

2009-2010

Family Handbook

Elm Lawn Elementary School
Middleton, Wisconsin



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Susan Bailey, Secretary

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Dear Students and Parents/Guardians,

Hello and welcome to another stupendous year at Elm Lawn Elementary. During the previous year we focused on what we can do together and here are some of the examples of what we accomplished. In the spring of 2008, we surveyed families and based on that feedback we added the following information that families would like to see from school on our website. Changes include a current calendar of events, FAQs, school hours, office contact information, teacher email addresses, pictures, and contact information, and Eagle Vision. Last year our website was the most visited site of all the elementary schools. We had 8,821 total hits to the home page. The next closest elementary school had 6,587 total hits to their home page. A second example of our work together involved our pick-up and drop-off area. Again, we surveyed families to find out what changes we could make to improve pick up and drop off. Based on that survey and the recommendations of MSA, an engineering firm we hired, we have implemented the following: beginning supervision at 7:45AM, and adjusting our cold weather policy when allowing kids into the building in the morning; we are considering other changes for the 2009-2010 school year.

This year, I am looking forward to hearing from all families about what they want an Elm Lawn education to encompass. We intend to work with families to identify what we can do even better this upcoming year. With the help of the Elm Lawn community, I am excited to be a part of all the great things that students, staff, and parents/guardians will be involved in this year. When we combine the efforts of our families, teachers, support staff, custodians, food service providers, and educational assistants, even more wonderful things will happen at Elm Lawn Elementary. If you have any ideas, feedback, or suggestions, they are always welcome. Please feel free to contact me via email at mpisani@mcpasd.k12.wi.us or phone 829-9070 during the year.

Your Principal,

Mike Pisani

**ELM LAWN
DAILY SCHEDULE
2009-2010**

| | | |
|----------------------|--|---|
| <u>START:</u> | 8:05 8:10 | Students enter building Classes begin |
| <u>AM RECESS:</u> | 9:55 - 10:10 10:10 - 10:25 | Kindergarten & Grade 1 Grades 2 & 3 |
| <u>LUNCH/RECESS:</u> | 10:55 - 11:37 11:05 - 11:42 11:15 - 11:57 11:30 - 12:07 11:45 - 12:22 11:55 - 12:32 | Grade 1 Grade 2 Kindergarten Grade 3 Grade 4 Grade 5 |
| <u>PM RECESS:</u> | 1:10 - 1:25 1:30 - 1:45 1:45 - 2:00 | Grades 1 & 2 Kindergarten & 4 Grades 3 & 5 |
| <u>DISMISSAL</u> | 2:52 | Students dismissed |





2009-10 School Calendar Dates

| | |
|--------------------|--|
| Tuesday Sept. 1 | First Day of School/First Quarter/First Trimester begins |
| Monday Sept. 7 | Labor Day - No School |
| Tuesday, Sept. 29 | Collaborative Release Time (CRT) Early Release |
| Wednesday, Oct. 28 | Collaborative Release Time (CRT) Early Release |
| Thursday Oct. 29 | No School - Teacher Inservice |
| Friday, Oct. 30 | No School - Teacher Conference |
| Friday Nov. 6 | End of First Quarter |
| Monday, Nov. 9 | Second Quarter begins |
| Friday Nov. 13 | No School - Parent Teacher Conferences |
| Wednesday, Nov. 25 | Collaborative Release Time (CRT) Early Release |
| Thursday Nov. 26 | No School - Thanksgiving |
| Friday, Nov. 27 | No School - Day after Thanksgiving |
| Tuesday, Dec. 1 | First Trimester ends |
| Wednesday Dec. 2 | Second Trimester begins |
| Friday Dec. 18 | Last day of school before Winter Break |

