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C.L. Robinson's Simple Rules  
Be Respectful

Be Responsible  
Be Safe

## **MESSAGE FROM THE PRINCIPAL**

Welcome to C.L Robinson Elementary School! Our purpose and mission is to provide every opportunity for your child to reach his or her potential. You, the parent, are an essential component of their education. Working together, the staff and I believe we can make this vision a reality. If you want to discuss these important topics further, my door is open.

Larry Palubicki  
District Administrator/Elementary Principal

### **SCHOOL DISTRICT OF LAONA NON-DISCRIMINATION POLICY**

The School District of Laona does not discriminate against pupils on the basis of gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, or physical, mental, emotional or learning disability. Please review Board Policy 1422, Board Policy 2260, Wis. Stats. 118.13, and Wisc. Adm. Code PI-9 for additional information. Discrimination complaints should be placed in writing and directed to the building principal.

### **Accidents and Insurance**

The School District of Laona participates in a blanket coverage accident insurance program covering all students K-12, for school sponsored and supervised activities, including interscholastic athletics. The insurance plan is a secondary coverage designed to cover all reasonable and necessary medical and dental expenses after the parent's insurance has paid its maximum towards the claim. If a student sustains an injury, they should report it to their teacher immediately. If you plan to visit your doctor, please obtain the necessary information from the school secretary.

### **Attendance/Absences**

Consistent school attendance is one of the biggest factors in a child's success in school. Regular school attendance is a priority of C.L. Robinson. We believe your child needs to be present the maximum number of school days to receive optimum instructional benefit from educational opportunities and grow socially and developmentally from the school experience. Your child is expected to be in school every day unless he/she is ill or has other justifiable reasons for absence. Therefore, we enlist your understanding of and cooperation with our attendance procedures.

When your child is going to be absent from school, we ask that the parent/guardian notify the school office before 9:00 a.m. on the day of the absence unless the classroom teacher has been notified prior. This may be done by calling the school office at 715-674-2143 and selecting "2" for the elementary office line. For the safety and security of our students, if parents have not called by 9:00 a.m., school personnel will attempt to make contact with the parent to determine the welfare of the student.

A child will not leave school without permission from the parent and school office officials. For safety reasons, students leaving school during the day must be 'signed out' in the office by an adult.

**Truancy**-The legal statute defines a "habitual truant" as a student who is absent or tardy from school without an acceptable excuse for part or all of five (5) or more days during a semester. Students may not be absent more than a total of ten (10) days for the school year.

- A child is required to attend school from age 5 through 18.
- While it is understandable that a child may miss school on occasion, being absent or tardy five (5) or more times in any one semester is cause for concern.
- If a child is absent or tardy five (5) or more times in any one semester, a parent contact may be made. This contact may be in person, via the phone, an e-mail or a letter.

If attendance fails to improve, the parent may receive another notice. Examples of unexcused absences include, but are not limited to: missing the bus, oversleeping, staying home to watch siblings, walking too slowly, taking care of pets, unable to find clothing, home work, vehicle didn't start, traffic, etc. If deemed necessary, a conference with school personnel will be scheduled.

Parents will be notified at the end of each quarter on the student progress report of their child's absences unless earlier notification is deemed necessary.

### **Breakfast/Lunch/Milk**

The School District of Laona Food Service program is part of the National School Lunch Program. The elementary school participates in the Community Eligibility Provision (CEP) program. The school provides free breakfast, lunch and milk to all our students.

**Bus Behavior**

School bus transportation is a privilege and an extension of the school day. The School District of Laona contracts bus service through Lamers Bus Company. Please read through the Bus Transportation Handbook for specific guidelines for riding the bus.

**Cancellation of School**

Before School

If bad weather during the night makes it impossible for buses to run in the morning, an announcement will be made on our website, facebook page, radio and TV. Please tune to these stations for the announcements:

<b>Radio Stations</b>	<b>TV Stations</b>
Rhinelanders	
WHDG 97.3 FM	WJFW - 12
WRHN       100.1 FM	
WOBT       1240 AM	
WRLO       105.3 FM	
Wausau	
WIFC       95.5 FM	WAOW - 9
WSAU       550 AM	
WRIG       1390 AM	
WDEZ       101.9 FM	
WOFM       94.7 FM	
WSAU       99.9 FM	

Announcement of early dismissal will use the same means of communication as listed above. If school is cancelled, all afterschool activities will be cancelled as well.

