shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

#### Truancy and Habitual Truancy

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester. §118.16(1) (a) and (c), Stats.

#### What happens if a student is truant?

The school attendance officer (Principal or his designee) must notify the parent(s) and direct the parent to return the child to school or provide an excuse. Notification must occur by the end of the second day after receiving a report of the unexcused absence. §118.16(2)(c), Stats.

If a student misses part or all of five (5) or more days without an acceptable excuse in a school semester, the student may be considered to be “habitually truant” and a truancy referral may be made by the school against the student under §118.16(5), Stats., to the juvenile court intake worker or municipal court.

#### What happens when a student becomes habitually truant?

The school attendance officer is required to notify the pupil’s parent or guardian by registered mail that the student is habitually truant. The notice shall inform the parent or guardian of his/her responsibility to cause the child to attend school regularly, that the parent or guardian may request a program or curriculum modification under §118.15(1)(d), Stats., and that the pupil may be eligible for enrollment in a program for children at risk under §118.153(3), Stats. The notice shall also request that the parent/guardian meet with appropriate school personnel at a specified date, time and place. The meeting shall be scheduled for a day, within five school days of the notice, unless the parent/guardian consents to five additional school days. The notice shall also include a statement of the penalties under §118.15(5), Stats. that may be imposed on a parent or guardian if he/she fails to cause the child to attend regularly. §118.16(2)(cg), Stats.

#### Steps taken with habitually truant children before the case is referred to the courts?

If a student misses part or all of five or more days without an acceptable excuse, the student may be considered to be “habitually truant” and truancy proceedings may be started by the school under §118.16(5), Stats. Prior to referring the matter to juvenile, municipal, or teen court under §938.13(6), §118.16(6), or §118.163(1m), Stats., the school must document that they have done all of the following within the school year during which the truancy occurred:



- A. Met with the student's parent or guardian to discuss the student's truancy or have attempted to meet with the student's parent or guardian and received no response or were refused. §118.16(5)(a), Stats.
- B. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have considered curriculum modifications under §118.15(1)(d), Stats. §118.16(5)(b), Stats.
- C. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems. Evaluation is not necessary if tests administered within the last year indicate that the student is performing at grade level. §118.16(5)(c), Stats.
- D. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals. §118.16(5)(d), Stats.

If the parent does not attend the meeting, and the student was not in school for counseling or evaluation, the school may provide documentation of the nonparticipation in lieu of completing the requirements under (a) through (d) above. §118.16(5m), Stats.

What could happen to parents if their children do not attend school?

For the first offense, parents and guardians of students who are truant could be fined up to \$500 or imprisoned 30 days. §118.15(5)(a)1. a., Stats. For the second and subsequent offense, the fine cannot exceed \$1,000 and/or imprisonment for 90 days. They could also be required to perform community service, §118.15(5)(a)2., Stats, participate in counseling at their own expense and/or attend school with the truant child. §118.15(5)(am) & 118.163(2) (k) & §938.342(1m)(a), Stats. In addition, parents and guardians can be held all or partially responsible for any fines that their child receives. §118.163(1m)(b) and §938.342(1d)(b), Stats. They can also be responsible for the cost of any counseling or for supervised work. §118.163(2)(b) and 938.342(1g)(b), Stats. Also, any adult who knowingly contributes to truancy can be found guilty of a Class C misdemeanor under §948.45, Stats. Some exceptions exist for parents or guardians of children under Learnfare. §49.26(1)(h), Stats.

How does a parent excuse an absence?

All excused absences require that a parent/guardian call the school office at 715-453-2126 between the hours of 7:30 and 8:45 a.m., reporting the child's absence and the reason for the absence. If a child is absent from school and we have not received a call by 8:45 a.m., a phone service will attempt to reach a parent by phone and also by email asking that you call the school to report your child's absence. This is done as a safety precaution for the child and does not relieve the parent of their responsibility for providing the school with a written excuse.

What should a parent do if they do not notify the school of an absence?

It is the parent's responsibility to notify the school office regarding their child's absence. If a parent/guardian has not called the school, upon returning to school the student is to bring a written note including the following information: the child's name, date, reason for absence and parent/guardian signature. If no reason is given, the absence will be recorded as unexcused.

#### Is tardiness a problem for my student?

One of the ways that parents can assist school personnel is to see that students arrive at school regularly and on time. Tardiness is disruptive to the entire class and chronic tardiness prevents students from learning subject matter and from developing into responsible adults. The number of times a student has been marked tardy is recorded on quarterly report cards. Any student arriving late to school must report to the office and check in prior to going to their classroom. A child who has accumulated more than 5 tardy instances will be notified by the attendance officer and may be requested to attend a conference.

Students reporting to school after 9:30 a.m. or leaving school before 2:00 p.m. will be considered absent for one half day. Students who leave school early for reasons of illness, appointments, or notes from home will be released only to their parent or legal guardian, unless prior arrangements have been made through the building principal. Students must check out in the office prior to leaving the building during the school day. Students arriving at school late or after an appointment must check in at the office prior to reporting to class.

Parents may be asked to furnish a medical excuse for any absences beyond five (5) days in a semester (building administrators are to use their discretion). At this point parents may be required to meet with the school attendance officer to discuss the student's attendance record.

#### Assignments and examinations due to absence

Students must make up work for all absences. If make-up work is requested because of an extended absence, please provide the teacher with advance notice. Every effort should then be made to complete this make-up work in a timely manner. As a general rule, school work should be made up within a period equal to that of the number of school days missed plus one. It must be realized that not all lessons taught in school can be made up at home or assigned weeks in advance. Make-up work cannot replace actual attendance at school.

### **ASSEMBLIES**

Guest speakers and performers will be invited to our school periodically in order to expand the educational and artistic opportunities we offer our students. Parents and community members are welcome to attend free of charge.

## BEHAVIOR EXPECTATIONS/PROCEDURES

The best discipline is self-discipline. Our chief aim is the development of self-control by students. It is also necessary for good classroom teaching conditions.

The following are the rights the students in our school have:

- Students who want to learn have the right to instruction without distraction.
- Students have a right to a clean, safe, orderly, non-disruptive classroom.
- Students have a right to a teacher who is not distracted by disruptive students.

It is important that our elementary students learn the proper conduct that is expected of them. Improper conduct on the part of an individual will detract from another's opportunity and right to take advantage of the time spent in school. The following is a list of acceptable and unacceptable behaviors:

### Acceptable Behavior

Courtesy, politeness and respect  
Walking indoors  
Quiet and orderly  
Following directions and instructions  
Attentive cooperation

### Unacceptable Behavior

Fighting, pushing, shoving  
Lying, Cheating  
Insubordinate or rude comments  
Swearing  
Running or being careless

Teachers will be dealing with routine behavior problems and be contacting parents when the need arises. Should the problem be of a serious nature (fighting, insubordination, swearing, etc.) the office will be involved. We believe our school's purpose is teaching and learning. For learning to occur, order and discipline must exist. Thus, proper conduct is expected of all students. Discipline is a process that strengthens, molds, and corrects students through a program of teaching and a system of essential rules. When necessary and appropriate, it involves just consequences. The purpose of all consequences is to make an impact on the child to change their behavior.

All children need structure and boundaries. This is accomplished by way of rules and consistency. Discipline is essential to constructive teaching as well as to a positive school climate. Disruptive behavior will not be permitted. Students who continually disrupt instruction will be removed from the classroom. Our discipline program focuses on making students aware that they choose their behavior, and as a result, choose the consequences of their behavior.

