

Dodgeland Elementary School

Student/Parent Handbook 2025-2026

**401 South Western Avenue
Juneau, WI 53039
(920) 386-4404
Office Ext. 1010**



Revised June 2025

Summer 2025

Dear Students and Parents,

Welcome to the 2025-2026 school year at Dodgeland Elementary School!

Success for all students in school cannot be complete without a strong partnership with all parents. You are the most essential part of your children's education, and it is important that we build a strong relationship in order to best serve your children's educational needs. Likewise, your input and involvement is greatly appreciated as we work to accomplish our school goals. I look forward to working closely with you all this year.

At Dodgeland Elementary, we teach students to be "Bucket Fillers" as we prepare students to be kind and considerate of one another. Bucket filling is an easy-to-understand concept: *Everyone carries an invisible bucket that holds our good thoughts and feelings. When our buckets are full, we feel happy and when our buckets are empty, we feel sad.* During this school year we are encouraging, reminding, and recognizing everyone's efforts to be bucket fillers at home, at school, and everywhere they go.

I encourage you to stay connected to what is happening at Dodgeland Elementary School, either through our school website (go to www.dodgeland.k12.wi.us and select elementary) and/or our school Facebook page or your child's Class Dojo page.

I am looking forward to a fantastic 2025-2026 school year!

Sincerely,

Jennifer Huelsman

Principal

Welcome to Your School

WELCOME AND INTRODUCTION

It is with great pleasure that we take this opportunity to welcome you to school.

The staff believes in the uniqueness of each of our students. Your child is special, and it's our intention to serve him/her to the best of our ability.

It is the staff's goal to provide quality instruction with a variety of opportunities to learn and be involved. We care about your child!

In turn the staff expects your child to attend school, perform in classes to the best of his/her ability and behave in a responsible and respectful manner.

Families are encouraged to become familiar with all aspects of our school program and to become actively involved. We believe the closer parents are to the education of their children, the greater the impact on their children's academic, social, emotional, and physical development. We look forward to becoming partners in this development of each child.

Please read and share the contents of this handbook together. This handbook has been prepared to help you and your parents learn as much as possible about school policies and procedures and the services we offer. Guidelines and policies outlined in the handbook are designed to promote student growth and protect student safety. We are optimistic that you will learn to say "yes" to positive behaviors and attitudes in order to reach your goals and establish for yourself a pattern of success. Please keep the handbook in a convenient place for easy reference. Please feel free to call us at 386-4404 if you have any questions or concerns anytime throughout the year.

Let's make it a great year together! We look forward to an exciting year and working cooperatively with you. **Together We Can Achieve Anything!**

What Makes Dodgeland Elementary School So Special.....

Dodgeland is a school of happy, engaged, motivated learners with high standards for academic achievement. Our competent, highly qualified staff and the partnership between parents, staff, and students exemplify the spirit of Dodgeland Elementary School. Dodgeland's commitment to developing the strengths of each individual is reflected in our Shared Vision. We know that students and communities flourish and learn from each other when strengths are highlighted.

Proud moments occur daily at Dodgeland Elementary School. Each year we recognize the efforts and achievements of all students. The accomplishments of each and every student contribute to the overall success of the school.

In curriculum, instruction, and student assessment, we seek to combine the best of traditional and innovative approaches; our style is child-centered, but always with an eye on high standards. We care about the skills our students are developing as well as the kind of people they are becoming. Technology is integrated throughout the day and all students are provided with an iPad to use in their classroom. All school staff focus on teaching, modeling and practicing social-emotional skills throughout the school year. This commitment to all-around educational excellence is the tie that binds the staff, parents, and community at Dodgeland Elementary School.

SCHOOL HOURS

3 Year-Old Preschool (3K) 8:00 AM – 11:00 AM

PM Early Childhood 12:15 PM -- 3:05 PM

4 Year-Old Kindergarten – Grade 5 7:55 AM -- 3:05 PM

Parents are requested not to allow their children to come to school before supervision begins at 7:30 AM. All elementary school students are asked to enter the building through Door #2 between 7:30-7:45 AM. Starting at 7:45 AM, 1st-5th grade students may enter Door #1 and 3K/4K/5K students may enter Door #29 to go to the classroom. Students that arrive prior to 7:20 AM will be directed to the district's Before/After school program and billed appropriately, rounding up to the next ~~quarter-hour~~ five minute increment. (\$5/hr) Parents that need to enter, should enter through the main Elementary Door (#1) to enter the elementary office which opens at 7:15 AM each day.

LUNCH PERIODS (TBD)

4/5 Year-Old Kindergarten & 1st Grade 12:00 AM - 12:28 PM

Grade 2 – Grade 3 12:30 PM – 12:58 PM

Grades 4 – Grade 5 1:00 PM – 1:28 PM

Early Dismissal Days

The exception to the hours above will be Early Dismissal Days when an early release time is scheduled at **12:20** PM. Lunch WILL BE SERVED on these days. These days provide opportunities for staff to support initiatives for improving student performance, participate in teacher

in-service, prepare report cards, and receive compensatory time for parent/teacher conferences. See the current "School Calendar" for dates.

Office Hours

The school office is open Monday-Friday from 7:15 AM to 3:45 PM. Please call 386-4404, ext. 1010, or come to the office if you have questions or concerns. The Dodgeland Elementary School secretary is Patti Rupnow.

Dodgeland Elementary School Staff **Staff Directory to be Updated**

<u>Position</u>	<u>Staff Member</u>	<u>Email Address</u>	<u>Extension</u>
Principal	Mrs. Jennifer Huelsman	huelsman@dodgeland.k12.wi.us	1013
Office Secretary	Ms. Patti Rupnow	rupnow@dodgeland.k12.wi.us	1010
Early Childhood/3- Year Old Kindergarten	Mrs. Amber Jenkins	jenkins@dodgeland.k12.wi.us	1110
4-Year Old Kindergarten	Mrs. Stephanie Schuett	schuett@dodgeland.k12.wi.us	1108
4-Year Old Kindergarten	Ms. Karissa Wagner	wagner@dodgeland.k12.wi.us	1107
Kindergarten	Ms. Mandy Braunschweig	braunschweig@dodgeland.k12.wi.us	1114
Kindergarten	Mrs. Tina Ellefson	ellefson@dodgeland.k12.wi.us	1120
Kindergarten	Mrs. Bethany Donovan	donovan@dodgeland.k12.wi.us	1115
1st Grade	Ms. Stacey Lucht	lucht@dodgeland.k12.wi.us	1121
1st Grade	Mrs. Mary Jo Stampfl	stampfl@dodgeland.k12.wi.us	1122
2nd Grade	Mrs. Kathy Miller	miller@dodgeland.k12.wi.us	1125
2nd Grade	Ms. Kari Westphal	westphalk@dodgeland.k12.wi.us	1124
3rd Grade	Ms Jahra Juech	juech@dodgeland.k12.wi.us	1127
3rd Grade	Mrs. Taylor Huso	huso@dodgeland.k12.wi.us	1129
4th Grade	Mrs. Lindsey Klink	klink@dodgeland.k12.wi.us	1141
4th Grade	Mrs. Trisha Caine	caine@dodgeland.k12.wi.us	1142
4th Grade	Mrs. Stephanie Neis	neis@dodgeland.k12.wi.us	1139
5th Grade	Mrs. Rachael Bingen	bingenr@dodgeland.k12.wi.us	1140
5th Grade	Ms. Klair Fortmann	fortmann@dodgeland.k12.wi.us	1141
Behavior Specialist	Mrs. Teresa Chambers	chambers@dodgeland.k12.wi.us	1106

Art Teacher	Ms. Courtney Mook	mook@dodgeland.k12.wi.us	1119
Music Teacher	Ms. Houk	houk@dodgeland.k12.wi.us	1145
Instructional Media Specialist	Mrs. Christina Rollins	rollins@dodgeland.k12.wi.us	1044