**Daily Schedule**

7:45 am                      Breakfast (served until 8:05 a.m.)

8:05 am	First Bell
8:10 am	Classes Begin
11:00 am	4-Year Old Kindergarten Lunch
11:15 am	4-Year Old Kindergarten Dismissal
11:10 - 11:30 a.m.	K-2 Lunch
11:30 - 12:00 p.m.	K-6 Recess
12:00 - 12:20 p.m.	3-6 Lunch
3:20 pm	Dismissal (K-6th)

### **Dress Code**

It is expected that students will attend school clothed and groomed in an appropriate manner. The objective of the school dress code is to provide a safe learning environment free of apparel that is disturbing, provocative or dangerous.

Clothing items must be free of vulgar language, racism, sexual innuendo, advertisements for tobacco, alcohol or other drugs, promoting gambling or gangs and must not depict violence. Hats, caps, bandanas, hoods and other distracting headgear are to be removed upon entering the building unless they are part of a planned school activity.

### **Electronic Devices**

Any items that may distract from instruction such as toys, electronic devices, radios, cell phones, etc. are to be kept in the lockers or at home. We encourage that these items are not brought to school unless the teacher has given permission. The school does not take responsibility for any lost or damaged items particularly electronic devices. If the items are not kept in the lockers, they will be taken away and parents will be contacted. Repeat offenders will have additional consequences.

### **Field Trips**

Field trips are an important part of learning. Teachers establish guidelines for field trips that are communicated to parents, along with a written permission slip. All students must have a written permission slip to participate in a field trip.

### **Harassment**

It is the policy to maintain a work environment that is free from all forms of harassment and to insist that each employee and child is treated with dignity, respect, and courtesy. Harassment includes, but is not exclusive to, name-calling, negative stereotyping or hostile acts that relate to race, color, religion, gender, national origin, age or disability and will not be tolerated.

It is a violation of this policy for any employee, child, or volunteer of the School District of Laona to harass another employee, child, or volunteer through conduct or communications which has the purpose or effect of creating an intimidating, hostile, or offensive school environment. Violations of this policy will be disciplined.

Please see attached policy 5517 for more information.

### **Health - Accidents**

Minor injuries, such as scratches or bumps will be treated according to established procedures.

If there is a more serious, or potentially serious injury we will contact parents to decide on further medical attention.

If there is a major accident, parents are notified immediately. If parents are unavailable, the alternate name appearing on the registrations card is contacted. If contact cannot be made, the principal will take responsibility to seek professional help for the child.

### **Health - Illness**

While school attendance is a priority, we also realize students will occasionally become sick and here are a few guidelines to help determine when a child should be kept home due to illness:

- Students have a fever of 100 degrees Fahrenheit or greater. They should be fever free for at least 24 hours without the aid of medications before they return
- Students with vomiting or diarrhea should be symptom free for 24 hours before they return.
- Students who have a bad cough or a persistent runny nose.
- Students with a rash should be kept home until a physician says it is alright to return.
- Students who are diagnosed by their physician with a bacterial infection (e.g. strep throat, pink eye, etc.) should return on the recommendation of the physician.

Students who attend school with any of the symptoms noted above or who are at school when these symptoms develop will be sent home as soon as the parent or emergency contact can make arrangements for the student.

### **Medication During School Day**

When it is necessary for students to take medication at school, completion of a Medical Consent Form is required. Forms are available in the school office.

District personnel are not allowed to administer prescription medication to students without the proper, written instructions. A Medication Consent Form must be filled out and signed by both the parent and the physician. Medication must be in its original container. A student's parent/guardian is responsible for delivering medications to and retrieving medications from the school office.

Non-prescription medication, such as aspirin and cough drops, can only be dispensed through the school office if the medication is in its original container, proper written instructions from the parent are provided, and the appropriate permission slip has been signed.