## **POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)**

### **OUR MISSION**

- Establish a positive school culture
- Increase academic performance
- Improve safety
- Decrease problem behavior

#### PBIS Defined

The purpose of Positive Behavioral Interventions and Supports (PBIS) in our school is to create consistent, researched-based strategies to teach expected behavior and routine within our school. PBIS is a shift in focusing on what students should be doing instead of just always focusing on students' misbehavior. These expectations hold true not only in the classroom, but also all other non-classroom school settings such as on the bus, lunch room, playground, and in the hallways. Students learn through repeated reinforcement of the expected behaviors, while monitoring and correcting unwanted behaviors with a re-teaching component. Introducing, modeling, and reinforcement are key modules to this system. The PBIS system uses data to create and continually evaluate its effectiveness.

PBIS builds on the positive behaviors already working in each school. These behaviors then become expectations that are taught and practiced school-wide.

PBIS relies on a team of educators to evaluate effective behaviors throughout the school, both in the classroom and elsewhere. Based on the evaluation, the team sets expectations for the school and teaches those expectations to students. PBIS is a system that uses a multi-layer/tiered approach with increasing levels of support that reach all students.

#### Our Expectations

Our expectations at TES are to Be Safe, Be Responsible, Be Respectful, and Be a Good Citizen.

#### Our Rewards for Targeted Behavior

Staff receives an unlimited supply of "Hatchet Handles" which students receive when they are caught by staff doing the expected behaviors.

#### Weekly Incentive

One Hatchet Handle winner will be randomly selected from each class each week. The winner will be in a group picture and will also choose a reward.

## **EQUAL EDUCATION OPPORTUNITY/ ANTI-HARASSMENT**

It is the policy (Policy 2260) of the District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact:

Wendy Simonis

Director of Pupil Services/Title IX Coordinator

715-453-2126 ext. 405

1048 E King Road

Tomahawk, WI 54487

[simonisw@tomahawk.k12.wi.u](mailto:simonisw@tomahawk.k12.wi.u)

It is also the policy (Policy 5517) of the District to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Any person who believes that the School or any staff person has discriminated against them in violation of these policies may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Wendy Simonis  
Director of Pupil Services/Title IX Coordinator  
715-453-2126 ext. 405  
1048 E King Road  
Tomahawk, WI 54487  
[simonisw@tomahawk.k12.wi.us](mailto:simonisw@tomahawk.k12.wi.us)

Guy Steckbauer  
Tomahawk Elementary School Principal  
715-453-2126  
1048 E. King Road  
Tomahawk, WI 54487  
[steckbauer@tomahawk.k12.wi.us](mailto:steckbauer@tomahawk.k12.wi.us)

The complaint procedure is described in Board Policies 2260 and 5517. The policies are available in the School office and on the District's web page.

Due to the sensitivity surrounding complaints of harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) calendar days of the complaint being received).

If at any time during the investigation process the investigator determines that the complaint is properly defined as Bullying, under Policy 5517.01 - Bullying, and not harassment under Policy 5517, because the conduct at issue is not based on a student's Protected Characteristics, the investigator shall transfer the investigation to the appropriate building principal.

Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Tomahawk Elementary School is committed to an educational environment that is free of harassment of any form. Our school will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School

District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment means behavior toward a student or group of students based, in whole or in part on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics which substantially interferes with the student's school or academic performance or creates an intimidating, hostile or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. Examples of conduct that may constitute harassment include:

- A. graffiti containing offensive language;
- B. name calling, jokes or rumors;
- C. threatening or intimidating conduct directed at another because of the other's protected characteristic (e.g., sex, race, learning disability);
- D. Notes or cartoons;
- E. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic;
- F. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- G. A physical act of aggression or assault upon another because of, or in a manner reasonably related to, the individual's protected characteristics; or
- H. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

### **NONDISCRIMINATION ON THE BASIS OF SEX**

The Board of the Tomahawk School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Wendy Simonis

Director of Pupil Services/Title IX Coordinator

715-453-2126 ext. 405

1048 E King Road

Tomahawk, WI 54487

[simonisw@tomahawk.k12.wi.us](mailto:simonisw@tomahawk.k12.wi.us)

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harrassment, and how the District will respond.

It is a violation of this policy for anyone to knowingly make false statements or knowingly submit false information during the sex discrimination complaint process, including intentionally making a false report or sexual harrassment, or submitting a false formal complaint. The District will not tolerate such conduct, which is a violation of the Student Code of Conduct.

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or Policy 2266, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination, or a report or formal complaint of sexual harrassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, is a serious violation of Board Policy 2266 that can result in the imposition of disciplinary sanctions, consequences, and/or appropriate remedies.

All students, parents, and their representatives are advised to review Board Policy 2266 for more information and detail regarding the District's commitment to nondiscrimination on the basis of sex.

### **SEXUAL HARASSMENT**

Sexual harassment is prohibited in our school and at school-sponsored activities in accordance with Board Policy 5517. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:



- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education; or
- B. Submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include, but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of students by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational status; or
- unwelcome behavior or words directed at an individual because of their sex or sexual orientation;

Sexual harassment examples include, but are not limited to:

- Repeatedly asking a person for dates or sexual behavior after the person has indicated no interest;
- Rating a person's sexuality or attractiveness;
- Staring or leering at various parts of another person's body;
- Spreading rumors about a person's sexuality;
- Letters, notes, telephone calls or materials of a sexual nature;
- Displaying pictures, calendars, cartoons or other materials with sexual content;
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; or
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

It is also the policy of the School that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment.

If you wish to report harassment, please contact either of the District's Title IX Coordinators listed below:

Wendy Simonis

Director of Pupil Services/Title IX Coordinator

715-453-2126 ext. 405

1048 E King Road

Tomahawk, WI 54487

[simonisw@tomahawk.k12.wi.us](mailto:simonisw@tomahawk.k12.wi.us)

Any person may report sexual discrimination, including sexual harassment, to the District's Title IX Coordinator listed above, regardless of whether the person is the alleged victim or the reported conduct. The report may be made at any time, including during non business hours.

A copy of Board Policy 2266 - Nondiscrimination of the Basis of Sex in Education Programs or Activities, including the reporting, investigation, and resolution procedures, is available in the school office and on the District's website. Board Policy 5517 - Student Anti-Harassment, as well as the Board Policy both contain the complaint procedures and steps for investigating complaints under these policies.

Any person who is unsure about how to submit a complaint of discrimination, harassment, or sexual harassment is encouraged to immediately contact one of the listed Compliance Officers, a Title IX Coordinator, an administrator, or any trusted member of the staff for assistance in filing a complaint.

Retaliation against a person who files a complaint is prohibited by Board policy and Federal Law. Any allegations of retaliation should be filed immediately with assurance that it will be taken seriously and fully investigated by the District.

## **BULLYING**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. 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. Examples of bullying include:

- A. Physical - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological -spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

D. "Cyberbullying" - the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging, defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive behavior has occurred, it will result in prompt and appropriate disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board Policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentional false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action and indicated above.

If a student or individual believes there has been bullying, regardless of whether it fits a particular definition, should be reported and the administration will determine the appropriate course of action. (Board Policy 5517.01)

### **STUDENT HAZING**

Hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State Law. The Board prohibits all such activities at any time in school facilities, on school property, at any District-sponsored activity or event.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer or the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator. Students who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. (Policy 5516)

## **SECTION 504/ADA COMPLIANT**

Any person who believes that the Tomahawk Elementary School or any staff member has discriminated against them in violation of the District's Section 504/ADA Policy 2260.01 may file a complaint. A formal complaint can be made in writing to a District Compliance Officer listed below:

Wendy Simonis

Director of Pupil Services/Title IX Coordinator

715-453-2126 ext. 405

1048 E King Road

Tomahawk, WI 54487

[simonisw@tomahawk.k12.wi.us](mailto:simonisw@tomahawk.k12.wi.us)

Guy Steckbauer

Tomahawk Elementary School Principal

715-453-2126

1048 E King Road

Tomahawk, WI 54487

[steckbauerg@tomahawk.k12.wi.us](mailto:steckbauerg@tomahawk.k12.wi.us)

## **CARE OF THE BUILDINGS AND GROUNDS**

Since each of us shares the cost of maintaining our school, we ask the children to do their part in keeping the building and grounds as attractive as possible. Many times, a thoughtless act by a student can cause damage that we all pay for. In cases of vandalism, students and/or their parents are expected to make restitution.