<u>Position</u>	<u>Staff Member</u>	<u>Email Address</u>	<u>Extension</u>
Director of Building/Grounds	Mr. Virgil Statz	statz@dodgeland.k12.wi.us	1342
Food Service Director	Mrs. Natalie Bolman	bolman@dodgeland.k12.wi.us	1006
Multi Language Coordinator	Mrs. Gabrielle Zastrow	zastrow@dodgeland.k12.wi.us	1123
Special Ed Aide	Mrs. Vicky Gruenwald	gruenwald@Dodgeland.k12.wi.us	1117
Special Ed Aide	Ms. Sandi Amis	amis@dodgeland.k12.wi.us	1133
Special Ed Aide	Ms. Alexis Huelsman	huelsmana@dodgeland.k12.wi.us	1133
Special Ed Aide	Ms. Reilly Dupuis	dupuis@dodgeland.k12.wi.us	1117
Special Ed Aide	Mrs. Samantha Keberlein	keberlein@dodgeland.k12.wi.us	1117
Special Ed Aide	Ms. Madelyn Birrenkott	birrenkott@dodgeland.k12.wi.us	1135
Special Ed Aide	Mrs. Melissa Uttech	uttechm@dodgeland.k12.wi.us	1110
Special Ed Aide	Mrs. Blasia Longfield	riege@dodgeland.k12.wi.us	1135
Special Ed Aide/Dodgeland Den	Ms. Ella Huelsman	huelsmane@dogeland.k12.wi.us	1112
4K Aide	Mrs. Eneida Christner	christner@dodgeland.k12.wi.us	1107
4K Aide	Ms. Brittany Ehlenbeck	ehlenbeck@dodgeland.k12.wi.us	1108
3K Aide/Dodgeland Den	Mrs. Chris Vredevelde	vredevelde@dodgeland.k12.wi.us	1109
Wrap Around Caregiver	TBD		
Music- Instrumental	TBD		
Special Education Director	Mrs. Jennifer Johnson	johnsonjen@dodgeland.k12.wi.us	1005
Physical Education/Adaptive PE	Mr. Rob Cook	cook@dodgeland.k12.wi.us	1150
Special Education	Ms. Andrea Tietz	tietz@dodgeland.k12.wi.us	1135
Special Education	Ms. Shanalyn Vertz	vertz@dodgeland.k12.wi.us	1117
Special Education	Mrs. Melissa Caine-Arnes	arnes@dodgeland.k12.wi.us	1133
School Psychologist	Ms. Ashley Gunderson	gunderson@dodgeland.k12.wi.us	1022
Occupational Therapist	TBD		

Speech	Mrs. Nicole Lauth	lauth@dodgeland.k12.wi.us	1118
Speech	Mrs. Hailey Hughes	korth@dodgeland.k12.wi.us	1132
Reading Specialist	Mrs. Andrea Schulte	schulte@dodgeland.k12.wi.us	1139
Title 1 Interventionist	Mrs. Brenda Caine	caineb@dodgeland.k12.wi.us	1120
Math Interventionist	Mrs. Susan O'Toole	o'toole@dodgeland.k12.wi.us	1128

Board of Education

David D. Beal	City of Juneau/Town of Oak Grove	President
Jeffrey Caine	Town & Village of Clyman/Town of Hustisford	Vice-President
Bruce Haan	At Large	Treasurer
Stacy Schmitt	City of Juneau/Town of Oak Grove	Clerk
Alyssa Gahlman	City of Juneau/Town of Oak Grove	Member
Kay Kromm	Village of Reeseville/Town of Shields	Member
Brittany Froeming	Town & Village of Lowell/Town of Beaver Dam	Member
Nick Rennhack	City of Juneau/Town of Oak Grove	Member
Serene Seufzer	Town & Village of Lowell/Town of Beaver Dam	Member

Dodgeland School District
Beliefs, Vision, and Mission Statements Committee Meeting
December 16, 2015

Mission Statement

“The mission of the Dodgeland School District is to prepare and empower learners to successfully contribute to an evolving world community.”

Dodgeland Belief Statements

1. WE BELIEVE THAT ALL STUDENTS DESERVE THE SAME WELL-ROUNDED EDUCATIONAL OPPORTUNITIES.

- We will challenge all students to expand their horizons.
- We will use our assessment and achievement data to promote and improve our programs.
- We will encourage community involvement in developing and reaching our goals for educating our children.

2. WE BELIEVE THAT ALL CHILDREN HAVE THE ABILITY TO LEARN.

- We will have programs to support student learning.
- We will evaluate individual student progress to aid him/her in reaching his/her potential.

3. WE BELIEVE LEARNING STARTS AND CONTINUES IN THE HOME.

- We will promote student learning by building a home/school partnership.
- We will provide resources to assist families.

4. WE BELIEVE THAT COMMUNICATION IS A SOURCE OF UNDERSTANDING AND, THEREFORE, THE RESPONSIBILITY OF ALL.

- We will facilitate open lines of communication among students, families and staff.
- We will maintain open lines of communication with the Dodgeland community.

5. WE BELIEVE THAT ALL STUDENTS DESERVE A SAFE ENVIRONMENT IN WHICH TO LEARN.

- We will work with parents and the community toward an understanding of our rules and regulations which are designed to provide a safe environment.
- We will provide programs for students that increase their awareness/understanding of safety issues.
- We will collaborate with local/county agencies to provide a safe learning environment for students.

6. WE BELIEVE THE DISTRICT SHOULD BE FISCALLY RESPONSIBLE.

- We will investigate and provide quality, cost effective programming for the district.
- We will live within revenue limits unless otherwise approved by our community.

Dodgeland Non-Discrimination Policy

It is the policy of the Dodgeland 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, extra-curricular, pupil services, recreational or other programs or activities 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 IV of the Civil Rights Act of 1964 (race and national origin) and section 504 of the Rehabilitation Act of 1973.

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

The Dodgeland School Staff will create a positive climate in which all students feel they belong and in which all staff focus on:

- * Respect for others, self and property.
- * Successes rather than failures.
- * Capabilities rather than limitations.
- * Strengths rather than weaknesses.
- * Realizing that mistakes are a natural part of the learning process.
- * Acting as positive role models for students, parents, and other staff members. * Recognizing parents and the community as partners in the educational process of all children. * Implementing a school-wide plan to acknowledge and encourage appropriate choices in the school.

PARENTS, you can:

- * Display your child's work.
- * Encourage your child to talk about school. Ask specific questions like: What story/book did you read today? What did you do that was fun today? What is one interesting thing you learned in school today? What did you work on in science today? Help me learn one thing you learned today in school. * Encourage your child to participate in school activities.
- * Communicate with your child's teacher.
- * Help your child follow through on school-related tasks.
- * Help your child learn from mistakes. A mistake is just a rung on the ladder to success. * Show your child how to say please and thanks in appreciation of others.
- * Use descriptive praise to encourage your child's school efforts. Describe what you see and how it makes you feel.

COMMUNICATION: Parent/School

It is in the best interest of a successful school setting that lines of communication between all concerned parties remain open and operational. Parents are urged to honor the following reference points in the order in which they appear, when seeking answers to questions pertinent to their child's education: 1) Classroom teacher 2) Building Principal 3) District Administrator 4) Dodgeland Board of Education. Elementary school

faculty members are available before and after school hours for meetings with parents and/or students except in cases of prior commitment. *Please contact the faculty for an appointment to ensure their availability.* Other conference times are available upon request. Communication between the home and school is very important.

Expectations of Parents

- That parents realize they are an essential supporting element in the school/parent team.
- That parents maintain an open relationship with school staff and contact the school as they see problems developing.
- Parents set a good example by emphasizing academics and encouraging their child to do his/her best in school.
- That parents support and reinforce school rules and policies.

Expectations of Staff

- That staff will provide a safe and orderly school environment.
- That staff maintain a positive relationship with parents and contact them as they see problems developing.
- That staff will provide a classroom environment which promotes what we know about learning.
- That staff encourage parent participation in their child's learning.

STAFF may communicate with families through:

- School website/Facebook page
- An elementary school monthly calendar of events
- Individual classroom newsletters
- Feedback about student work
- Mid-semester Progress Reports
- Notes or phone calls home
- Personal contacts
- Response to all parent communication
- Regularly scheduled fall and spring conferences (one conference per family)
- Additional conferences as requested by parents, students or staff
- E-mail
- Student Planners/Folders
- Monthly School Digital Newsletters

PARENTS are encouraged to:

- Communicate with staff about your child's progress regularly.
- Monitor student progress through the use of Power School.
- Communicate first with the staff member involved when questions arise.
- Set up a time to communicate. Staff members may not always be immediately available.
- Address questions or concerns as situations arise. Please let your child's teacher know about things which may have an impact on student behavior (death, separation, parent out of town, etc.). Be sure to

share such things as the birth of a sibling, success in an activity, getting a new pet.

- Possible ways to communicate:

- ~ Write a note or letter.

- ~ Contact the office to have a staff member call you or leave a voicemail on the individual teacher's extension.

- ~ Make a direct phone call to a staff member before or after class hours.

- ~ Make an appointment to talk.