Winter Break Saturday, Dec. 19 - Sunday, Jan. 3

| | |
|---------------------|--|
| Monday, Jan. 4 | Students return to school |
| Thursday, Jan. 14 | Collaborative Release Time (CRT) Early Release |
| Monday, Jan. 18 | No School - Teacher Inservice (MLK Day) |
| Friday, Jan. 22 | Second Quarter/First Semester Ends |
| Monday, Jan. 25 | No School - Teacher Work day |
| Tuesday, Jan. 26 | Third Quarter begins |
| Tuesday, Feb. 16 | Collaborative Release Time (CRT) Early Release |
| Thursday, March 11 | Second Trimester ends |
| Friday, March 12 | Third Trimester begins |
| Wednesday, March 17 | Collaborative Release Time (CRT) Early Release |
| Friday, March 19 | Last day of School before Spring Break |

Spring Break - Saturday, March 20 - Sunday, March 28

| | |
|-------------------|--|
| Monday, March 29 | Students return from Spring Break |
| Thursday April 1 | Third Quarter Ends |
| Friday, April 2 | No School - Good Friday |
| Monday, April 5 | Fourth Quarter Begins |
| Thursday April 29 | Collaborative Release Time (CRT) Early Release |
| Tuesday May 18 | Collaborative Release Time (CRT) Early Release |
| Monday May 31 | No School - Memorial Day |
| Friday, June 11 | Last Day of School, 4th quarter/3rd trimester ends |

ELM LAWN ELEMENTARY SCHOOL STAFF LIST



| Position | Phone | Staff Member | Position | Phone | Staff Member |
|------------------|-------|---------------------|------------------------|-------|-----------------------|
| Principal | 9071 | Mike Pisani | LMC | 9126 | Joan Anderson |
| Secretary | 9072 | Susan Bailey | | | |
| | | | Music | 9109 | Sue Poullette |
| Kindergarten | 9122 | Donna Kracht | | 9264 | Lauri Blakley |
| | 9129 | Julie Krapf | | | |
| | 9080 | Ann Neale | Band | 9139 | Shane Raye |
| | | | | | |
| | | | Strings | 9581 | Lynne Wymore |
| Grade 1 | 9132 | Nancy Karls-Niehaus | | | |
| | 9102 | Linda McMeen | Occupational Ther. | 9091 | Dora Boehnen |
| | 9078 | Rachel Mitchell | Physical Ther. | 9067 | Sue Schmitt |
| | 9073 | Mika Mitmoen | | | |
| | 9085 | Aimee Solheim | Phy. Education | 9013 | Jason Eckes |
| | | | | 9127 | Mike Zimmerman |
| Grade 2 | 9086 | Sara Gannaway | | | |
| | 9090 | Kristie Konsoer | Psychologist | 9181 | Sheera Eisen |
| | 9087 | Susanne Policano | School Counselor | | Meg Hanley |
| | 9082 | Annie White | Social Worker | 9544 | Cindee Schuetz |
| | | | | | |
| Grade 3 | 9106 | Karen Close | Reading Specialist | 9081 | Tracie Rogers |
| | 9079 | Patti Criscione | Reading/Math Support | 9083 | Sue Huntenburg |
| | 9084 | Margit Gundlach | | | |
| | 9088 | Mary York | | | |
| Grade 4 | | | Speech/Language | 9096 | Chris Bauman |
| | 9089 | Chris Conohan | | 9099 | Joanne Toennies |
| | 9075 | Lori Rusch | | | |
| | 9074 | Anne Solie | ELL | 9060 | Anna Peterson |
| | | | Deaf & Hard of Hearing | 9098 | Nancy Keith |
| Grade 5 | | Lindsay Muniz | | | |
| | 9123 | Anna Ohlrogge | Head Cook | 9242 | Stacy Sanders |
| | 9092 | Sue Wellman | Ass't Cook | | Darlene Meinholz |
| | 9095 | Tanya Zempel | Ass't Cook | | Patsy Opsal |
| | | | | | |
| | | | Head Custodian | 9125 | Carl Theis |
| Art | 9108 | Jozalin Waddell | Custodian | | Tad Mickelson |
| | | | Custodian | | Vang Yang |
| SAM | 9093 | Betty Jue | | | |
| | | | Para-Educators | | Laurie Bragg-Valaskey |
| SEARCH (G & T) | 9357 | Cheryl Saltzman | | | Kathy Braman |
| | | | | | Jim Buechner |
| EEN Resource | 9103 | Brenna Siebold | | | Julia Churchill |
| | 9077 | Deb Hoskins | | | Kris Cope |
| | 9124 | Robyn Nelson | | | Carrie Doll |
| | 9017 | Becky Bertalan | | | Susan Fabbri |
| | | | | | Kay Meier |
| School Nurse | 9107 | Julie Smith | | | Jean Shaw |
| | | | | | Susan Vater |
| Computer/Tech. | 9100 | Barb Stirn | | 9186 | Sarah Vovos |
| Technology Asst. | 9058 | Linda Hutchinson | | | |
| | | | | | |