## **CLASS PLACEMENT POLICY / STUDENT ASSIGNMENT TO CLASSES**

Great care and consideration are given to a child's assignment to classes, which will be made prior to the beginning of the school year. We feel the professional responsibility to create an environment conducive to a child's educational needs. Therefore, every effort will be made to place students in a classroom situation that will provide for a productive and satisfying school year.

Tomahawk Elementary School does not take parental requests regarding a specific teacher for their child's placement. It would be impossible to honor each request. Parents can provide the school with input and information, but class placement is a school decision.

Classroom teachers assign students to classes in an effort to create heterogeneous classes that are balanced in relation to a variety of factors. These factors will be weighed before classroom assignments are made. These decisions are made for reasons that are in the best interest of the students. The factors include the student's current reading level, overall achievement level, work habits, learning styles, behavior/citizenship, leader/follower, boy/girl, total number of students, cohesiveness of the entire classroom group, as well as special academic, social, or emotional concerns. As you can see, this is a complicated process, and is based upon our best professional assessment of each child. A class assignment change **cannot** be made for a student to be in the same class with a friend or friends.

At Tomahawk Elementary School, we feel that all of our teachers are very qualified to provide a quality education to our students. Assure your child that he or she will do fine in any class assigned. His/her attitude, effort, and behavior will be the greatest determining factors of success in school. It is important to look at student class placements as opportunities for each child to learn and grow. Students will create new friendships, develop social skills, learn how to get along with varying personalities, and learn how to adapt and adjust. This is all a part of the learning process. Thank you for your understanding in this matter.



## **COMMUNICABLE DISEASE**

Illnesses such as pink eye, chicken pox, impetigo, flu, strep throat, and others are communicable, especially in their early stages. Children with rashes, fevers, vomiting/diarrhea, and fever should be kept at home 24 hours after symptoms subside. This is for the ill student's benefit as well as other students. Children with chicken pox may not attend school until all pox lesions are dry and crusted over.

## **COMMUNICATION/ELECTRONIC DEVICES**

The Tomahawk School District recognizes the value that technology devices add to the educational experience. Therefore, the use of the personally-owned wireless electronic devices including laptops, netbooks, hand-held tablets, cell phones, etc. are permitted for student use. The school district will not be responsible for loss, damage, or theft of any electronic device brought to school.

Student use of wireless electronic devices for instructional purposes will be at the discretion of the teacher. Students will be strongly discouraged from taking electronic devices out to recess.

Field/Co-curricular trips are included within the regular school day guidelines, but may be altered by guidelines established and approved by the Advisor/Coach and the Administration.

Under no circumstances will video cameras, cell phones or other electronic video or recording devices be used in any area where the students, staff or public have a reasonable expectation of privacy, including restrooms, locker rooms, and health rooms.

Inappropriate student use of communication and electronic devices during the school day raises issues with regard to instructional delivery, safety, privacy, or academic honesty. Such issues will be considered disruptions to the educational environment and will be subject to progressive behavioral interventions at the classroom and/or building level.

School administration does have the right to search the contents of confiscated communication/electronic devices. Parents/guardians will be contacted and possible law enforcement involvement may result due to devices containing inappropriate material (reference: Wisconsin State Statute 118.258).

## **TEACHING AND LEARNING**

The state has developed the Wisconsin Model Academic Standards, as well as adopted the Common Core State Standards. We aligned our curriculum in Mathematics, Science, Social Studies, and English/Language Arts to these standards and identified the specific context in which the standards are taught within classroom assessment. At

each grade level and for each course we identified benchmarks: what students need to know and be able to do in order to meet the standards at grades 4, 8, and 12 and which benchmarks are priorities for each grade level or course. The standards provide the fundamental structure to our curriculum. Teachers assess students' progress toward meeting the standards through classroom assessment. We administer district assessments to evaluate student learning over time for priority benchmarks.

Teachers in all curricular areas are incorporating more writing by students to enable students to explain their thinking and for teachers to better assess student understanding. As part of their instruction and assessment, teachers use performance tasks requiring students to apply their knowledge and skills; scoring guides are frequently used to provide students with information to guide their work.

The program incorporates writing to assess students' learning and teaches students to use a variety of strategies to solve problems; no longer is there just one way to get the right answer. The program also provides instruction in the math concepts throughout the school year rather than once in a chapter, allowing for additional instruction and increased learning by students as they develop their knowledge base. We also implement a hands-on/minds-on, activity-based science program.

We use guided reading instruction in the primary grades and provide additional reading support during that instruction. The District participates in SAGE (a state-funded program to reduce class size) when providing instruction in Reading, Language Arts, and Math; the goal is to further improve student achievement.

Social Studies instruction in grades 3, 4, and 5 focuses on teaching to the essential understandings we want students to remember years after instruction has ended. Teachers work with students to answer guiding questions that help students move beyond merely memorizing facts. The facts are used to explain, justify, analyze, and compare important social studies concepts.

Students in grades 4k - 5 are put into homeroom sections heterogeneously. In some subject areas students may be grouped for some of their instruction within this homeroom. These groups are kept flexible and may be reorganized at any time depending on the instructional needs of the students. Cooperative groups may also be used in an attempt to get students to share in and become actively involved in their own learning experiences.

Related Arts courses are offered throughout the week in the areas of Computers, Music, Library, Physical Education and Art.



Parents are encouraged to speak to their child’s classroom teacher if they have any questions about the curriculum being taught at that grade level. Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents have the right to review any instructional materials related to the human growth and development curriculum and may observe instruction in classes dealing with such subject matter (Board Policy 2414). Parents’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

**CUSTODIANS**

The custodians in our school are employed to maintain the school building and grounds. Therefore, they are important members of the staff. Your conscientious efforts can help our custodians keep our building and grounds attractive.

**DRESS AND GROOMING**

Students have an obligation to maintain habits of appropriate dress and personal cleanliness. This includes the warmer days at the beginning and end of the school year. Shorts of appropriate length (the fingertip of child) may be worn in warm weather. Shirts that are imprinted with inappropriate language or inferences to drugs, alcohol, or inappropriate behavior are not allowed. In addition, clothing that shows bare midriff or bare back are also not allowed. Hats may not be worn in the building except on designated student spirit days. Any jewelry that can cause injury is not allowed to be worn. This includes, but is not limited to, chains hanging on wallets, heavy neck chains, necklaces or bracelets that have spikes on them. Final discretion of clothing and attire will be up to the building principal.

Parents and students are urged to use common sense and good judgment when they select student attire for school. Appearances affect the way people feel and act. Sloppiness in dress and grooming will, in many cases, carry over into the student’s classroom attitude.

**DROP-OFF / PICK-UP**

Arrival

We ask that parents and buses drop off students at the following doors at 7:55 a.m. and that the students report to their classrooms:

- Door 10-Grade levels 4K & 1
- Door 9-Grade level 2
- Door 8-Grade level 3, 4 & 5

Dismissal

Bus students are released and taken to their bus by their classroom teachers in the following order:

- Door 10-Grades 4K-1 @ 3:05 p.m.
- Door 9-Grade 2 @ 3:08 p.m.
- Door 8-Grades 3, 4 & 5 @ 3:10 p.m.

Students being picked up are released from their respective doors at the grade level times above.

### **DRUG/ALCOHOL USE POLICY FOR STUDENTS**

Students who consume, unlawfully possess, or distribute intoxicating beverages, illegal drugs or drug paraphernalia at school, on school property, on school buses, or at any school activity will, at a minimum, be suspended from school for the first offense. All apprehensions for these violations may be referred to juvenile authorities, law enforcement and/or the School Board for possible expulsion proceedings.