- ~ Class Dojo message

- ~ Email

- When scheduling an appointment with a staff member, you are welcome to suggest including other staff member(s), the school counselor, or the Building Principal. (See Dodge Land Elementary School Staff)

For general building comments or concerns, contact the Building Principal.

Important Information for Parents

Abused or Neglected Students

Wisconsin Statute 48.981(2) requires that any school personnel, who in the performance of their duties, encounter a child they suspect has been physically or sexually abused, are mandated to report such incidents to the appropriate authorities. If school personnel willfully ignore or violate this section by failure to report, they are subject to fine or imprisonment.

Accidents

If a student is injured at school (minor abrasions, scraped knees/elbows, etc.) the school will provide appropriate aid. If a student is seriously injured at school, including possible concussion symptoms, parents will be contacted immediately. Action will be taken by the school to provide appropriate first aid and additional support will be called as deemed necessary. An accident report will be sent home.

The district does not provide any accident insurance. Information is available from a private carrier.

Age of Entry

A child must be three (3) years old on or before September 1st to enter 3-year old kindergarten. A child must be four (4) years old on or before September 1st to enter 4-year old kindergarten. A child must be five (5) years old on or before September 1st to enter 5-year old kindergarten, and six (6) on or before September 1st to enter First Grade. A pupil entering school for the first time must present a birth certificate or other legal evidence of date of birth and a record of immunizations on or before enrollment. Contact the elementary school office at 386-4404, ext. 1010, to get information regarding the district's early admission policy for 3K, 4K and 5K.

Attendance

School Hours: 7:55 AM to 3:05 PM (4 Year-Old Full day Kindergarten – Grade 5),
8:00 AM to 11:00 AM (3 Year-Old preschool)

Breakfast: Served at 7:30 AM in the Commons.

Start of the Day: The doors will remain locked until 7:30 AM at which time students may enter the building for breakfast. Students who arrive between 7:30 AM and 7:45 AM are to proceed directly to the Commons for breakfast or to the playground. Students will be released to their lockers at 7:45 AM. All elementary school students are asked to enter the building through Door #2 between 7:30-7:45 AM. Starting at 7:45 AM, 1st-5th grade students may enter Door #1 and 3K/4K/5K students may enter Door #29. Students that arrive prior to 7:20 AM will be directed to the district's Before/After school program and billed appropriately, rounding up to the next five minute increment. (\$5/hr)

Tardiness: Students who are not in their classroom by 8:00 AM will be considered tardy. Students who are tardy are to bring a note from a parent explaining the tardiness and to report to the office for a pass before being admitted to class.

1. Students who come to school between 8:00 AM and 9:00 AM are considered tardy. [Please escort your child to the school office if they are arriving late.]
2. Parents will be notified if their child has been absent or tardy an excessive number of times.

End of the Day

1. The doors will remain locked until 3:05 PM. Parents are asked to pick up their student by driving in the circle drive, remaining in their vehicle to pick up their child. Parents that park in the parking lot, must walk to the sidewalk to escort their child(ren) to their car.

Parents/guardians picking up students should not leave vehicles idling without a driver. Please do not leave toddlers unsupervised.

2. Students in the 4-year old and 5-year old kindergarten classes will be released at 3:05 PM from the Kindergarten Wing door (door 29).
3. The bell rings at 3:05 PM.
4. Students must go directly home when dismissed at 3:05 PM unless they are participating in a supervised learning or extra-curricular activity or attending Dodgeland Den.
5. There is no supervision of students after 3:05 PM. To ensure the safety of all children, we ask that you consistently follow these guidelines. Students that are not picked up by 3:15 PM will be directed to the district's Before/After school program and billed appropriately, rounding up to the next five minute increment. (\$5/hr)

3K Program Information and Tuition

Dodgeland Elementary's 3K program follows the district calendar and operates from 8am-11am daily. Parents can elect to send their child 2, 3 or 5 days per week. Please see the chart on the next page that describes the costs associated with each option. If a child needs "wraparound care," the Dodgeland Den is opened for families at an additional cost. The tuition for the 3K program is invoiced at a consistent monthly fee between September 1 - May 1 through PowerSchool. Families with unpaid balances may have their child's attendance suspended until it is paid. No credits will be given for vacations or other absences during the school year. Significant medical issues will be addressed by the school principal on a case by case basis.

There is no transportation provided for the 3K program. Parents/Guardians should drop off and pick up by Door #29 each day.

Toilet training is not required for attendance in the 3K program. Parents/Guardians must provide diapers, wipes, pull-ups, etc for their child if needed. Teachers will assist with toilet training while at school. An extra set of clothing should be kept at school for any accidents as well.

Each day there is a snack break provided for students. Milk is provided for students and is included in the tuition for the class. Families are asked to provide snacks (crackers, pretzels, etc.) for teachers to hand out to the class.

Dodgeland 3K Program Fees **Grades 3K (morning preschool tuition)**

Follows the Dodgeland District's yearly calendar

2 Days per week (Tues/Thurs) 8 AM - 11 AM	3 Days per week (Mon/Wed/Fri) 8 AM - 11 AM	5 Days per week (Mon-Fri) 8 AM - 11 AM
\$15.00 per day per child	\$12.00 per day per child	\$10.00 per day per child
\$1050 / year (70 days) (9 Monthly installments of \$166.66)	\$1248 / year (99 days) (9 Monthly installments of \$132)	\$1760 / year (162 days) (9 Monthly installments of (\$180)
Breakfast can be purchased through the school lunch program for an additional fee. (\$1.25) Breakfast is served in the classroom starting at 7:40am each day for those that wish to participate. Each family will be asked to donate a box of crackers, etc for morning snack break throughout the school year. Milk for snack break is included in the tuition for 3K students. No peanut products please!		

3K “Wrap Around” Care

Please note: Our 3K program runs from 8:00-11:00 AM daily. If your child needs to remain at school before or after our 3K program, “wrap around” care is available.

Before School	Afternoon “Wrap Around”	After School	Full Day Care (Only Available on Oct. 25, 2024 and Feb. 17, 2025)
6:30 AM - 7:30 AM	11:00 AM - 3:05 PM	3:05 PM - 5:30 PM	6:30 AM - 5:30 PM
\$5.00 per hour per child	\$5.00 per hour per child	\$5.00 per hour per child	\$5.00 per hour per child
Breakfast can be purchased through the school lunch program for an additional fee	Students must bring a lunch OR may purchase one from the district’s food service dept. There is limited access to refrigerators. No peanut products please!	Includes snacks provided by the Dodgeland School District. Your child may bring an additional snack. No peanut products please!	Students must bring a sack lunch. There is limited access to refrigerators. Morning and afternoon snacks are provided. No peanut products please!

****Revised as of 6/4/2025****

The Dodgeland Den Before/After School Program (the district run program)

The district provides before and after school programming for students in grades 3K-5, Mondays through Fridays following the school calendar. (All day care will be provided on the PD days in the district calendar, as well as all Early Release Days starting at 12:20pm.) The Dodgeland Den is closed on snow days and regularly scheduled school breaks indicated on the district school calendar. There is no Dodgeland Den program in the summer.

The Dodgeland Den hours are 6:30-7:30 AM for grades 3K-5th grade. 11:00 AM - 3:05 PM for students in 3K, and from 3:00 PM-5:30 PM for grades 3K- 5th grade. The cost for this care is \$5 per hour. Parents will be billed bi-monthly by rounding up to the nearest five minute increment. Please refer to the before and after school handbook for more details.

Any student that is present at school prior to 7:20 AM or after 3:15 PM will be directed to the Dodgeland Den and parents will be billed for the appropriate amount of time. This will be billed at the same rate, \$5/hr or \$.42 for every five minutes.

Regular School Attendance has been shown to benefit students academically and personally. State law requires that parents assure regular attendance by their children. Irregular attendance results in considerable educational loss. Students are considered absent if they miss more than one hour of the morning or afternoon. When a student is absent or will be tardy, the parent must contact the school during the morning, on the day of absence or tardiness. If such notice is not given, it will be assumed that the absence is unexcused (truant). The school secretary or designee will follow up with the parent or guardian on all absences. The school secretary will be available to take calls starting at 7:20 AM. During extremely busy times in the office or when the office is closed, you may wish to leave a message on the voice mail (ext.

