

Student Safety Protocols

Building Security

In our continued efforts to maintain a safe learning environment for our students and staff, we are utilizing these security protocols for entering our buildings throughout the district:

- The building is locked at all times. All visitors will enter through the main entrance
- All visitors will be granted access by activating the camera/buzzer system next to the entrance.
- All visitors will check in at the office using the electronic sign in system.
- All visitors will wear their visitor badge prominently during their entire visit.
- Students will be picked up and dropped off from the sidewalk at the front of the building.
- Children are expected to go to the playground or breakfast area on their own or with the available guidance and support of school staff in the morning. Parents or guardians will not be allowed to escort children to classrooms or wait with them in the lobby area before or after school.
- Parents wishing to meet with teachers will schedule an appointment to ensure that the teacher and parent are available and prepared to have a productive meeting.
- All visitors will be granted access TO and FROM the office by electronic door access systems operated by the Administrative Assistants. No one will be granted access to the building prior to signing in at the kiosk.

Pick up and Drop off Procedures

At LSE and MVS, we strive to help our children develop the skills necessary to become independent, self-sufficient, and confident individuals. You can help them with this journey by adhering to our school's pick up and drop off procedures as follows:

Drop off procedures-

- Drop children off for school no earlier than 8:00 and no later than 8:25
- In the morning, children go to breakfast entrance or to the playground
- Projects and snacks can be left in the main office until the bell rings, then they can be picked up by children and delivered to their classrooms.
- Students interested in working with a teacher between 8:00 and 8:25 will need to have a pass from the teacher. This pass will be shown to the Administrative Assistants at the front desk prior to the child being given permission to enter the building.
- Students arriving after 8:30 will need to check in at the main office. Their attendance and lunch choice will be noted at this time.

Pick up procedures-

- Parents picking up children at the end of the day will wait outside the building. Parents can wait near one of the three main exits at the front of the school or anywhere on the sidewalk connecting the entrances to the parking lot.
- Children being picked up before the regular end of the school day will be called down to the office. Parents will wait in the main office for their children.

Guest Sign in procedures

To best ensure the safety and security of all staff and students at LSE and MVS, all guests will follow this procedure for entering the building:

- ALL guests who enter our building are required to sign in via the electronic sign in system.
- ALL guests in our building are required to wear their visitor badge in a clearly visible manner on their person at all times.

Background checks for ALL volunteers

Those who wish to volunteer in classrooms or on field trips need to have a current background check on file with the school. Background checks need to be re-submitted annually and typically take several days to complete. For this reason, parents interested in volunteering are encouraged to complete a background check form at the beginning of the year. If there is no current background check on file, those wishing to support student learning by volunteering will need to complete the background check at least one month in advance of the intended date of volunteering to ensure sufficient time is afforded for proper background check completion. Background check request forms received less than one month prior to the event will likely be denied due to insufficient time for completion.

Admission of New/Transfer Students

To enroll in kindergarten or first grade at any time during a school year, a child must be five (5) or six (6), respectively, on or before September 1 of the current school year. All children being enrolled for the first time must present a certified birth certificate.

In-District Transfer Students

Student transfers between LSLC and LSI/MVS will occur **before the school year begins** or at the semester break. Approval for transfer is dependent on space availability, enrollment numbers, and the needs of the student. Transferring between schools **mid-year** can cause a significant interruption to the student's learning process and is **not recommended**.

To request a transfer once the school year has started, parent/guardians must do the following:

- Meet with teacher or advisor to create a plan to best meet student needs.
- Meet with teacher & principal or advisor & lead teacher to reflect on the plan.
- Meet with lead teacher and principal to discuss transferring.
- Complete the transfer form by **December 15** for a mid-year transfer after Semester Day.
- Meet with new teacher or advisor and old teacher or advisor to make a transition plan. (This needs to occur in January prior to Semester Day.)

ATTENDANCE

Arrival Time

If your child does not ride the bus, please time his or her arrival for **no earlier than 8:00 a.m.** The bell rings at 8:25; children are expected to be in their rooms, ready to learn at 8:30 a.m. Supervision is provided on the playgrounds at 8:00 a.m. A child who arrives after 8:30 a.m. is considered tardy. Students must check in the office if they come in after 8:30 a.m. to make a lunch choice, receive their pass to class and so that their arrival time can be noted. If you know your child will be tardy, please call the school office.

School Day and Office Hours

The school day begins at 8:30 a.m. and ends at 3:00 p.m. The Lake Superior Elementary School Offices are open 7:30 a.m. to 4:00 p.m., Marengo Valley Elementary School Office is open 7:30 a.m. to 3:30 p.m.