ELM LAWN SCHOOL PLAYGROUND GUIDELINES

OUR OBJECTIVES

Play Safe
Get Exercise
Have Fun

General Rules

- Everyone in your grade level is allowed to play
- Use appropriate language
- Hands and feet to yourself
- Control your temper and actions
- During lunch recess come directly onto the playground after lunch dismissal
- Remember appropriate clothes and playthings before you come outside
- Snow stays on the ground
- Balls and other play equipment must be returned to the cart when finished playing
- Any toys used inappropriately will be held by the EA
- All play ends when the whistle blows
- Balls are used in the field or blacktop only
- Coats are to be worn outside when the temperature is below 50°F

Safety Rules

- Ask permission from an EA to enter the building during recess
- Children going to the health office must be accompanied by another student or adult, and must have a pink health slip
- Stay on school grounds (in front of trees and within the sidewalk boundaries)
- If balls roll outside the playground area - an adult must retrieve them
- Food, gum or candy are not allowed

Organized Games

- Basketball - hoops are evenly divided among the different grades at that recess
- Football - touch only
- Soccer - stay off goals - keep play within boundaries
- Baseball - stay off backstop - whiffle bats and soft balls
- As one class goes in, the next class out gets playing area
- Decide on rules before game begins
- Choose teams so play is fair
- Physical aggression will result in the child sitting out from the game

Structure Areas

- Walking only
- Wood chips and stones stay on the ground
- Monkey Bars - K-3 hanging only by legs and arms, when getting off - hands must be the last thing to leave the bars
- Slides - down only, feet first, sitting

Swings

- Swing forward and straight in a sitting position—refrain from jumping off
- Stay clear when not on swings
- Swings are not to be wrapped around top pole
- Water, mud, and ice under swing means swing is closed
- Stay clear of moving swings if not swinging

Tire Swings

- Sitting with feet inside
- Pushers' feet must stay on the ground
- Limit three on a swing
- Limit amount of time on swing to avoid getting sick
- Swings should not go high enough for swinger to hit head on overhead support beam

Winter Sliding Hill

- Walk up outside of hill away from sliding area
- Make a line - slide one at a time
- Sit on feet or seat facing forward

Butterfly Garden

- Stay on path
- Rocks must stay on the ground
- Stumps must stay in place
- Benches and stumps are for sitting only

CONFLICT RESOLUTION

Walk away

Talk it out (Use "I" messages)

Rock - Paper - Scissors

See an adult

Behavior Expectations

It is our goal to help students learn how to treat each other and be respectful to everyone in our school. There are several ways we go about this. The first is to clearly set the expectations for all students in our school. They are as follows:

Elm Lawn Elementary School Rules

Respect

I know I'm respectful when I

- show respect in words and actions to all students and adults in our school.
- listen attentively, by having my eyes on the speaker, sitting up straight, holding my body still, and raising my hand when I want to speak.
- take proper care of my school, my property, and the property of others.