1010) indicating the student's name, teacher's name, whether the absence or tardiness is all or part of the day and the reason. The school secretary or designee will follow up with parent/guardian on any absences we have not been notified on. Personal illness, serious illness in the immediate family, or death of a family member or relative exemplifies excused absences. Students who come to school after 9:00 AM are considered absent for ½ day. Students who leave school after 1:00 PM will also be considered absent for ½ day. A written excuse from a certified physician, or other medical practitioner as described in state statute for this purpose, may be required and shall state the time period for which it is valid, not to exceed 30 days (Board policy 5200).

In the case of unexcused absences, the student will be permitted to make up schoolwork and receive full or partial credit. District policy requires that parents be notified by mail of tardiness and/or unexcused absences in excess. Excessive tardiness and/or unexcused absences may be considered a form of truancy and will be referred to the court or to Social Services.

Prior Parent-Excused Absences

A student who is excused in writing by his/her parent/guardian in advance of an absence will be excused from attendance at school. Parents/Guardians are requested to submit such written verification to the office at least 2 days prior to the scheduled absence. A student may be excused by the parent/guardian under this provision for not more than 10 days during a school year.

If it is necessary for a child to leave school early, parents or guardians need to make arrangements with the school office for the child's release. The child will be sent for and excused from the office. 14 Parents/guardians are to make arrangements with the classroom teacher(s) for satisfactory make up of class work. Students will only be released from the office to a parent or a person designated (in writing) by the parent. If the adult is unknown to office staff, identification must be presented.

Release from School- -Appointments During School Day

We encourage parents to make medical and dental appointments after school hours so as not to interrupt learning. If your child does need to leave the building during the school day, PLEASE COME INTO THE OFFICE TO GET HIM/HER AND TO SIGN HIM/HER OUT. This is for the safety of the child. It is our way of knowing that the child has left the school with the proper person. **REMINDER:** Please plan accordingly when coming to pick your child up for an appointment. When you arrive, we will call the classroom to notify them that an adult is present to pick them up. This way we can maximize the amount of time your child is learning in the classroom. This means that it may take 3-5 minutes after you arrive, before your child is in the office to be signed out. Also, send a note or message ahead of time to the classroom teacher through email, text, class Dojo or written note. A child returning to school from an appointment needs to be checked into the office with a note for our documentation to assist with maintaining accurate attendance records. This note does need to be on letterhead or other means from which your child had their appointment.

Homework During Absences

Parents concerned about students missing assignments during an absence should arrange for assignments to be sent home with a brother, sister, neighbor, or to be picked up at the end of the school day by a parent. Please arrange for the homework by calling the office in the morning. This gives the teacher time to prepare assignments the child can successfully complete. In addition, students in grades 4-5, should check their Google Classroom account for information regarding that day's school work.

Extended Absences

Please try not to take a vacation while school is in session. While a vacation can be educationally profitable, it can seriously impact the following points: 1) It is impossible to “make-up” the classroom lessons missed. 2) Since many assignments and follow-up practice are a part of each day’s classes, it is not possible to furnish all materials in advance or do so accurately. 3) Your child will not have the resource of teacher direction. 4) Missed instruction could affect grades and attitude.

Parents are encouraged to coordinate extended absences such as family vacations with school vacations so as not to interrupt learning.

Extended absences must be received through the office. Make-up work should be organized through the classroom teacher.

Attendance Letters

Attendance letters are sent out of concern to advise parents of their students’ absences. Parents/Guardians will receive letters indicating when a student has reached 8 of the 10 allowed parent excused absences. If a student has 5 unexcused or 10 excused absences parents will be notified by letter of the requirement to have a professional/medical excuse for any absences in the remainder of the semester. Letters/contacts will also be made to request a parent meeting if habitual truancy continues. **Habitual truancy** is defined as the student being absent from school without an acceptable excuse for part of or all of 5 or more days on which school is held during a school semester.

Behavior Expectations

At Dodgeland Elementary School we are committed to the idea of enhancing a child’s ability to function appropriately in school and in the community. We have a goal of establishing an atmosphere throughout the school in which children will feel safe, secure, happy, and have a maximum opportunity to learn. We believe that students must take responsibility for themselves and their actions and that by doing so they will take pride in themselves and their school. It is important that parents understand and support this plan.

All of the students are expected to follow the “Trojan Way” Code of Conduct:

1. Be Respectful
2. Be Responsible
3. Be Safe

Please see the School-Wide Behavior Expectations Matrix (page 18) for the list of expected behaviors in each setting. Throughout the school year, behavior expectations will be emphasized in classroom lessons and school assemblies. Students are acknowledged frequently for displaying appropriate behaviors.

To build good habits and positive attitude of following these expectations, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using a positive voice tone.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

We also have a school-wide system for undesired behaviors, both minor and major. Minor behaviors include, but are not limited to: general class disruption, blurting, not following directions, running, rough play, etc.

Major behaviors include, but are not limited to: chronic minor behaviors, stealing, swearing, major class disruption, bullying/harassment, aggressive physical contact, serious threats, possession/use of weapons, etc.

Minor/Teacher Managed Behaviors	Major Behaviors
1 st time: Reteaching of behavior, documentation	Student immediately sent to office for meeting with Principal or Behavior Specialist. Parent contact will be made regarding incident and consequence
2 nd time: Reteaching of behavior, documentation	
3 rd time: Parent contact and formal office discipline referral	
3 minor behaviors will result in a lunch detention	

Please note, all referrals made to the office result in the principal meeting with the student to review the incident. Office action regarding the referral will be based upon the reported information on the referral and any new information resulting from the meeting with the student and/or other witnesses. Consequently, when a behavioral referral is made from the office, it verifies that misconduct deserving parent attention has occurred. All behavior referrals documented will be emailed home to parents in a timely manner. It will describe the incident and any consequences that have been assigned.

The nature of the parent response to a behavioral referral from the office will influence what the child learns from the experience. Parents, who work with school personnel in a constructive spirit to resolve the problem, will model an appropriate way to solve problems and reinforce to their child that misbehavior is unacceptable.

Use of Appropriate Language

We believe there are standards of acceptable language and standards for appropriate ways of talking to and with other people. Our staff believes that we, parents and teachers, have a responsibility to model acceptable language for our students. We also believe that all of us have a responsibility to teach children that certain language is inappropriate by telling them that it is unacceptable and by helping them to find more appropriate ways to express their feelings. When students ignore requests for appropriate language, a natural consequence will be given. Use of inappropriate language results in loss of privileges and consequences according to Discipline procedures.

DODGELAND ELEMENTARY EXPECTATIONS MATRIX
"THE TROJAN WAY"

	CLASSROOM	HALLWAY/ LOCKERS	BATHROOM	RECESS	COMMONS
BE SAFE	<p>Keep all body parts and objects to yourself</p> <p>Stay in assigned seat/area</p> <p>Walking Feet</p> <p>Follow directions the first time</p> <p>Follow procedures for emergencies</p>	<p>Walking feet</p> <p>Keep all body parts and objects to yourself</p> <p>Stay to the right</p> <p>Allow others to pass</p> <p>Listen and follow directions the first time</p>	<p>Keep feet on the floor</p> <p>Wipe</p> <p>Keep water in the sink</p> <p>Wash hands</p>	<p>Wait for adult</p> <p>Follow expectations</p> <p>Keep all body parts and objects to yourself</p> <p>Stay in the playground boundaries</p>	<p>Walk directly to your table and sit down</p> <p>Sit with your feet on the floor facing the table</p> <p>Keep hands, feet, and food to yourself</p> <p>Follow directions the first time</p>
BE RESPECTFUL	<p>Treat others with kindness (words, tone, actions)</p> <p>Raise your hand to speak</p> <p>Listen to the person speaking</p> <p>Keep the classroom clean</p> <p>Use appropriate and positive language</p> <p>Talk about school appropriate topics</p> <p>Respond positively to all adults</p>	<p>Use level 0-1 voice</p> <p>Keep your hands at your side</p> <p>Stay in your line spot</p> <p>Look at wall displays with your eyes only</p> <p>Only touch your locker</p> <p>Respond positively to all adults</p>	<p>Give others privacy</p> <p>Level 0 voice</p> <p>Keep the bathroom clean</p> <p>-garbage in trash</p> <p>Use only what you need</p> <p>*1-2 pumps of soap</p> <p>*2-3 pulls of paper towel</p> <p>Respond positively to all adults</p>	<p>Treat all equipment with care</p> <p>Include everyone in games</p> <p>Listen to all leaders</p> <p>Follow rules</p> <p>Use positive language</p> <p>Respond positively to all adults</p>	<p>Use appropriate and positive language</p> <p>Talk about school appropriate topics</p> <p>Wait your turn in line</p> <p>Say please and thank you</p> <p>Respond positively to all adults</p>
BE RESPONSIBLE	<p>Arrive on time</p> <p>Take care of school and personal property</p> <p>Complete your work/tasks with care</p> <p>Return borrowed items</p> <p>Follow all directions the first time</p>	<p>Walk directly to your location</p> <p>Keep the hallways clean</p> <p>Keep your materials in your locker and close the door</p> <p>Use Sensory Paths as taught</p>	<p>Flush toilet</p> <p>Take care of business and get out</p> <p>Report issues to an adult</p>	<p>Put all equipment away</p> <p>Line up with class right away in line order</p>	<p>Use hand signals</p> <p>Memorize lunch number</p> <p>Clean up after yourself</p> <p>Stay seated at your table</p>