Student Drop-Off and Pick-Up (LSE Only)

When dropping off or picking up students, use the **STUDENT DROP-OFF LANE** (the right lane as you enter). **DO NOT** leave your vehicle unattended in this lane. If you need to get out of your car for any reason, use the left PARK lane and park in a visitor spot in the front row. Please **DO NOT drop off your child BEFORE 8:00 a.m.** as there is no supervision available. **Please pick up your child as soon as possible after school is dismissed. DO NOT** use the bus/fire lane to park or pick up children. This applies before and after school daily.

Absences

Parents and guardians should call the school office to report their child's absence. All absences **must be excused within two SCHOOL DAYS or the absence will be considered unexcused.** After two days of unexcused absences, the process of reporting truancy begins. After five unexcused absences, truancy has to be filed with the county. Please call or send a note or email to the **main office** to excuse your child's absence.

There is no substitute for student attendance in class. Research shows that children gain the most from their education when they are present and we therefore expect children to be at school every day they are able. If your child must be absent, please call the school office.

BUS TRANSPORTATION

Bus Changes

Students **must** have a written note to ride a different bus home or to be allowed to stay at school to wait for a ride. If there is no note, students will be put on their regular bus. Though the written note is the preferred method, parents who are unable to send a bus change note to school with their child may call in to the office with bus change information **before 2:30**.

Please note: the end of the day is a busy time in the school office. We will attempt to deliver bus change information to students and teachers that is received **BEFORE 2:30 pm.** Requests for bus changes received **AFTER 2:30 May not be able to be honored.** Children will be sent home on their normally assigned bus, barring an extreme and unforeseen emergency.

Bus Company

Busing services are provided by Lakeshore Bus Company. Questions or concerns about bus services or bus problems should include the bus number and be directed to Lakeshore Bus Company at 715-682-3669.

Bus Conduct

Please review the district-wide Student Handbook section on Student Transportation for more information. Please note that bus suspensions apply to all school buses including field trip buses. Bus suspensions are not excused absences from school. Students are expected to be in school on days of bus suspensions.

Child Abuse and Neglect Reporting

Any staff member who suspects that a child has been abused or neglected is required by law to immediately report such suspicions. Reports are made directly to the Ashland County Human Services Department, Indian Child Welfare and/or law enforcement.

Class Assignment/Parent Requests

LSE/MVS staff strive to provide the best learning environment possible in each classroom by balancing the diversity of student backgrounds, the numbers in each class, gender, special needs, abilities, etc. As you may know, this is an arduous, complex process, involving many, many variables. Our discussions and planning sessions include regular education classroom teachers, special education teachers, school counselors, and principals working together to create balanced class groupings for all classrooms. At LSE and MVS, we have caring and competent teachers who provide outstanding classroom experiences for all of our children. Please know that we appreciate your support as we endeavor to create the best educational experiences possible for all our children.

Due to the ever-evolving nature of education, students are increasingly being taught by several teachers from their grade throughout their school days, such as by having one teacher for language arts, another for math and another for intervention and enrichment time. As a result of this approach, which allows children to receive targeted instruction at their level to achieve maximum results, students may only spend some of their class time with the same students or same teacher for their whole school day. For this reason we do not accept teacher requests for class placement. We appreciate your understanding.

DISCIPLINE and BEHAVIOR EXPECTATIONS

Discipline in our school is a cooperative undertaking between the student, the teacher, the parent, and the administration. Students attending our schools are expected to conduct themselves with respect for self and others through their actions and language.

We realize that we are working with young children, many of whom are in the early stages of developing self-control and self-discipline. In order for our students to learn from their choices, they need to have logical and reasonable consequences that provide them with some meaningful feedback regarding their actions.

Behavior Intervention Specialist

At LSE we utilize a Behavior Intervention Specialist (BIS) at the primary and intermediate level to support student behavior. The BIS runs social skills groups, meets with students to discuss discipline issues such as Behavior Incident Reports and Bus Reports, facilitates Restorative Practices Talking Circles, and contacts parents about student behavioral issues.

If you have any questions about discipline practices at LSE, please contact your child's classroom teacher or the Behavior Intervention Specialist at the following extensions:

- K-2: extension 4301
- 3-5: extension 3517

PBIS and Responsive Classroom

For this reason, at LSE and MVS we use *Positive Behavioral Intervention and Supports (PBIS)*, which is a systemic approach to proactive, schoolwide behavior based on a Response to Intervention (RtI) model. PBIS applies evidence-based programs, practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture. Schools implementing PBIS build on existing strengths, complementing and organizing current programming and strategies.