Responsible

I know I'm responsible when I.....

- move safely and sit safely by keeping my hands, feet, and other objects to myself.
- follow directions the first time they are given.
- accept responsibility for my actions.

Elm Lawn Elementary Eagle Award



Student: _____

Respect

I know I'm respectful when I

- show respect in words and actions to all students and adults in our school.
- listen attentively, by having my eyes on the speaker, keeping my body quiet, and raising my hand when I want to speak.
- take proper care of my school, my property, and the property of others.

Responsible

I know I'm responsible when I.....

- move safely and sit safely by keeping my hands, feet, and other objects to myself.
- follow directions the first time they are given.
- accept responsibility for my actions.



Staff Member:

These rules are represented on Eagle Awards, shown above. They are used to reinforce positive behaviors. When school staff witness students following any one of these rules, a student may earn an Eagle Award. This award can be entered in a school wide drawing each month for the student to pick from a list of prizes generated by the students. They also can be used at our school store.

If students display negative behaviors our districts utilizes restorative practices that align with our code of conduct (see the next page). It is our hope that we can promote the positive behaviors to eliminate the negative behaviors.

Code of Conduct

The Middleton Cross Plains Area School (MCPASD) is a place of education where each child has the right to learn and grow in a supportive environment among people who are caring and cooperative. MCPASD is committed to working with our students and staff to create a system of accountability that sets clear limits and supports a respectful, school-wide learning community.

The code has been guided by the following philosophy:

All members of the learning community (students, staff, parents, and community) are essential to creating and maintaining a positive learning environment.

- The school environment must be physically, socially, and emotionally safe for everyone.
- The code of conduct is a framework to facilitate teaching and learning by establishing clear expectations and appropriate consequences.
- Desired behaviors should be communicated, taught, and modeled continually throughout the school year at all levels.
- Systematic communication and reflection, based on data and observations, on an individual and collective basis are vital to the successful implementation of the code of conduct.
- Conflicts will be handled with respect for the rights of all involved.

The code of conduct that follows assists both students and teachers/staff in creating a safe community which fosters personal growth both behaviorally and academically. Consistent with these philosophies, the district may utilize restorative practices as a response to behavior which impacts the community. Restorative practices are designed to resolve behavioral concerns within the community. They are further designed to allow interested victims to meet offenders in a safe and structured setting. Offenders are held directly accountable for their behavior and encouraged to return and positively contribute to the community. Parents/guardians are valued members of our learning communities and are critical resources in helping students learn to resolve code of conduct violations and behave in a manner that creates the safe learning environment for all. We will encourage and support parents/guardians in playing an active role in this process

CODE OF CONDUCT – LEVEL I

Least Serious Infractions
(may be handled by classroom teacher/staff)

STUDENT BEHAVIOR

May Include / Not Limited To:

- Cheating
- Derogatory comments
- Destruction of property / belongings
- Disrespect
- Dress code violations
- Failure to identify self
- Horseplay/unruly behavior
- Insubordination
- Profanity
- Tardiness
- Taunting
- Use of communication device during school day
- Use of non-sanctioned electronic devices
- Violation of internet and other technology use agreement

POSSIBLE INTERVENTION / CONSEQUENCES

(May include documentation)

- Educate/conference with student of appropriate behavior
- Provide restorative circle /conference
- Discuss behaviors and reach agreement for future behaviors.
- Mediation
- Monitor and provide feedback on behaviors
- Restitution
- Involve parents / care givers to assist in modifying behaviors
- Consult student services staff
- Behavior contracts
- Temporary removal
- Detention / loss of privileges
- Reflective activity

CODE OF CONDUCT – LEVEL II

More Serious and/or Chronic Infractions
(likely referred to building administration)

STUDENT BEHAVIOR

May Include / Not Limited To:

- Profanity directed at staff
- Cheating / plagiarism
- Theft
- Harassment / bullying / extortion
- Vandalism
- Repeated / significant dress code violation
- Chronic / severe insubordination
- Leaving classroom without permission
- Disruptive use of communication device / electronic device
- Pornography / obscene materials
- Disorderly conduct
- Truancy
- Possession/Use of controlled substances (tobacco, alcohol, other drug paraphernalia)
- Gang related expression, communication and activity
- Fighting / battery
- Lying / obstructing
- Gambling
- Possession of non-dangerous knife which is not used in a threatening manner
- Repeated violations of level I school rules

POSSIBLE INTERVENTION / CONSEQUENCES

(Must include documentation)

- All interventions listed under Level I
- Suspension (in or out of school)
- Involvement of BCT and functional behavioral analysis
- Involvement of outside agencies
- Involvement of police
- Short term removal from setting
- Long-term removal from setting

CODE OF CONDUCT – LEVEL III

Most Serious Offenses which Jeopardize
Health /Safety of Others

STUDENT BEHAVIOR

May Include / Not Limited To:

- Weapons (including look-alikes)
- Sexual assault
- Distribution of controlled substance (including look-alikes)
- Arson
- Unauthorized access and/or destruction of electronic data
- Significant property destruction
- Physical assault
- Bomb threats
- Intentional false fire alarm
- “Felony” theft
- Serious verbal threats/significant harassment
- Repeated violations of Level II school rules

INTERVENTION/CONSEQUENCES

(Must include documentation)

Mandatory

- Suspension*
- Police involvement*
- Student services involvement

May also include:

- All interventions in Levels I and II
- Pre-expulsion agreement
- Expulsion
- *Optional at elementary level

Note: Wisconsin statute 120.13 requires expulsion for at least one year for possession of a firearm while at school or under school supervision.

•A functional behavioral analysis and possible creation of a behavioral intervention plan is mandated when there are 3 or more violations of Level II or higher within a semester.

Mission

To educate all students to be contributing members of a global society by challenging, inspiring and supporting them in the pursuit of their potential.

Our Mission is Supported by:

- Treating employees with dignity and respect, as the organization's most valuable resource
- Maintaining a safe, supportive and respectful educational environment
- Challenging students with a relevant, rigorous and comprehensive curriculum
- Listening to people in the school community and carefully considering their viewpoints in the decision making process
- Assisting each school in its efforts to become a unique and evolving community for learning.

ENDS POLICY

The Middleton-Cross Plains Area School District will graduate life-long learners who can go on to the school or career of their choice by providing educational programs, instruction and materials that:

- Give students the skills they need for responsible membership in a democratic society
- Provide a well rounded scholastic experience
- Promote educational excellence through ongoing review and improvement
- Recognize the uniqueness of each individual
- Involve student family/guardian support structure
- Our students will interact successfully in an increasingly complex global environment.

District Goals 2009-10

. **Global Awareness Initiative and 21st Century Skills Statement** - Middleton-Cross Plains Area Schools strives to provide a world class education for all students. We intend to direct time and resources towards preparing our students for life in a 21st century global society. All students in our District need to be conversant in areas that will prepare them for immersion in a complex global environment, regardless of their chosen field of study or work. This initiative crosses the K-12 curriculum and will engage all schools and the community in the planning process.

In a more concerted effort to enhance the manner in which our students are taught to become contributing members of a global society, we would like our schools to emphasize:

- The interconnectedness of the world's cultures, politics, and economics.
- Recognizing, analyzing, and evaluating trends in global relationships.
- Creative problem solving, critical thinking, and innovative thought processes.
- Understanding issues from cultural perspectives other than our own.
- Encouraging study and travel abroad.
- Technical competence and the critical impact that technology has had in our world.
- Technological innovation that can expand curriculum, opportunity, and our students' world view.
- Outreach to the community for resources and expertise to further global awareness.
- The role of world languages in preparing students for an international environment.
- It is our hope that all students are touched by this initiative, in all courses and at all levels of our curriculum. We appreciate any innovation that can be brought to our students to achieve this goal.