Bicycle Rules

Bicycle riding presents a safety hazard when students do not follow proper bicycle safety rules. If your child is not able to handle a bicycle safely, please do not allow him/her to ride it to school. Children are to ride their bikes on the right side of the road or in the marked bike lane, watch out for cars, and stop at all stop signs. We expect students to walk their bikes on school grounds. School parking lots are off limits. Helmet use by students is recommended. Bicycles must be kept in the bike racks all day. Bike racks are off-limits to playing or loitering during the school day. We strongly recommend that all children lock their bikes once they arrive at school. The school is not responsible for lost, stolen or damaged bikes.

Skateboards and roller blades are not allowed to be used on school walkways, on steps or within the school building at any time. If skateboards or roller blades are used for transportation to school, they need to be removed upon arrival. Skateboards/roller blades need to be stored in the student's locker. They are not allowed on the playground during school hours.

Bus Safety

SAFE TRANSPORTATION OF SCHOOL CHILDREN IS A JOINT RESPONSIBILITY. BUS OWNERS, DRIVERS, SCHOOL AUTHORITIES, STUDENTS AND PARENTS MUST ALL COOPERATE IN ORDER TO ASSURE SAFE, COMFORTABLE TRANSPORTATION.

To help us ensure the safety of all children, a child is required to ride the bus that he or she is assigned. **Students are not allowed to ride another bus or to get off at a different stop other than their normal one without approval from Lamers Bus Service by calling them at 920-386-2200. Typically, approval is only granted for childcare reasons.**

Parent Responsibility

- A. Parents must realize that school bus transportation is a "privilege" not a "right." Pupils who misbehave may be denied the privilege of riding on the bus since their misbehavior jeopardizes the safety of the entire busload and could result in injury to others.
- B. Parents are expected to cooperate with school and/or bus company officials relative to pupil safety violations and/or conduct reports.
- C. Parents should make sure elementary school students are dressed appropriately for inclement weather so that they can be at the bus stop waiting for the bus in cold and rainy conditions.
- D. Parents must observe all school property, traffic and road regulations.
- E. Please do not park or stop out front in the yellow marked areas or out back by the playground. Drop off students in front of the elementary school in the circle drive.**
- F. Parents/guardians should call Lamers Bus Company at 386-2200, Ext. 11411 (Joel Schaalma's direct number) if your child will not be riding the bus that day. This helps the drivers know who to expect each day. Please be on time before and after school.

Pupil Responsibility

Safety is the first consideration for bus transportation. Good student behavior makes it possible for safe driving. This service is most effective when the following guidelines are adhered to:

1. Students are to ride only on assigned buses. For alternative student bus transportation a parent/guardian must contact Lamers @ 920-386-2200, ext. 11411.
2. Be on time at the designated location, as well as at school.
3. Enter and leave the bus in single file.
4. The bus driver has the authority to assign seats and students must adhere to the assignment.

5. Avoid putting head or hands out of the windows.
6. Throwing objects from a bus is dangerous and a violation of state law.
7. Courtesy and respect for others make for a pleasurable ride.
8. Speak in moderate tones.
9. Keep the bus clean; students are responsible for their personal belongings.
10. Damaging, littering, or soiling the bus in any way is vandalism and against state law.
11. Watch and listen to the driver for special instructions during emergencies.
12. Students will lose the privilege of bus service if willful and persistent behavioral problems occur.
13. Administration reserves the right to follow the school discipline process for any bus misbehavior.
14. Food and drink is not allowed on the bus.

Students experiencing a problem with another child, or aware of any unsafe condition, should report the complaint to the driver immediately or before leaving the bus.

Child Custody

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If you have a court order limiting the custody, communication or visitation rights of one parent, please bring a copy to the school office. Unless the court order is on file at Dodgeland, we must provide equal rights to both parents.

Communication

The Dodgeland School District supports direct and clear communication. Newsletters, mailings, brochures, e-mails, voicemails and conferences are some of the ways information is shared. Seeking answers to questions and/or resolutions of problems are encouraged through normal channels of communication, starting with your child's teacher, and then with the building principal.

Computer/iPad Use

Parents/Guardians and students are required to sign the Technology Usage form at the beginning of the school year via online registration, allowing computer/iPad use. Technology use is a privilege. This privilege may be revoked by the teacher, building principal, or Technology Coordinator.

Copyrighted Works

Staff and students will avoid acts of copyright infringement under penalty of law. Please use copyrighted materials only as the law allows. The following is the contact information to receive any claims of copyright infringement.

District Administrator
401 South Western Ave
Juneau, WI 53039
P - 920-386-4404
F - 920-386-4498

District Policies / Rules

A copy of District Policies and Rules is available for review at school offices upon request. All Board policies can be found on DodgeLand's website at dodgeLand.k12.wi.us.

Dress and Grooming

Students are expected to dress in a manner conducive to learning, health and safety. We recognize that students' individual dress is primarily a parental responsibility that should reflect concern for the health and safety of the child. When the dress of the student constitutes a physical danger to any person, or when it causes a disruption or disturbance to the learning environment, the student will be asked to change or may be sent home to change. The following will apply:

- Clothing and/or jewelry that disrupts the educational process or that could cause harm or damage (e.g. halter tops, very short skirts, shorts, and/or shirts, extremely oversized or revealing clothing, chains hanging from clothing, plastic word bracelets) should not be worn. Students are expected to cover their midriff area. This can be at the discretion of an adult.
- Students are expected to wear shoes at all times.
- Religious headwear, headbands, baseball hats, beanie style hats and stocking caps may be worn as long as the face and ears are visible to staff and do not interfere with the line of sight for students and staff. Hoods on any clothing may NOT be worn during the school day. Any headwear deemed a distraction to the learning environment will be removed.
- Athletic shoes and clean, non-restrictive clothing (shorts and a shirt) designated for physical education, are required for physical education classes.
- Clothing/headwear that advertises alcoholic beverages, drugs, drug paraphernalia, tobacco products, degrading messages, and obscenities of any kind, violent pictures, weapons of any kind, or suggestive material may not be worn.
- Perfume or cologne may be worn in limited amounts for special occasions. Students may be asked to refrain from wearing perfume or cologne worn at the discretion of an adult. Perfume/cologne bottles are not permitted at school.

For your child's health and safety, please help him/her dress appropriately for winter weather conditions. During the noon hour recess period, students may be playing outside for up to 30 minutes. Jackets, hats, snow pants, boots, etc. are expected to be worn outside when appropriate for the weather. If they do not have boots, they must remain on the blacktop and/or stand by the building. During the winter, snow boots will be required to play on the playground due to the nature of the turf. The turf gets very wet and while it may not have snow on it, the boots will keep students' feet and shoes from getting too wet. Having dry and warm shoes/feet, will make the rest of the school day much more comfortable. Many students keep a sweatshirt in their lockers for days when it might be warmer at noon than it was in the morning. Students will not go outside for recess if the wind chill is 13 or below, a heat index above 95 or an air quality index of 100 or higher.

Drug Free School Zone / Chemical Abuse

The DodgeLand School District is a tobacco free environment. No student shall use, possess, distribute, exchange, sell, give away or be under the influence of tobacco, alcohol and/or controlled substances, real or look-alike drugs, at any time in the school building, on school property or as part of school-related activities.

In addition, no student shall use or possess drug paraphernalia for purposes prohibited by the Controlled Substance Law or local ordinance. Depending on the severity of the incident, students will receive a minimum of a one-day suspension, to a maximum of being recommended for expulsion.

Due Process Rights

- Students subject to suspension
 - The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of the suspension, the student's record shall be expunged.
- Students subject to expulsion
 - Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefore, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.