The PBIS model has been successfully implemented in thousands of schools in over 40 states, resulting in dramatic reductions in disciplinary interventions and increases in academic achievement. Data-based decision making is a hallmark of PBIS, allowing successes to be easily shared with all relevant stakeholders.

The universal social curriculum that our schools uses to facilitate this good work is *Responsive Classroom*. *Responsive Classroom* is a research-based approach to K-8 teaching that focuses on the strong link between academic success and social-emotional learning (SEL). We believe that a high-quality education for every child is built on the foundation of a safe and joyful learning community. We provide professional development for elementary and middle schools worldwide.

To support this, each classroom has a posted behavior matrix and teachers practice these elements in each school environment throughout the year to ensure students know and understand them.

School-wide Behavior Expectations

- Be Here and Ready
- Be Respectful and Kind
- Be Safe

When children choose to behave in a manner that violates these expectations, their behavior will be dealt with according to the LSE/MVS Discipline Guidelines and Procedures, a guiding document that was developed collaboratively between teachers and building principals. Responses to poor student behavior may include one or several of the following: loss of privileges, calls to parents, detentions, restorative practices (talking circles, apologies, reparations, restitution, etc.), both in and out of school suspensions, and even expulsion in rare cases.

Restorative Practices

Restorative Practices is a social science that studies how to build social capital and achieve social discipline through participatory learning and decision-making. According to the [International Institute for Restorative Practices](#), the fundamental premise of restorative practices is that people are happier, more cooperative and productive, and more likely to make positive changes when those in positions of authority do things *with* them, rather than *to* them or *for* them.

Your child may be invited to participate in a talking circle, which is a form of conferencing with a student or students who have violated the social contract or behavior expectations. The purpose of such conferencing is to offer those involved an opportunity to hear from their peers and caring adults about how their behavior has affected others and to work collaboratively toward developing a solution. This is a powerful experience for those involved, and contributes to a positive environment school wide.

Field Trips

During field trips, both academic and co-curricular, all school policies apply to all in attendance, including chaperones. All chaperones need to have a current clear background check on file at least 30 days prior to the event. Students will only be allowed to participate when the District form (parent/guardian permission for school sponsored field trip consent to medical treatment and release of information) has been entirely completed, signed by the parent or guardian, and returned to school. Students on all District-sponsored trips remain under the supervision of the Board and are subject to District policies. Students will be expected to demonstrate appropriate behavior in school in order to be eligible for field experiences. **Teachers may create behavior contracts for students in advance of a field experience to ensure that students are aware of their expectations and can best meet them.**

FOOD at SCHOOL

Meals

The School District is committed to producing quality meals that are nutritious and appealing to students. Meals are provided by A'Viands Food Service. Breakfast, lunch, and Fresh Fruits and Vegetables menus are provided on the school tabs of the district web page.

Breakfast - Lunch Program

Breakfast is available starting at 8:00 a.m. All food must be consumed in the lunchroom, and students must be in class no later than 8:30 a.m. Breakfast will be charged to each student's food service account. Lunch times are scheduled by grade between 11:00 and 12:35 daily.

Breakfast Prices:

Student full price \$1.35

Student reduced price \$.30

Lunch Prices:

Student full price \$2.60

Student reduced price \$.40

Adult \$2.00

Adult \$3.55

Snacks/Treats:

Talk to your child's teacher about the proper protocols for sending snacks to school. Many teachers create a calendar for sharing treats.

Fresh Fruits and Vegetables Grant

LSP, LSI, and MVS have been awarded a grant to provide fresh fruits and vegetables to students daily for much of the school year. Fruits and vegetables are determined by seasonal availability.

Birthday Treats and Parties

Please let your child's teacher know ahead of time if you would like to send treats to the class to celebrate your child's birthday. A nutritious snack may be sent with your child instead of sweet treats. Please **do not** hand out birthday party invitations at school for parties. Students may feel hurt if they are not invited.

PLAYGROUND and RECESS

Use of the playground before school and during the school day is viewed as part of the child's total school experience. It is expected that students will demonstrate the same good citizenship during their time on the playground as they do during the rest of the school day.

Outdoor exercise is an important part of student wellness, including cardiovascular health and optimal brain development. For this reason, students will go out for recess whenever possible. Occasionally the weather will require indoor recess. **Students will be outdoors unless** the following conditions apply:

Winter (cold):

If, according to AccuWeather.com, the Real Feel Temperature is 0 or colder at the designated determination time, or if there is a wind chill advisory or warning from the National Weather Service, children will have indoor recess. Designated determination times are 7:45 for morning recess and 10:45 for lunchtime recess.