### **EARLY CHILDHOOD PROGRAM**

The Early Childhood Program in the Tomahawk Public Schools is open to children who have exceptional educational needs between the ages of three and five years. These children are referred through a community child find procedure. They are identified by an Individualized Education Program team.

The four developmental areas as they apply to eligibility criteria at the early childhood level are:

- Cognitive: Understanding, remembering and making sense out of one's experience. Cognitive ability is the ability to think.
- Communication: The ability to effectively use and/or understand language. Also, the ability to speak clearly.
- Fine Motor: Motor skills related to the use of small muscles such as grasp release, object manipulation, scissors and pencil skills.
- Gross Motor: Motor skills used for body control such as standing, walking, balance, and climbing.

Related services offered for children who qualify are speech and language therapy, occupational therapy, physical therapy, and adapted physical education programs.

### **EMERGENCY CLOSINGS**

During severe fog, storm conditions, or winter weather, you may listen to WJJQ radio (92.5 FM or 810 AM), check our school website ([www.tomahawk.k12.wi.us](http://www.tomahawk.k12.wi.us)), or our Tomahawk Elementary School Facebook page to find out if the Tomahawk Schools will be closed. If no announcement is made, Tomahawk Schools will be open and buses will pick up students as regularly scheduled.

Should it be necessary for school to close early due to severe weather or other emergency reasons, you will not necessarily have advance warning. If snow or ice conditions look threatening, please listen to WJJQ radio station. Do not call school unless it is absolutely necessary, as calling for information ties up the telephone lines that are needed to make early closing arrangements. **PLEASE DISCUSS WITH YOUR CHILD WHERE HE/SHE SHOULD GO IF SCHOOL IS CLOSED EARLY; WHICH YOU HAVE INDICATED ON THE PERMISSION VERIFICATION FORM.** You may wish to send a note to your child's teacher when you are going to be out of town, especially if you have a primary age student who has no older brothers or sisters to guide them when normal routines are broken. We will ultimately refer to the permission verification form which specifies where your child needs to go in the event of an early closing.

It is the responsibility of each family to keep the Elementary Office updated as to changes which affect emergency information. Notification of changes in home/cellular/ work phone numbers, addresses and emergency contacts are critical to the safety of each of our students.

### **EMERGENCY RESPONSE**

The School District of Tomahawk has approved emergency response procedures which cover a wide variety of emergency situations. Manuals explaining such procedures are available in all classrooms and in all school offices. Parents wishing to review the materials may check out a policy manual through the district office.

### **EXTRA-CURRICULAR ACTIVITIES**

We encourage students to become involved in activities outside the classroom. In this way, students learn to budget time wisely, learn how to work well with others, and develop social skills.

Tomahawk Elementary students may participate in a variety of extra-curricular activities which include: Student Council, Yearbook, Safety Patrol or Recycling Team.

Students also have the opportunity to participate in intramural programs. Elementary students may participate in a wide variety of intramural activities which include boys' and girls' basketball, flag football, softball, swim club, hockey, volleyball, and wrestling. These programs are not offered by the school but from outside organizations. Please watch your child's Monday folder, check the Tomahawk Leader or Listen to WJJQ for update information.

### **FIELD TRIPS**

We encourage all students to participate in field trips. We believe the entire world is a classroom and many sound educational activities that support the curriculum are best appreciated by actually visiting specific sights. In some

cases, students may be asked to pay an admission fee prior to the trip. Occasionally, a lunch stop is scheduled at a fast food restaurant. Students have the option of either purchasing their lunch or bringing a sack lunch.

Parental permission is required for students to attend field trips. Parents give permission for their children to attend field trips by signing and returning the Parent Permission Verification form at the beginning of the school year. Parents will receive a written form from the classroom teacher detailing information about field trips. Please contact your child's teacher if there is any problem.

### **FIRE DRILLS AND TORNADO ALERTS**

Emergency drill procedures will be discussed with all children by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location, under the supervision of school personnel. We ask that any guests in our building observe emergency procedures in the event a fire drill or tornado alert is sounded. Signage giving emergency procedures for both tornado and fire emergencies for each classroom can be found posted near all classroom doors.

### **GIFTED AND TALENTED**

The Tomahawk School District recognizes that high potential students have unique educational needs which require specific attention. These students show evidence of high performance capability in the areas of intellectual ability, creativity, artistic abilities, leadership, and/or academic achievement.

The identification goal is to identify students who would qualify for a talent pool. Identification is through a comprehensive group of informal and formal procedures; such as, parent identification, teacher identification, peer identification, and self-identification.

Students with high performance capabilities are provided with opportunities to develop their talents.

### **GRADE ADVANCEMENT POLICY PROMOTION, PLACEMENT AND RETENTION**

118:33(6), Wis.Stats Policy Manual po5410 Sec.5000 Students adopted 12/8/15

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

The District Administrator shall develop administrative guidelines for promotion, placement, and retention of students which:

- Ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- Require the recommendation of the relevant staff members for promotion, placement, or retention;
- Require that parents are informed in advance of the possibility of retention of a student at a grade level;
- Assure that efforts are made to remediate the student's difficulties before s/he is retained;
- Assign the elementary principal the final responsibility for determining the promotion, placement, or retention of each student 4K - 5.

### **GRADING SYSTEM**

Grades 4K – 5 will have a report card that is in alignment with the proficiency standards that the state requires. Teachers will grade based on proficiencies (Consistently Meeting the Standard, Progressing Toward the Standard, Not meeting the Standard) shown in academic areas along with Sub Skills (Effort, Social Skills, and Study Habits) on a scale from 1 – 3; with 3 being commendable and 1 needing improvement.

### **GUIDANCE AND COUNSELING**

The elementary school counselor acts as a resource to students, parents, and teachers. It is our goal to provide for the personal growth and development of all students regarding such issues as self-esteem, decision-making, problem solving, social skills, life safety, etc. Our school counselor is available to help students achieve the above, through individual or group counseling, academic assistance, enrichment activities, extra-curricular activities, etc.

Individual or small-group counseling will be provided upon request of the pupil, parent, or teacher. Counseling is private and confidential unless it is determined that the student may be in danger of hurting himself/herself or another person; or if it is believed that the student is in danger of being hurt; or has been hurt by another person. In this case, mandatory reporting is in order. Also, upon mutual agreement, information may be given to others- but only with the student's permission and only if it will help the student.

The counselor may also schedule small groups to address a variety of topics. Students in fifth grade participate in the Project D.A.R.E. program, Drug Abuse Resistance Education. This program is presented in cooperation with the Tomahawk Police Department and Lincoln County Sheriff's Department.

The elementary counselor coordinates standardized achievement and ability testing, and will help parents interpret test scores when requested.

### **HALLWAY ETIQUETTE**

Students should be in their classroom unless they have permission from a teacher or the office. In the hallway, students are asked to please:

- Never run in the halls or on the stairs.
- Keep to the right, and move quickly and orderly when passing through the halls.
- Watch to avoid collisions with others. In the event of a collision, don't forget to apologize!
- Keep the halls clean by placing all paper in wastebaskets.
- While passing through halls remember the "Quiet Zone" rule which stresses quiet halls.

### **HOMEWORK**

Homework is an extension of learning in the classroom. Homework is assigned to challenge, reinforce, and motivate, and is not given for disciplinary reasons. The quantity of homework will increase gradually throughout the grade school years as students are able to assume greater responsibilities and independence. Some homework may be done during class or study time. Whenever possible, supervised study time will be given in the classroom to help students get off to a good start on their assignments.

Homework is one way to involve parents in the learning process and keep them informed about their child's progress. It is important, however, that assignments be completed by the student in order for the teacher to make an accurate assessment of the student's learning. Both long-term and short-term homework assignments will help students establish regular study habits, learn to budget time, develop an interest in the work assigned, and learn the importance of accomplishing and turning in work on time.