Elementary School Social Emotional Learning Services (SEL)

Services include:-weekly lessons by their homeroom teachers, optional small group instruction, individual counseling; consultation with staff and parents regarding meeting the developmental needs of students; referral to outside agencies when appropriate; coordinate, conduct or participate in activities which contribute to the effective operation of the school; and crisis intervention; If you wish for your child not to participate in these services, please submit a letter stating your request, student(s) name(s), signature and date.

Emergency Response Plan

Our Emergency Response Plan provides all staff with a quick reference of what to do in various emergency situations ranging from handling a situation within the school to calling 911. This plan was developed through the cooperative efforts of district staff, parents, police and the fire department. Copies of the plan are in every room of the school building.

Family Rights and Privacy Act

The DodgeLand School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its educational program or activities.

Field Trips

Classes may take field trips to a variety of places. A student must have a signed parent/guardian permission slip to participate. Prior to the event date, parents/guardians will be notified of the trip, including the amount

of each student's share of the cost. Since field trips are closely related to activities going on in the classroom, students are expected to be sent to school. Should a parent and/or guardian not want their child to ride the bus for an activity, the student must present a written parental request to the teacher and/or the principal prior to the trip.

Field Trip Chaperones

Some field trips may need parent chaperones to help assure student safety while away from school. Chaperones also help us maximize the educational benefit of these trips by asking questions and pointing out the things children might otherwise miss. Parents who wish to serve as a chaperone must be approved by the Administration. All chaperones must complete a background check form to be used for a criminal record check prior to being considered for a field trip chaperone. Please see "Volunteers" on Page 33 of this handbook for additional information.

Fire and Tornado Drills

Fire and tornado drills are conducted to help students prepare for an emergency situation. Escape routes and acceptable behavior standards are discussed in class. Each student is made aware of the serious nature of fire and tornado drills, so as to make sure that they are prepared in case of a disaster.

Directions for Fire and Storm Warning drills are posted in each room indicating which exits are to be used by students during a drill. Fire drills are held throughout the school months. Weather-related drills are held in the spring. Students will walk with no talking to leave the building or to move to designated safe areas. Students will remain silent in order to hear and follow directions from staff. If weather conditions present a serious threat to the health and safety of children at dismissal time (i.e. tornado warnings), students will be kept inside school until either the threat of danger has passed or a parent or other responsible adult has arrived at school to safely escort the child home.

Fund Raising

The Board of Education recognizes that in certain instances fund-raising activities might be necessary to support special types of projects in the school. Such fund-raising activities will be kept to a minimum. The dollars accrued will be put back into the educational program for the students or awarded to the designated, advertised charity.

Harassment Policy

The Dodgeland School District is committed to providing a safe, positive, productive and nurturing educational environment for all of its students. The district encourages the promotion of positive interpersonal relations among members of the school community. **Harassment or bullying of a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.** Every student is encouraged, and every staff member is required, to report any situation that they believe to be harassment or bullying directed toward a student. All complaints of harassment and bullying shall be processed in accordance with certain procedures. (S. 411.2.)

Health Services

The Dodgeland Schools have a school nurse in the building one day/week. If a student contracts a communicable disease, such as strep throat, chicken pox, head lice, etc., the parent/guardian is expected to notify the school. A release from the health department or family physician is necessary prior to returning to school. It is important that parents/guardians keep emergency phone numbers and contact person's names

updated. School personnel, including nurses, may give first aid. They may never diagnose, give medical treatment or prescribe medication for a child. If you want your child to have access to over-the-counter medications/cough drops/antacids/ etc. they must be provided by parents in original packaging and accompanied by a complete health form.

Homework Policy

Homework provides meaningful opportunities for students to reinforce skills, foster individual interests, enrich classroom learning, and strengthen independent application of student learning. Homework is introduced on a limited basis in kindergarten and increased through grade 5 as appropriate.

In addition to assigned work, students are expected to read at home on a daily basis, as appropriate to their age. This can be individually or with a friend or family member. Students are encouraged to share special projects, books, writing and other learning with teachers and students. Any questions regarding homework should be directed to their classroom teacher. (See teacher extension list)

Illness

The office staff may handle illness/injuries which take place at school, and when necessary, notifies parents in the absence of the school nurse. When students are ill they should be kept home. Sick children need quiet rest to recuperate. We are unable to provide the down time they need here at school. When they return to school they should be well enough to participate in normal school activities unless a written statement from the physician limits participation.

Keep Your Child Home If He/She Has:

-Fever – A temperature of 100 degrees or more.

-Diarrhea – Increased number (3 or more) of abnormally loose stools in the last twenty-four hours.

Abdominal cramping may accompany loose stool.

-Persistent or Uncontrolled Cough – if your child is unable or unwilling to appropriately wipe their own noses or cover uncontrollable cough or sneezing, the child should be kept home to protect others from exposure.

-Vomiting – If your child has vomited during the night or that morning.

-Eye/Nose Drainage – yellow/green thick and draining.

-Sore Throat – Especially when fever, redness, and/or swollen glands in the neck are present. **-Earaches** – Especially if history of ear infections exists. If a child has an elevated temperature, is tugging or digging in ear, and/or is sitting holding affected ear in hands.

-Appearance/Behavior – child looks or is acting differently than usual, unusually tired, pale, lacking appetite, or is irritable, whiney.

-On antibiotics less than 24 hours.

When children become ill at school they report to the nurse's office. If any of the above listed conditions are present, office personnel will contact parents, guardians or their designees if the child is too ill to remain at

school. Ill children should be picked up promptly once the contact person has been notified. The school does not have the capability to keep ill children at school. If the parent/guardian is not available, the contact person listed on the Emergency Card will be notified. **At least one of the persons listed on the Emergency Card should live within a 15-mile radius of the Dodgeland Schools and have transportation resources, in case they are called upon to pick up an ill child. Please keep the**

Emergency Card information up to date! Any student that is picked up early from school due to illness must stay home from school the following school day unless it is a Friday. This day is medically excused by the school nurse. Any student absent from school may **not** participate in extracurricular activities that day or evening as well.

Immunizations

In order to protect the health of our students, State Law requires that students must meet minimum immunization requirements. The parent/guardian must present written evidence of required immunizations within thirty (30) days of admission. These requirements can be waived only if the properly signed health, religious, or personal conviction waiver is filed with the school. Specific information regarding waivers may be obtained through the school office. The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses
Grade PreK (2 years through 4years)	4 DTP/DTaP/DT 3 Polio 3 Hep B 1 MMR (5) 1 Var (6)
Grade K through 5	4 DTP/DTaP/DT/Td (1,2) 4 Polio (4) 3 Hep B 2 MMR (5) 2 Var (6)

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (a dose 4 days or less before the 4th birthday is also acceptable.)
2. DTP/DTaP/DT/Td vaccine for all students Pre K through 12: four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine, recommended for adolescents. If your child received a dose of tetanus or diphtheria containing vaccine such as Td within the past 5 years, Tdap is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (a dose 4 days or less 1 before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the 1st birthday (a dose 4 days or less before the 1st birthday is also acceptable.)
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Inclement Weather/Closing of Schools

In the event of extreme weather conditions, or other similar emergencies, the Superintendent of Schools may make the decision to close District Schools early, call a one or two hour delay, or close school for the entire day. We use an instant notification system to notify parents of school closings/delays, which is why it is important to keep your contact information up to date.

Radio Stations to listen to for this information are:

Beaver Dam AM 1430 ESPN

Beaver Dam FM 95.3 WBEV

Milwaukee WTMJ AM 620

Television Stations to tune into for this information are:

Madison WISC Channel 3

WKOW Channel 27

WMTV Channel 15

Milwaukee TMJ Channel 4

WITI Channel 6

WISN Channel 12

On a one-hour delay there will be no breakfast served. On a two-hour delay, there will be no breakfast served, and no AM 3K class. The Dodgeland Den will open at 9:30 AM for 3K students on days with a two-hour delay.

On rare occasions, school may close early. The parent/guardian should inform their child's teacher where they should go if any early closing is necessary. If the teacher has not heard from a parent/guardian the normal after-school routine will be followed. Dodgeland Den is not open for students if an early closing is called or after school activities are canceled due to inclement weather.

Lockers/Desks/Storage Cubbies

For the safety and welfare of the school populus, ownership of lockers, desks and storage cubbies is maintained by the Dodgeland School District. Students are granted use of these storage areas solely in accordance with this policy.

The district assumes no responsibility for articles missing from lockers, desks, or storage cubbies but will assist students in attempts to recover any missing articles. If damage is not reported, the student to whom the locker was assigned will be held accountable. School officials retain the right to search lockers periodically and may schedule locker clean-outs periodically.