Fall/Spring (rain):

If it is actively raining, students will have indoor recess. Otherwise, students will be outside, including if the ground is wet, if there are puddles, or if it is misting or some other mild form of precipitation.

Once outside, playground teachers determine if conditions allow continued outside recess or whether to come back inside. Playground teachers supervise students in classrooms for the remainder of the recess time on those days. All students should be dressed appropriately for the season so that they may safely and comfortably enjoy their recess time. (If you need assistance in providing your child with appropriate winter clothing, please contact the school guidance counselor.)

Playground Expectations

Responsible behavior promotes a safe and enjoyable playground recess. We want all of our students to be safe while having fun on the playground. Therefore the following rules have been established and will be enforced throughout the school year. Consequences for not playing responsibly may include: warning, time out, losing the right to play on equipment for the rest of the day or the next day (or longer) as determined by school officials, loss of recess privilege, and/or implementation of school discipline policy and consequences.

- **Be Here and Ready**

- Walk from the buses or building to the playground, hands and feet to self
- Move immediately to the building when the bell rings or whistle blows
- Enter the building with a Level 2 or quieter voice
- Wear appropriate clothing for the weather

- **Be Respectful and Kind**

- Play hard, but fair, and have fun
- Respect others' space; Speak kindly to others
- Help others if needed
- Follow playground teacher instructions

- **Be Safe**

- Stay in the designated playground space
 - Use equipment responsibly
 - Avoid unsafe behaviors, such as: tackling, pushing, throwing snowballs, etc.
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Problem Solving Teams

LSE/MVS Problem Solving Teams (PSTs) are multi-disciplinary teams that provide support and consultation to teachers and families with regard to a wide variety of student concerns including academic, emotional and behavioral. PSTs assess needs, develop intervention strategies and follow-up.

Report Cards

Report cards are issued after each quarter for grades 1-5 and twice each academic year for Kindergarten students. Project School students receive report cards once per trimester. The grading periods are listed on the school calendar.

Safety and Security Measures

All Ashland schools conduct monthly fire drills, often with fire department officials observing. The school also conducts tornado disaster and severe weather drills regularly. If the warning comes when children are at school, school personnel and students will proceed with appropriate protective measures as practiced in drills.

Head Lice

The parents of students diagnosed with live head lice will be notified and requested to pick-up their child for treatment. In light of federal guidance and recommendations of the Wisconsin School Nurse Association, Ashland School District will respond to the presence of head lice in the following manner: 1.) Head lice shall be treated as a medical issue deserving the same level of confidentiality as any other medical concern. 2.) The district shall take measures to avoid isolating or stigmatizing students with suspected or known/confirmed head lice. 3.) School health personnel shall cooperatively work with parents to determine the appropriate course of action for each presentation of head lice on a case-by-case basis. 4.) School health personnel will help to educate parents on proper treatment and prevention of head lice.

Parents have the option and right to excuse their child from school for this medical reason (excused absence). If you suspect your child may have head lice, consult your physician or pharmacist for treatment. The school health assistant also has information available upon request on how to examine for lice and how to administer treatment. For more information contact National Pediculosis Association, 1-800-446-4672, www.headlice.org.

Supply Lists

School supply lists are available on the LSE or MVS web page or from the school office.

Volunteers

Volunteers are encouraged, appreciated, and essential. School experiences are greatly enhanced with volunteers. If you are interested in volunteering, contact Terri Roffers, the parent volunteer coordinator at 715-682-7083, or contact your child's classroom teacher. If you're interested in volunteering this year, please complete a background check request form by the end of October to be sure there is enough time to complete it prior to the event you wish to volunteer for. To ensure the safety and well-being of our students, volunteers will be screened using a criminal background check. New background checks need to be completed each school year. Please join us!

Walking/Biking to School (LSE only)

Walking and biking are healthy, safe, and environmentally conscious methods of getting to and from school. We encourage students and families to choose walking and biking along our Safe Routes To School (SRTS) pathways as an alternative to motorized transportation. Due to their age, K-2 students walking and biking to and from school should always be accompanied by an adult. Walking in groups is recommended. Bicycle racks are located at the back of the building. Bike helmets are STRONGLY recommended.

Concerns/Questions

If you have questions or are concerned in any way about your child's education:

1. Contact your child's teacher
2. If your concern has not been resolved, then contact the building principal.

We sincerely hope this year will be a happy and productive year for your child. Please take time to visit your school, become acquainted with your child's teacher, and be involved in school. We are proud of our school and trust that your child will find this year to be a rewarding experience.