A rule of thumb guide for the amount of homework to be assigned each night is ten (10) minutes per grade level:

- 1<sup>st</sup> Grade - 10 minutes
- 2<sup>nd</sup> Grade - 20 minutes
- 3<sup>rd</sup> Grade - 30 minutes
- 4<sup>th</sup> Grade - 40 minutes
- 5<sup>th</sup> Grade - 50 minutes

If a parent finds that their child is consistently spending more time on homework than indicated in the guideline above, they should contact the classroom teacher. If the situation has not been resolved and parents are still concerned after that point, they should feel free to contact the building principal.

### **IMMUNIZATIONS**

All students attending the Tomahawk School District, including regular students, virtual school students, homebound students, and homeschooled students that attend any class during the school day, must present immunization records as required by Wisconsin State Immunization Law HFS 144, or present the school district with an immunization waiver based on health (which requires a physician's signature), personal conviction, a religious waiver or a disease waiver (for Varicella vaccination only). This must be on file with the school district upon registration or within 30 school days from the first day the student starts attending the Tomahawk School District.

The Tomahawk School District nurse is on the school premises during the regular scheduled school day from 7:00 a.m. until 3:30 p.m.

If a student is injured or becomes ill during the school day, every attempt will be made for that student to be seen by the school district nurse. There are times that this is not possible and the office staff or the child's teacher will make contact with the parent or the emergency contact to pick up the student at school due to an injury or illness. Students must be sent home if they have a temperature greater than 100.4 degrees, have diarrhea, vomiting, or other symptoms that indicate an illness. All efforts will be made to contact the parent's first and emergency contacts second.

### **INJURIES AND ILLNESS**

#### **General Principles of Inclusion and Exclusion**

Mild illnesses are very common during the school years. However, there are very few illnesses that mandate exclusion from participation in school. Children with minor illnesses should not be excluded from school unless:

- The illness prevents the child from participating in school activities.
- The child requires more care than the school staff can provide.
- Fever, lethargy, irritability, difficulty breathing, or other signs suggesting severe illness are present.
- Mouth sores associated with inability to control saliva, unless medical authority states that the child's condition is noninfectious.
- Rash with fever or behavior changes (until illness is determined by a physician not to be communicable.)
- Our general recommendation is for children to remain out of school until they are fever-free for 24 hours (temperature under 100.4° F) and feeling well.

In the event of an injury at school requiring medical or emergency treatment, the parents will be contacted by the nurse, office staff, principal or teacher. If unable to contact the parents, the emergency contacts will be contacted. If it is felt that the student must receive immediate medical treatment, the student will be transported to Sacred Heart Hospital by the Tomahawk EMS and the parents will be contacted by the office or principal. **IT IS EXTREMELY IMPORTANT FOR PARENTS TO KEEP THE OFFICE AND THE CLASSROOM TEACHER UP TO DATE ON ANY PHONE NUMBER CHANGES AND TO INCLUDE AN EMERGENCY CONTACT ON THE ENROLLMENT FORMS (PLEASE MAKE SURE THE PERSON(S) THAT YOU INDICATED AS EMERGENCY CONTACT(S) ARE AWARE THEY ARE LISTED AND COULD BE CALLED FOR SUCH PURPOSES.)**

### **INTERNET USE**

Internet and e-mail use are public (not private) and the school district has the right to access and monitor all computer use. Internet use is not a right, it is a privilege, which can be revoked. Students under the age of 18 must obtain parent permission to gain access to these resources. Failure to abide by the rules and regulations governing the use of network information resources may lead to the loss of access, referral to the appropriate law enforcement agency, or other disciplinary action as may be determined to be appropriate.

### **LEAVING SCHOOL GROUNDS**

We ask that students do not leave the school grounds during school hours except at the written request of the parents. Such requests should be given to the student's teacher. Any student leaving the school must be released through the office to their parent.

### **LOST AND FOUND**

Lost items will be kept in the lost and found bins in the hallway off the cafeteria. Small articles and valuables such as wallets, purses, jewelry, and watches are kept in the office. Students may claim their possessions by identifying them. Please mark your children's clothing so these items may be returned to the owners. It is recommended that students check the lost and found, as there are many unclaimed items each year. Items not claimed following Parent-Teacher conferences and at the end of the school year are donated to a charitable organization.

### **LUNCH & BREAKFAST PROGRAM**

#### **Breakfast & Lunch Program**

The School Breakfast and Lunch Programs are available to all children each school day and provide children an opportunity to have a nutritious breakfast and/or lunch served at school. Both meals encourage students to make healthy food choices by providing a variety of food items. Efforts are continually being made to make school meals



healthier and more appealing to students. Menus are sent home on a monthly basis. Please look over the menu with your child and read the nutrition news on the back of the menu.

#### Free & Reduced Meal Applications

Since all school meals are available daily for all children, families who may qualify for free or reduced priced meals need to fill out an application. The applications are available in the school office. Only one application per family is necessary, however, a new application must be filled out each year and kept on file. For those who qualified for free or reduced meals from the previous year, there is a 30 day grace period at the beginning of each school year. After that time, if a current application has not been completed, students will return to the full priced status. Applications are available and may be filled out at any time during the school year.

#### Meal & Milk Accounts

All milk and meal money must be received in the school office by 9:00 a.m. to be added to the accounts for that day. Money received after that time will not be credited until the next day. Payment in the form of a check or money order is appreciated and should be **placed in an envelope with the child's first/last name and amount of deposit clearly written on the envelope**. Since this is a pre-pay system, parents are encouraged to make larger payments to keep bookkeeping at a minimum. Students must have money in their accounts when purchasing a lunch or milk. Money should be added to accounts as soon as possible for children to continue receiving school meals or milk.

### **MEDICATION: DISPENSING AND ADMINISTERING**

#### Prescription Medications & Doctor Prescribed PRN (only as needed)

Medication prescriptions will be accepted from M.D.'s, podiatrists, dentists, chiropractors, nurse practitioners, and Physician's Assistants. All medications must be brought to school in the bottle dispensed from the pharmacy. The pharmacy will dispense a second bottle for school administration upon request. A signed authorization from the prescribing practitioner, co-signed by the parent must accompany the medication that is to be dispensed at school. Forms are available in the elementary nursing office, at each local practitioner's office, and on our school website under resources. **It is recommended that parents bring all medications into school.**

The prescription and pharmacy labeled bottle must include:

- Student's name
- Prescriber's name and address (the prescription bottle will only have the prescriber's name)
- Medication name, dose, route of administration and frequency
- Date the medication is to be started and the duration it is to be given (school year, till gone etc.)

The elementary staff/school nurse will keep all medications locked in the nurse's office. Students are not permitted to carry any medication with them except students who are asthmatics and require an inhaler, diabetics requiring insulin, and students with severe allergies requiring epi pens. Each student's medication must have their name, the doctor's name, and directions for administration of the medication. Parents, please note that a medication slip must be on file in the nurse's office if your child will be carrying their own medication.

The nurse and/or persons designated and instructed by the nurse will dispense medications.

Teachers will notify the school nurse of any field trips, athletics or other school functions that require the student to be gone during their medication time. The medication will be given to the teacher/coach for dispensing while out of the building.

All students that require daily medications to be given by the school nurse or designated staff member will meet at a designated office or classroom as agreed upon by the nurse, parent/guardian, and student. If the student forgets to stop for their medication the nurse will locate the student as soon as possible. Please note that no student in grades 4K through 12<sup>th</sup> may keep any medications on their person or in their lockers.

#### Non-Prescription Medications

All over-the-counter medications will follow the same above rules as prescription medications with the exception that no doctor's signature is required. The one exception to this is any product containing aspirin, due to the association of ryes syndrome and aspirin, these products must be accompanied by a doctor's signature.