When either the safety or welfare of the school populus is in question, the district reserves the right to have its officials inspect the contents of any locker, desk or storage cubby at any time.

Lost and Found

The school is not responsible for lost money, toys or other valuables carried by students. Parents should encourage their children to use good judgment regarding personal belongings that are brought to school. Lost items or clothing, etc. are usually placed in the "Lost and Found" area. Please check periodically. We urge you to label all outer clothing articles. A great number of clothing articles are left unclaimed at school each year; such items are donated to a charity.

Lunch and Breakfast Program

Good nutrition is important, especially at the school age stage of development. You can support this by providing a nutritious lunch or taking part in our district breakfast/lunch program. Adequate time is provided

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for students to complete their meal. Children who carry a cold lunch may deposit money into their account for milk or bring another beverage. Children are encouraged to try new foods, to prevent waste, to taste everything, and to drink their milk.

Breakfast is served daily in the Commons between the times of 7:30 AM – 7:50 AM. Please arrive early enough to eat and get to class on time.

Breakfast \$ 1.45

Parents are welcome to join their children for lunch at school but will eat in the office with their child. Please let the office know before 9:30 AM if you will be eating lunch at Dodgeland. You can purchase your lunch in the lunch line with cash, check or a deduction from your child's account.

The district has a computerized credit/debit system. Each student is assigned an individual ID number. As the children go through the lunch line, they enter their individual ID number into the keypad. Please have your child bring breakfast/lunch or milk money to school in an envelope marked with the child's first & last name, classroom and the amount of money enclosed. Checks for lunch should be made out to Dodgeland School District and **cannot** be combined with other money. The food service expects that students prepay for their lunches, rather than "owe" for lunches already eaten. The use of their lunch number is the **only** way to receive their meal. Please do not use cash at the time of the purchase of a lunch except for the sale of milk. Each time a student has lunch or milk, the cost is deducted from the prepaid balance. Parents can pay, at a minimum, the weekly amount or any other amount beyond that.

Carton of Milk: \$ 0.45

Hot Lunch (milk included) daily: \$ 2.80

Semester Milk (Grades 4K-5): \$ 40.50 (Paid in full at the beginning of each semester)

Semester Milk (EC): \$ 32.40 (Paid in full at the beginning of each semester)

Adult Hot Lunch: \$ 4.35

Applications for free and reduced meals are available to each family at registration and throughout the school year. They may be obtained at the district office or online.

Monthly lunch menus are available through the monthly school newsletter and the Dodgeland Website. Please be aware that no breakfast is served if on a delayed schedule. Questions can be directed to the Food Service Director. (Extension # 1006)

Lunch Room Procedures

All students are expected to report to the lunchroom at designated times to eat their lunches. We ask that **no soda** be brought to school for lunch or snack break. In order to create a pleasant environment in the lunchroom, students are to wait in line to receive hot lunch/milk, walk at all times, and speak at a conversational level.

- Students are to clean off their table and nearby floor area after eating and return trays/garbage to appropriate receptacles.
- Display responsible table manners.
- Stay in your seats until dismissed.
- Enter and leave in a peaceful and slow manner.

- Food or drink is not allowed in the halls or on the playground.
- Throwing food will be an automatic discipline referral.

Materials Fees

The Dodgeland Board of Education has established a Materials Fees Schedule.

Half-Day Early Childhood \$15.00

Grades 4K-5 \$25.00

Grade 5 Physical Education Uniform T-Shirt \$6.50

****Students who qualify for Free or Reduced Meals shall have their Material Fees waived if there is a SIGNED WAIVER FORM ON FILE.***

Materials fees can be paid via online registration program at no cost to families, in the Elementary School Office starting the first day of the school year or mailed to the school. Checks should be made out to the Dodgeland School District, and the student's name should be written on the check (in the Memo area) for office verification and last name differences. Students who enroll after the start of the school year shall pay the full materials fee. The fee may be waived by the building principal for any student who enrolls after the beginning of the fourth quarter. Students who withdraw during the first quarter may receive a refund of up to three-fourths (3/4) of the materials fee for the semester. Students who withdraw after the first quarter will not receive a fee refund.

Media Center

The Dodgeland Elementary School Media Center is open to staff and students each day from 7:30 AM to 3:10 PM. Children come to the media center with their teacher for ½ hour each week. They have the opportunity to choose items for check out, read magazines, listen to stories, work on classroom projects, and learn library skills. The number of items checked out by students depends upon their grade level. Students in early childhood through Grade 1 may check out 1 item. Students in Grades 2 through 5 may select 2 items. Additional items may be checked out by students in Grades 2 through 5 for classroom projects. There is no time limit for returning items as long as they are being read. However, it is suggested to return items before new items are chosen. This helps to cut down the number of items lost or damaged. If checked out items are lost or returned damaged, charges will be assessed for repair or replacement.

Medication and Emergency Care

The school district's policy on any medication prescribed by a doctor is as follows: NO PRESCRIPTION MEDICATION WILL BE GIVEN UNLESS A MEDICATION CONSENT FORM HAS BEEN COMPLETED BY A PHYSICIAN. Medication consent forms can be obtained in the school office or on the Dodgeland website. All medication will be dispensed through the nurse's office and not by the classroom teacher.

Parents/guardians must also fill out a Medication Consent Form for over the counter medication such as Tylenol and cough medicine. The school doesn't and cannot provide any over the counter medication for students. Any and all medication bottles must be properly labeled. Medication must be in a clean pharmaceutical container that has the same medication name, unit size, dosage and the student's name attached.

Except for inhalers, students may not keep any medications in their desks, lockers, backpacks, etc. With a written parent note, students may bring cough drops for their own use and keep them in the nurse's office. These may not be shared with others.

The district assumes no responsibility for those students whose parents determine that they are old enough and mature enough to take their own medication. Our concern is not only for the child taking medication, but also for any child who may find lost or unprotected medication. If you decide your child may carry and self-administer medication a "contract for self-carried medication" must be filled out and on file in the health room office. Wisconsin does have a STUDENT INHALER LAW that allows students with asthma to carry and use metered dose and powdered inhalers with written permission.

Money

Money that you send to school with your child should be put in a sealed envelope. Please mark the envelope with your child's name, the teacher's name, and the purpose for which the money is to be used. Checks should be made payable to the Dodge County School District, and should include the child's name written in the memo area for the school's records. Checks are to be made out for the exact amount for a given transaction. Checks for classroom book orders must be made payable to the book company and not to the school. The elementary school may participate in fundraising activities. All information regarding fundraisers and collection of money will be provided to you in advance. Any fundraiser is optional to you.

Parent Involvement

Teachers need parents and parents need teachers. Students need both. Parental involvement, ideas and/or concerns for our school programs are extremely valuable and very much appreciated. We may call on parents for advice, help, support and critical evaluation. We try to involve parents in a wide variety of activities.

Parents play a very important role in the education of their children. We encourage active parent involvement in the educational process. Parents/Guardians may provide input regarding the kind of instructional environment that best fits their children's learning needs. Input can specify the strengths and needs of each child. Specific teachers should not be requested. There is no guarantee that a request will occur.

An Open House is held at the beginning of the school year. This is a time for students and parents to meet teachers and staff.

Conferences with teachers and other personnel are encouraged at any time during the school year. Conferences can be arranged by calling the classroom teacher. Arrangements can be made to meet with an individual teacher or a team of teachers. Mandatory school-scheduled parent-teacher conferences are held in October. Midway into the third quarter a teacher or parent/guardian may request to have a conference.

Pediculosis (Head Lice)

Parents should regularly check their child's head for signs of head lice and treat adequately and appropriately as necessary. Teachers in the elementary school notify the school nurse or office personnel if a student exhibits signs of head lice, such as excessive scratching of the head or neck, or if the student

complains of his/her head itching. The school nurse or designee checks the child and if untreated nits or live head lice are found, the student is removed immediately from the classroom and is taken to the nurse's office to wait until a parent/guardian can pick the child up. Siblings will also be checked if lice is found. Head lice information is available from the school nurse and can be sent home with the student. A memo may go home with all the students in that same grade, alerting the parents/guardians to check their child's head. Upon return to school, the parent/guardian must provide the school with proof of an FDA-approved lice treatment. That student will then be checked by a staff member for any evidence of live lice. If the student is found to have live lice, they will be sent back home for additional treatment. The district practices a policy of "no live lice " as a criterion for return to school. [Board Policy #8451]

Personal Belongings

Students will occasionally misplace things. All articles of clothing and school supplies should be plainly marked with the student's name. The following items are not to be brought to school unless the student has permission from his/her teacher for a special event, or from the building principal.