### **Parents Rights to Restrict School in Release of Public Information**

Wisconsin Law permits parents, legal guardians, or adult students (18 years or older), to request that public schools not release certain directory information. Directory information which cannot be disclosed to the public if parents (legal guardians) object, includes:

- student name
- address
- telephone listing
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance
- photographs
- degrees and awards received
- the name of the school most recently attended by the student

Parents or legal guardians of all students attending the School District of Laona desiring to deny release of all or part of directory information during the school year, should send a letter to the school principal at 5216 Forest Ave, Suite A, Laona, WI 54541. The letter should state the specific information to be withheld for public disclosure. For additional information, call 715-674-2143.

### **Parent/Teacher Conferences**

C.L. Robinson has scheduled time for parent/teacher conferences in fall and spring. However, you do not need to wait for these scheduled dates to conference with a teacher. Our staff members welcome parent/guardian contact at any time.

### **Recess**

All children will participate in short recess periods. This opportunity gives students a very necessary change of pace.

Normally students who are too ill to take part in outdoor play are too ill to be in school. Written requests to remain inside due to illness will be accepted for two days. A third day will require a physician's note.

### **Lockers**

Student lockers may be inspected during the school year as determined necessary or appropriate. Students are responsible for its contents, condition, and neatness. Only school combination locks are to be used and may be obtained from the office. Unauthorized locks will be removed. Students may get a lock from the elementary office for a \$5.00 deposit which will be returned to the student when the lock is returned. Valuables should not be left in an unlocked locker.

### **Student Records and Confidentiality**

The School District of Laona maintains two (2) types of records (academic and behavioral) on each student enrolled. Federal and state laws control the nature, content and access of the records. The law also assures parents and students: (1) the content of the records is confidential, (2) parents/legal guardians may inspect and have access to the records unless otherwise specified in a written legal document by the courts, (3) if review determines an error in the records, the error will be corrected, (4) after graduation, only academic records are retained, (5) academic record information will be released to other persons only upon parent, student (if 18 years of age) or graduate written approval.

### **Technology**

The School District uses technology resources, including the internet, as tools to support teaching and learning. Technology resources, like any other school property, are owned by and the property of the District and subject to the District's rights under contract and law. Technology resources must be used efficiently in the interest of the District and for the educational purposes for which they were intended. Users are required to follow the guidelines in District Policy 363.2.

The Board of Education has implemented a Technology Fee for all students grades K-12. The elementary fee is \$25.00. This fee is an effort to maintain our technology resources to ensure continued student access to technology as part of their learning process. This fee will cover up to two fixes per device per year. After those two fixes, the student will be responsible to cover the cost. This fee will also be used to continue to maintain other areas that support our daily use of technology in the learning process.

While we expect everyone to pay the full fee, no student will be denied access to technology. Those students without devices will either have to check out devices to be used only during the school day or use the computer labs available.



**Title 1**

C.L. Robinson has a school-wide Title 1 program. We recognize that it is important to involve parents in decisions around the program. For complete details of parent involvement, please see Policy 2261.01.

You may request information regarding the professional qualification of our paraprofessionals and classroom teachers.

**Visitors at School**

Parents are invited and encouraged to visit school and to attend all school performances and functions. For the protection of the students, we do require that all visitors check in with the elementary office to prevent unauthorized persons and strangers from loitering in and about the school building.

**Wellness Policy**

Wellness influences a child's development, health, well-being and potential for learning. To afford students the opportunity to fully participate in the education process, students must attend school with their bodies ready to take advantage of the learning environment. This district-wide nutrition and physical education/activity policy encourages all members of the school community to create an environment that supports lifelong healthy eating habits and regular physical activity.

The policy includes School Nutrition Guidelines and Physical Education/Activity Guidelines. Some new guidelines specific to our elementary students include:

*\*School snacks/birthday treats/class activities/awards: Nutritious snacks are recommended for school or class activities and awards. See the "Healthy Classroom Snack" resource developed for the district. We strongly encourage that classroom snacks not be served within one hour before or after scheduled school meal times. We encourage staff to utilize non-food rewards when possible. If providing food rewards not on the suggested food list, use extremely small servings infrequently.*

*\*Fundraising: Students, staff and parents are asked to consider alternative fundraising strategies that use healthy food choices or non-food items.*

## **USDA Nondiscrimination Statement**

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- (1) *Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;*
- (2) *Fax: (202) 690-7442; or*
- (3) *Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*The School District of Laona is an equal opportunity provider.*