All medications must be brought to school in its original container with a note stating the child's name, medication name, amount to be given, time to be given, and number of days the medication is to be given. The online form under our school website may be used.

Tylenol is administered to a student for headaches, minor aches and pains, and for low grade temperatures. Please note if a child is seen in the nurse's office three days in a month or it is noted that the child is coming in frequently requesting Tylenol/Advil for headache or other physical complaint the parent will be notified by the school nurse either by phone or a letter home.

Faculty/staff members are not permitted to give any medications to students unless directed by the school nurse.

## **MOVIE POLICY**

At the beginning of each school year, a permission verification form will be sent home with each student asking parent permission for their child to watch G-rated movies. This signed permission slip will be effective for the entire school year. When PG-rated movies are scheduled to be shown, each student will take home an individual note identifying the movie title and describing the content briefly. It will be the child's responsibility to return the note. If a response is not received, the child will not see the movie. Whenever an entire grade level is going to view a movie a note will be sent home announcing the event.

## **PARENT RIGHT TO RECEIVE TEACHER INFORMATION**

Federal law requires that the district share with you the qualifications of Tomahawk School District teachers.

Questions you may ask include:

- Is my child's teacher licensed to teach the grade(s) or subject(s) assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degree(s) does my child's teacher hold?
- Are any instructional aides working with my child? If so, what are their qualifications?

The Wisconsin Department of Public Instruction (DPI) has licensed all Tomahawk School District teachers. At the time of this notice, the majority of the teachers in the Tomahawk School District are fully licensed for their assignment of the "No Child Left Behind (NCLB) Act of 2001" or are currently working on certification in their area of assignment per DPI guidelines. If you would like to see the state qualification for your child's teacher, you may ask us or find it on the DPI website at [www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html](http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html)

In addition, all Tomahawk School District instructional aides are considered qualified for their assignment under the current provisions of the "No Child Left Behind Act of 2001".

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences will be scheduled twice a year for the purpose of discussing your child's academic progress and/or adaptation to school. Conferences may also be scheduled at any time during the year at the request of either parents or teachers. Conferences give parents an opportunity to talk with teachers on a one-to-one basis, indicate to your child an interest in his/her progress, and help each teacher know and understand your child better.

## PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization is for parents and teachers representing Tomahawk Elementary School students at all grade levels. This support group helps the school with many activities and also provides a forum for discussion and updates on current school programs. The PTO also coordinates our volunteer program and helps to schedule volunteers to help in classrooms or with school activities.

PTO is instrumental in supporting Christmas programs, Family Night, fund-raising, playground equipment, various fieldtrips; etc. PTO has provided much financial support to provide programs or enhance existing programs for our students here at T.E.S.

Meetings are held monthly. Dates and times are published in the school newsletter. Dues for the year are \$1.00 per student. PTO officers are elected at the September meeting. Help and input by all parents and teachers is appreciated in this joint effort that provides information, support, and continues to work to better our school.

## PHONE POLICY

**Children and parents please make all plans for your child before the child leaves for school in the morning.**

**Ex: If your child is always a bus rider and you have decided to pick them up you must send a note with them in the morning for their teacher. Any changes to your child's regular daily plan must have a note sent to school for your child's teacher. Only emergency messages for students will be taken and delivered by the office staff.** Students are not called to the phone unless it is an emergency. If a student must call home, they may do so from the office or from the classroom with teacher permission.

If it is necessary for a parent to contact a teacher during the school day, the office will transfer your call to your child's teacher's voice mail. Teacher(s) will return calls during their prep time, lunch time or after school. **Calls will not be forwarded to the classroom when teachers are having class.** If parents stop by school to visit a teacher, a time will be scheduled with the teacher during a prep time. We value your child's academic instruction time.

## PLAYGROUND RECESS

Students in grades 4K – 5 have a 30-minute supervised recess after their scheduled lunch. In addition, students in grades 4K – 4 may have a 15 minute teacher supervised recess in the afternoon.

Please see that your child is dressed appropriately, as almost all recesses are held outside year-round, unless the wind-chill factor/actual temperature is extremely low or it is raining. During the very cold winter months the

outdoor temperature is monitored by office personnel. When the actual wind chill temperature is extremely low, all outside recess periods will be cancelled and students will remain indoors.

**It is important to point out that it is healthy for students to get fresh air outside during recess, even when they are recovering from an illness.**

### **PLAYGROUND RULES**

- Common sense and good judgment should be used by students and teachers.
- Students will show respect to the playground supervisors, other students, and neighbors.
- There will be no name calling, teasing or inappropriate language and students will keep their hands to themselves at all times.
- Students will refrain from physical contact games; there will be no kicking, pushing or tackling.
- Students who demonstrate unsportsman-like conduct during team games will be asked to sit out from the game. If this continues, the student may be prohibited from playing team sports for a period of time.
- There will be no throwing of snowballs, rocks or any other inappropriate objects during recess.
- Food and drink will not be allowed on the playground.
- Students will stay in their assigned designated play areas at all times and away from neighbors' fences.
- Parents are encouraged **not** to send toys to school with their children, as the school provides recess toys for their use. The school is not responsible for broken or stolen toys.
- Scooters and skateboards are prohibited on school grounds. Rollerblades/skates or other related items will need to be removed prior to entering the building and are not allowed to be used on the playground.
- Jump ropes are to be used on the blacktop only.
- Only foam covered or plastic bats and rubber balls may be used in designated areas.
- Swings are to be used for swinging in a sitting position and at an appropriate height; no diagonal swinging; only one child is to be on a swing.
- Slides must be used as intended (one at a time, feet first, down only; no pushing or sand on the slides.)
- There will be no jumping off the merry-go-round while it is moving. Children will stop the merry-go-round when someone asks to get off.
- Students will not climb on equipment that is not designated for climbing.
- Any child re-entering the building after recess begins must have permission from a playground supervisor.
- Any student who is not wearing boots must remain on the blacktop when the playgrounds are snow covered or wet; students in grades K-3 must also be wearing snow pants during these conditions.

### **Consequences**

Playground supervisors will use their discretion when disciplining students on the playground.

When dealing with minor infractions, the student will receive a verbal warning. If the behavior continues, the student will be asked to take a time out by the wall after the teacher/supervisor has explained why.

If the student commits a major offense which endangers the safety or well-being of another student, he/she will be sent to the office and a major behavior slip will be written by the playground teacher.

### **RELEASE OF STUDENTS AND RECORDS**

Students being released from school are either released to their parents or guardians, or are released based on their parent's/guardian's permission.

In the case of parents who are separated or divorced, the school will send progress materials and other school related information to the custodial parent. However, both custodial and non-custodial parents may: discuss student progress with school personnel, review student records, and receive copies of progress reports. In order for non-custodial parents to receive the above-mentioned information the elementary office must receive a request in writing.

If the court has issued orders that restrict the non-custodial parent from requesting grade reports, visiting the child or the child's teachers, or picking up the child at school, a copy of this court order must be furnished to the principal by the custodial parent.

### **REPORT CARDS**

Report cards will be sent home on a trimester basis. Students are graded on their academic achievement and the teacher's evaluation of student work and study habits. Parents may keep the report card, but are asked to sign and return the envelope within five school days.

### **RESOURCE CENTER/LIBRARY MEDIA CENTER**

The Tomahawk Elementary Resource Center is located in the center of the elementary school. It is an open-concept center. There are no walls surrounding it. Our library is much more than just the traditional place to find books. Over 10,000 books, as well as audio-visual materials and audio-visual equipment are located there. The library is open from 8:30am to 3:15pm for classes and book check-out.

All classes in grades 4K-5 are scheduled to visit the library every week for library classes for 30-45 minutes. During this time, students listen to stories, receive library lessons, and check out books.