The following items are strongly discouraged from being brought to school:

Trading cards of any kind Stuffed animals of any kind Shock ink pens Ammunition Toys from home
Items of great value Phones/iPods Hand-held video games / systems Laser pointers, cameras Cell
phones, headphones Laptops, USB external drives

These items may be sent home, given back at parent/teacher conferences, and/or asked that you pick them up in the office.

Students may use personal communication devices before and after school or by approval by a teacher or administration. Students should put these devices away safely once the school day starts. Students should not use them again until on the bus, walking home, or waiting for their ride in front of the school.

Students are encouraged to check the "Lost and Found" periodically for missing items. **The school is not responsible for items lost by the students.** Students are encouraged not to bring any items to school having great value. Any student correspondence (i.e. invitations) and/or gifts are to be handled outside of school time.

Physical Education

All students are required to participate in physical education classes. If, because of any injury or illness, you feel your child should not participate for a day, please send a note of explanation or call the school office with your request. For serious injury requiring more than one day of nonparticipation, a doctor's excuse is needed. Students are expected to have a pair of gym shoes for physical education classes. This pair should be kept at school at all times if at all possible.

Students in Grade 5 do need to wear physical education uniform shirts that can be purchased for \$6.50 or provide plain gray or white shirts from home.

Playground Supervision

Supervision is provided when students are on the playground during regularly scheduled school hours.

Students are expected to report problems immediately to the playground supervisor. School personnel 30 assigned to the playground supervision will have the authority to discipline students. **After school playground use:** Supervision is not provided for the general school population after school hours.

Dodgeland Den staff will supervise students within their program only. The playground is closed to the public on school days until 5:30 PM

Public Attendance at School Events

The District Administrator will establish and share guidelines and procedures for using non district audio/visual recording equipment at any District-sponsored event or activity. Upon request to the principal, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format as necessary for a disabled person to be able to participate in this activity. At least twenty-four (24) hours advance notice of the need for accommodation is appreciated.

Report Cards

A good school strives to develop an educational program suited to the developmental level of each child. Our progress reports were designed to evaluate each student on an individual basis without making peer comparisons. These semesterly reports, accompanied by a parent-teacher conference during the first and second semesters, should establish some definite goals for parents, teacher and student to work toward throughout the school year. Parents are urged to set up conferences with teachers and/or specialists whenever they feel the need. Report cards will be sent home electronically at the end of each semester and can be seen in their Powerschool Account. A parent may request a paper copy by calling the elementary office.

Registration Information

Parents of four-year-old kindergarten students and other new students need to complete an online registration form when enrolling at Dodgeland Elementary School. It is important that parents of all students contact the office with changes in address, phone numbers, emergency contact, employers, etc. The office needs current information to reach parents in case of an emergency or illness.

School Calendar

The monthly elementary school calendar/breakfast and lunch menu is sent home on the "Tuesday Newsday" prior to each new month and is also posted on the school website.

Search and Seizure

The school retains the right to conduct searches. Among the reasons are suspicion of concealing alcohol, drugs, disruptive material, dangerous weapons, contraband or other items, which pose a danger to health and safety. Discovery of illegal materials will result in a legal referral, suspension and/or expulsion.

Snacks

We recognize that many students need a **nutritional snack** during the morning in order to optimize their learning capabilities. A brief time (approximately 10 minutes) may be allotted in each pre-K through grade 5 classroom during which the students can eat a snack if they choose to do so. The students will continue to be involved in class activities or individual work as they are eating their snacks. *Milk will be served to the children during a morning break and can be purchased.*

We ask that parents send a nutritious snack that can be eaten as finger food without being too messy. Food that we suggest for the snacks include the following: crackers, pretzels, yogurt, bagels, fruit roll-ups, granola

bars, fresh fruit, fresh vegetables, popcorn, cheese, dry cereal, and raisins. Snacks should be

eaten in the classroom at the designated time and could be limited if necessary. No food or drink is allowed in the hallways or on the playground. No gum is allowed at school, either in the classroom or on the playground.

Special Education Services

Special Education programming is designed to meet the needs of students who are educationally, physically, or emotionally challenged in the least restrictive environment at the elementary school level. Parents/Guardians who have concerns about their child's academics, social skills and behavior may contact the classroom teacher, guidance counselor or school psychologist.

Standardized Testing

In order to promote student achievement, assessment at the elementary school level will be driven by a combination of state and federal mandates as well as local classroom level assessments. Assessment instruments will include, but not be limited to, normative and criterion-referenced tests; classroom level formal and informal assessments; teacher/student observation and self-reflection; performance assessments such as portfolios, exemplars, and presentations.

The state standardized testing program consists of the Wisconsin Forward Exam at grades 3, 4, and 5. At grades 3 and 5, students are annually tested in English language arts and mathematics. Fourth grade students are tested annually in reading, language arts, writing, mathematics, science and social studies. The results of these assessments are recorded in the students' cumulative file, distributed to parents, and used to evaluate curriculum and instruction.

Student Files

Student records shall be available for inspection or release only with proper prior approval of the parent/guardian, except in situations where legal requirements specify release of records without such prior approval. Please call the building principal to set up an appointment.

Student Hazing

Board Policy #5516 describes hazing as performing any act or coercing another, including the victim, to perform any act or initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. All staff will be alert to possible situations or events that may include hazing or planned hazing. These incidents will be reported immediately to the building principal or the district administrator.

Telephone Use

We request that parents limit telephone messages for students to those involving unexpected situations or emergencies. Whenever possible, changes in after school routine should be finalized before a child leaves for school. Students may use the office phone with approval of teachers and/or office personnel.

Title I

Title I is a federally funded program under the Elementary and Secondary Education Act (ESEA). The purpose of Title 1 is to enable all children to meet high academic standards. This is accomplished by providing meaningful and challenging opportunities for student learning. Schools and families form

partnerships to help students who need support in meeting high academic standards. Dodgeland Elementary is a school-wide Title 1 school, which means all of our staff are highly qualified and we meet regularly to analyze student progress to be able to provide additional intervention as necessary to help all students to achieve their potential.

Visitors Policy

All visitors to the building and volunteers are to check in at the office. You will be asked to show an ID to be scanned and you will need to wear a visitor badge to identify yourself to staff and children. This is very important as we work to keep children safe in the building. Any visitation of family members (i.e. cousins, friends, etc.) during school hours is discouraged and would need prior approval by the principal, should it occur as an exception.

Volunteers

Individuals interested in volunteering for the Dodgeland School District, including chaperoning field trips and assisting in extra-curricular activities, must be approved by the building principal before beginning volunteer duties. All volunteers must have a completed Volunteer/Chaperone Application form and a signed confidentiality statement on file in the office prior to performing any duties associated with being a volunteer. As part of the approval process all volunteers must submit to a criminal records check. Completed applications and the results of the criminal records check are kept in a secured location in the District Office.

Volunteer/Chaperone Application forms remain valid for three years. Following each three-year period a new volunteer application form and a signed confidentiality statement must be submitted. At that time, another criminal records check will be processed by the District Office.

Copies of the Volunteer Handbook, which includes two Volunteer/Chaperone Application forms and two confidentiality statements, are located in the office.

Weapons Policy

The school district's dangerous weapons and explosives policy states: "The Board 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.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below), razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives."

Withdrawal – Transfer of Students

If you are planning a move, please contact the elementary school secretary at 386-4404, ext. 1010, so that arrangements can be made to get the necessary forms ready to send to the child's new school. A withdrawal

form (available from the school office) must be completed to complete the process.

Contacts for Information, Problems or Concerns

For information on school rules, schedules, special events, etc...please call the school office, 386-4404, (ext. 1010).

For information on District Policies and matters of district-wide concern, please call the District Administrator, 386-4404, (ext. 1002).

For problems or concerns regarding your child, please follow the steps below:

Step One: Contact the teacher (usually the problem or concern can be solved at this level).

Step Two: Contact the Building Principal.

Step Three: Contact the District Administrator.

Step Four: Complaint form can be picked up at any of the school offices, and will be distributed to the Board of Education upon receipt of complaint.

<u>Elementary School Principal</u>	<u>District Administrator</u> (TBD)
Jennifer Huelsman 401 South Western Avenue Juneau, WI 53039 Email: huelsman@dodgeland.k12.wi.us (920) 386-8288	401South Western Avenue Juneau, WI 53039 Email: (920)386-8287