We do not charge fines for overdue books. However, students will not be permitted to take out additional books if they have an overdue book. Students are required to pay .50 cents for any damage to barcodes on the front of the books. Damaged books must be paid for. Lost books must be paid for as soon as possible. However, if the book is found before the end of the current school year, the money will be refunded.

## **RULES AND REGULATIONS**

### **Hats**

Students are asked to remove their hats prior to entering the school complex. No hats shall be worn in school unless a special event or activity has been planned.

### **Trading Cards**

Pokémon or other trading cards are not allowed in the Elementary School complex; thus no trading of these cards will be allowed. If such cards are brought within the school, they will be confiscated and returned only upon parent request.

### **Personal Belongings**

Children are asked to leave personal belongings that are of value at home. The school is not responsible for broken, lost or stolen personal property.

### **Sports Equipment**

Skateboards and scooters are prohibited on school grounds. Students wearing rollerblades/roller skates to school must remove them before entering the building. Only baseball bats completely covered in foam are permitted for use at school. All other balls must be contained in a backpack or bag if transported on the bus.

### **Vandalism**

Students may be made responsible for repair or replacement of any school property, which is damaged intentionally, or accidentally if it is a result of the student violating a school rule, (a window is shattered as the result of a student throwing a rock on the playground.)

## **SEARCH AND SEIZURE**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy. Policy #5771

## **SCHOOL PSYCHOLOGIST**

The School District of Tomahawk has a school Psychologist on site. Contact the School Psychologist by calling the Elementary School Office.

### **SOCIAL SERVICES (Child Abuse & Neglect - Educator's Responsibility)**

Effective July 1, 1996, the definition of abuse was consolidated in the Criminal Code and in the Children's Code known as Wisconsin Chapter 48.

#### Physical Abuse & Neglect

Abuse means any physical injury inflicted on a child by other than accidental means. Neglect is failure, refusal or inability on the part of a parent or legal guardian, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child.

#### Reporting Abuse & Neglect

Wisconsin Chapter 48.981 (2) identifies school personnel as people required to report facts and circumstances contributing to a suspicion of child abuse or neglect or a belief that abuse or neglect will occur.

## **SPECIAL EDUCATION**

Pupil Services coordinates the Special Education Program beginning with identification and continuing through program management for students who are recommended for placement. In order for a student to receive special education services, he or she must, by law, proceed through the following stages: 1) referral by a teacher or parent; 2) a minimum of two specific interventions to address the area(s) of concern with weekly progress monitoring for a minimum of 6 weeks each; 3) formal/informal assessment by the school psychologist, a special education teacher in the suspected disability, review of past school records and observations by designated school personnel to determine learning and ability levels and needs, and 4) staffing with parents, teachers and testing coordinators. Should the consensus indicate a need for the service from one of the district's special education programs, placement will be made and an Individualized Education Plan will be designed for the student.

Related services available for qualified special education students besides direct classroom interventions are speech and language instruction, occupational therapy, physical therapy, and adapted physical education.

Special education teachers will be assigned to work with special education students by grade levels. Special education program aides are assigned to support the programs. The assignments are based on enrolled population and needs of the children.



Primary placement for special education students will be the regular education classroom and supplementary support services will be provided in the classroom when appropriate. In some instances, services may be provided in a small group or one on one instruction in a special education resource room.

## **STUDENT ACTIVITIES/ORGANIZATIONS**

### **Safety Patrol**

At the end of 4<sup>th</sup> grade, students are eligible to file an application to be on safety patrol. The application requires them to write an essay indicating why they want to be on Safety Patrol and also requires the signature of a parent and two staff members who recommend them. The students who are selected receive a training course covering safety patrol duties and requirements. Each student serves on patrol one day per week, both before and after school. Although students need to have their own transportation to school, they are able to ride the bus home.

Students on safety patrol must show respect for their school, teachers, and other students at all times. They must also be in good academic standing and maintain a good attendance record. Students who remain in good standing may participate in a winter and end of the year reward activity.

### **Student Council**

The Tomahawk Elementary Student Council provides leadership in developing positive student attitudes toward all aspects of education, both in and out of the classroom. Our Student Council is comprised of student representatives from grades 3-5. The goal of our Student Council is to help promote school spirit and a sense of community pride.

In the past, Student Council has held fundraisers contributing monies earned to help families in need or to local organizations. Each fall the Student Council sponsors a food drive to aid the Tomahawk Food Pantry. Student Council also sponsors guest speakers and special programs throughout the school year. Student Council members are actively involved in planning and presenting special programs and fun days throughout the school year.

Belonging to a particular group or organization is an honor and those students participating are expected to be role models for their classmates and other students within the Elementary School. Therefore, any student who has had an out-of-school suspension and participates in a student group or organization will automatically be withdrawn for the remainder of the year from that school group or organization, such as Internal Safety Patrol, Safety Patrol, Student Council, etc.

## **STUDENT RECORDS**

At the beginning of each school year we ask that parents/guardians complete and return a student registration form for each student enrolled in our school. This is the source of communication that our office uses with each

student's family. These are referred to by the office on a regular basis; especially when a student becomes ill or in an emergency situation. To ensure that you receive mailings or other information throughout the school year it is imperative the office is informed when there is a change of address, phone number or other information that has been entered on the original registration form.

### **SUBSTITUTE TEACHERS AND STUDENT CONDUCT**

As we all know, substitute teaching is a tough job. It demands flexibility as well as patience and resilience. These teachers need the classroom under control so that learning can occur during the regular teacher's absence. Tomahawk School realizes the importance of days where the teacher is absent from his/her classroom. In order to ensure that discipline and learning occur, it is important that you remind your child that a Substitute Teacher deserves the same respect and behavior as their regular classroom teacher. If there is a problem with your child's behavior discipline will be handled at the discretion of the principal or staff members.

### **SWIMMING POOL**

Please feel free to contact Activities Director, Scott Parsons at the pool during open hours, or by calling 715-453-2126, Ext. 220 or via e-mail to [parsonss@tomahawk.k12.wi.us](mailto:parsonss@tomahawk.k12.wi.us). Information can also be accessed on [www.tomahawk.k12.wi.us](http://www.tomahawk.k12.wi.us) see "Community" and "Pool".

Please note, the pool is closed during Tomahawk School District school closures due to vacation and also due to both warm and cold weather inclement conditions unless deemed unnecessary by the swimming pool director.

#### Pool Schedule

The Tomahawk Swimming Pool Schedule is –

- Published weekly in the Tomahawk Leader Newspaper, on the sports page.
- Heard daily on WJJQ Radio
- Posted on the windows outside of the pool area.
- Printed monthly, copies available by stopping at the pool during open hours.
- Included in the Tomahawk Elementary School Monthly Newsletter.
- Subject to change without notice.
- Please refer to the Tomahawk Leader and WJJQ for the most up-to-date schedules.

### **TECHNOLOGY APPLICATIONS**

Classes are scheduled with a computer teacher on a weekly basis. Students will be taught Chromebook basics, internet use, and other technology applications to their grade level and the state standards. There is filtered access to the internet, which does not allow students to access inappropriate sites.

Students have internet access throughout the building. All students will be introduced to the internet with a teacher's guidance and instruction. Please be aware that the district uses software to assist in screening out inappropriate materials from students. In accordance with our Internet Use Policy, each student will be required to have a permission form signed by their parent/guardian and returned to the classroom teacher/school office. This will give parental consent for your child to use the internet independently. Please note that elementary students are almost always supervised by a staff member when using the internet.

- Grades PK through 1 use an iPad.
- Grades 2 through 5 use a Chromebook.

### **TEXTBOOKS**

Textbooks are issued to students by classroom teachers. Students are expected to take good care of their books. At the end of the year, there will be a charge for any damage other than ordinary usage.

### **TITLE I**

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

Title I does not replace any existing educational program, but was created to provide additional instructional support to those children who have a need. Children are selected based on test results, teacher recommendations, and/or classroom performance indicating that additional instruction in reading would benefit the child.

The Tomahawk School District provides Title I services to students in grades K-5. The Title I teachers work with the classroom teachers to provide instruction to meet the specific needs of the participating students. These activities support the regular classroom instruction.

### **TOBACCO USE ON SCHOOL PREMISES**

Tomahawk Elementary School is a "Drug, Tobacco, and Alcohol Free Zone." Students may never consume or be in possession of drugs, tobacco or alcohol on school grounds or during school related activities.

Students who fail to abide by the policy will be subject to the following consequences:

- Step One- The first violation by a student of the no tobacco use policy results in a one to a three-day suspension and referral to legal authorities.
- Step Two- The second violation results in a two to a five-day suspension and referral to legal authorities.

- Step Three- The third violation results in a two to a five-day suspension and referral to legal authorities.
- Step Four- The fourth violation may result in a suspension and referral to the school board for expulsion.

Any guests to our school who refuse to comply with a verbal request of a staff member to refrain from the use of tobacco products will be asked to leave the premises and possible referral to the police department.

## **TRANSPORTATION**

### Bicycles

Students who ride bicycles to school are not permitted to ride on the school sidewalk or playground. All bicycles are to be parked in the bicycle racks outside the elementary entrance. Elementary students are not allowed to park their bikes in Middle School & High School bike racks. Students are not to ride, handle or play with any bicycle other than their own. Students are encouraged to lock their bicycles. The school will not be responsible for damaged or stolen bicycles.

Students who walk or ride their bicycle to school are not to arrive on school grounds prior to 7:55 a.m. Bike riding students will be excused after all buses have left the Elementary school grounds. We strongly encourage students to wear a helmet when riding their bicycle.

### Bus Transportation

Parents, contractors, bus drivers and school officials working together can maintain good discipline for safe and effective service. Safety is our prime concern and your continued support in this matter is essential.

We all must keep in mind that school buses transport our most precious cargo—children! Distractions to the driver of the school bus could cause serious accidents. If the bus drivers have this great responsibility, they must also have the necessary authority, support, and respect to fulfill their jobs. Serious and repeated misbehavior reported by the driver must be dealt with promptly and effectively. Poor discipline on school buses creates a very serious safety problem. Because of this, misbehavior and failure to abide by the rules can result in a student losing their privilege of bus transportation.

Assigned bus seats will be at the discretion of the driver. After boarding the bus and greeting the driver, students need to take their seat promptly. They must remain seated at all times while on the bus. When boarding or exiting the bus, students are to do so in an orderly manner while using the handrail. Students need to be at their stop five minutes before their pick up time. Students should always watch for driver's signals when crossing the road.

Students must always listen to the driver's instructions. Students need to keep the aisle clear, keep hands, feet and all other parts to themselves and these must be inside the bus at all times. Food, drink and chewing gum is handled at the discretion of the driver. No loud talking or profanity is allowed on school buses. Students are expected to be courteous and respectful to other students and the driver at all times. Students must be quiet when approaching railroad tracks in a school bus.

Respect for the property of the bus is expected at all times. Damaging or vandalizing a school bus will be reported to school principals and law enforcement. Phone and device usage can be prohibited if the device or student is causing a distraction.

All students age four and older, enrolled in the Tomahawk School District are eligible for bus transportation.

If these rules are not observed, the following actions will be taken:

- Minor discipline cases will be handled by the driver, and may involve Bus Company personnel. The driver will make every effort to correct the problem, (talking to student, warning student, seat assignment change, etc.). All incidents reported by the driver will be documented and entered into the student's file.
- If misbehavior continues, the bus company representative will become involved. The building principal will meet with the student. A Bus Conduct Report will be sent home to notify the parents/guardians.
- Further misbehavior from the student will result in additional bus Conduct Reports. The third bus conduct report will result in bus suspension for one (1) week. Further bus Conduct Reports will be reported. The sixth (6th) bus conduct report will result in bus suspension for four (4) school weeks.
- Continued Bus Conduct Reports may result in loss of transportation for the remainder of the quarter, semester of year and will be handled at the discretion of the building principal and a bus company representative.
- Major infractions of the bus rules (fighting, insubordination to the driver, etc.) will result in the above steps being eliminated and will be handled at the discretion of the building principal and a bus company representative.
- Major infractions of bus rules (fighting, insubordination to the bus driver, etc.) may result in the above steps being eliminated and the student automatically receiving a written behavior slip and at least a one day bus suspension.
- This is merely a guide; each situation will be individually evaluated.

Other Important Bus Reminders to Parents:

All students enrolled in the Tomahawk School District are eligible to receive school bus transportation. All students are assigned a bus according to their home address. Students ride the bus to which they are assigned. The district bus policy states that students must have a bus pass to get off at a stop that is not assigned to them. Bus passes may be issued for a different route and/or bus stop, only if it is on a consistent basis or it is for a one-time emergency situation. Bus drivers are not allowed to accept a note from a child requesting a change. All bus passes are issued through the Tomahawk Bus Company office. (715)453-3000

Passes may only be permanent or permanent as needed. Passes cannot be issued for non- school related activities. Passes have to state the reason the student needs the pass, and the reason must be legitimate.

Phone calls to the Tomahawk Bus Service are the only way passes can be issued. Hand written notes are not acceptable to the drivers and will be rejected.

**PLEASE NOTE!** On occasions when there is a change in your child's regular routine as far as leaving after school is concerned, such as being picked up by the parent or someone other than the parent, please send this information in writing to your child's classroom teacher. If your child does not have a note indicating other transportation arrangements, they will be sent home on the regularly scheduled bus.

## **VISITORS**

### Visitors to the School

Upon entering the Tomahawk Elementary School, we ask that all visitors first report to the office through entrance #8. Use the "doorbell" to announce your arrival. Upon arrival you must state your business to an office employee, sign in, show proof of identity (if necessary), and receive a visitor's badge before you enter the educational portion of the building. Student-visitors will not be allowed. Please do not go to the classrooms without signing in and informing office staff of your intentions. If you must drop off something for your child, office staff will make arrangements to deliver or have your student pick up the item in the office. For the safety of all children, parents who are picking up their children at the end of the school day will wait for their child(ren) in the foyer of the Elementary School. All students will be delivered to their parents by a school employee. **If you must go to a classroom you need to wear a visitor's badge and follow the above procedure.**

### Visitors to the School for Special Events

If you are coming to the school for events such as the Veteran's Day Program, Red White and Blue Day, Christmas Programs or other celebrations that you will be attending in the field house or auditorium only, you may enter the building through Door #10. You will not need a visitor's badge if you enter and stay in this area only. Remember, if

you plan to go into the educational portion of the building you must stop and get a visitors badge and follow the above procedures.

#### Visitor to Track-and-Field Events

Please park in the back parking lot by the track and football field. If you enter through the school you will need to follow the visitor sign in procedure stated above.

### **VOLUNTEERS**

Throughout the school year, many parents and community members volunteer their time and expertise to help in such areas as the classroom, media center, parent- teacher organization, etc. We greatly appreciate the hundreds of hours these people donate to our school. It is only with the support and involvement of parents and our community that we can achieve an excellent school program.

### **WEAPONS**

The Board of Education prohibits students from possessing, storing making, or using a weapon in any setting that is under the control and supervision of the district for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator. (Board Policy #5772)

### **WEBSITE**

The School website is located at [www.tomahawk.k12.wi.us](http://www.tomahawk.k12.wi.us). On this site you have access to the current school calendar, activity calendar for upcoming events in the Elementary, messages from the principal, newsletters, interesting information available to parents and much more. On the school site you are able to log into Family Access. This program enables parents to see how their child is doing in their classes, lunch account information and more student information. Passwords for your Family Access account are issued through the Elementary Office.