2. Develop a system of **curriculum alignment** to achieve greater levels of staff collaboration and a more seamless instructional program.

3. Enhance and improve our **technology framework** and support to improve instructional delivery, student achievement, and organizational efficiency.

4. To **increase overall student achievement** and **reduce the achievement gaps** that are connected to ethnicity, socioeconomic status, using local, state and national assessment indicators to document improved learning on the part of our students.

Non-Discrimination Statement

It is the policy of the public schools that no person may be denied admission to any public school in the District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, pupil service, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin) and Section 504 of the Rehabilitation Act of 1973.

Policies

Policies and Procedures

This section provides an overview of frequently referenced District policies. For your convenience, the policy numbers are included. Complete District policies can be found online. The Board of Education's adopted policies and procedures is available for the public viewing online at www.mcpsd.k12.wi.us. Approved Board of Education meeting minutes are published in the Middleton Times-Tribune as well as on the website. This handbook reflects the current policy at the time of printing.

Attendance Policy

Wisconsin State Statutes and the Middleton Truancy Ordinance state that all students who are required to be in school attendance are expected to be in full time attendance, and to carry at least the minimum class load. Students may be released during the school day to participate in Board-approved activities in accordance with established procedures.

District Student Attendance Policy (431)

In accordance with state law, any person having under his/her control any child between six and 18 years of age shall cause the child to attend school regularly during the full period and hours that school is in session until the end of the term, quarter or semester in which the child becomes 18 years of age, unless he/she has a legal excuse, falls under one of the exceptions in state law, or has graduated from high school.

A child will be excused from regular school attendance if:

1. The child is temporarily not in proper physical or mental condition to attend a school program as documented by parent/guardian and a written physician statement when requested by the administration.
2. The District has received a parent/guardian's permission to be absent from school to obtain religious instruction under the "released time" statute.
3. A parent or guardian has notified the school attendance office prior to the absence. A student may be excused by the parent/guardian under this provision for not more than 10 days per school year.
4. The child is absent for a reason that the Superintendent or designee has determined to be legitimate and the absence has the approval in writing of his/her parent/guardian.
5. The child is participating in a program or curriculum modification approved by the Superintendent or designee, including programs leading to a student's high school graduation or high school equivalency diploma.
6. The child began a program leading to a high school equivalency diploma in a secured correctional facility, secured child caring institution, secure detention facility or juvenile portion of a county jail and agrees to continue to participate in the program.

It is the responsibility of the parent/guardian to notify the school of student absences in accordance with established District procedures. When students are absent from school, the District assumes no responsibility for their activities.

The Superintendent or designee shall maintain procedures that specify the reasons for which students may be absent from school, specify the conditions under which students may be allowed to make up examinations and other coursework missed during an absence, determine appropriate action to serve as a deterrent to truancy and satisfy full attendance requirements.

Early Admission Policy 421

Middleton-Cross Plains Area School District's policy states that children must turn five by September 1 of their kindergarten year for admission to kindergarten or six by September 1 of their first-grade year to be admitted to first grade. However, Middleton-Cross Plains Area School District may consider early entrance if children meet the criteria established by the district's early entrance policy. More information on this policy can be found under Registering New Students (Early Entry) on the District's website.

Animals in Schools Policy #724.1

The District recognizes that animals have educational value in the school setting, but only under conditions that insure safety and well being of the students, staff, and the animal. Live animals may be brought into the classroom as part of a written curriculum with approval of the building principal and providing the provisions of this policy are met. Adherence to guidelines must be followed with respect to having animals present in the school building. The teacher or caretaker must handle and maintain the animal(s) according to recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health. Dissection of animals or animal parts is limited to students at the High School level as defined in the curriculum. Animals trained or being trained to assist individuals with disabilities will be allowed in the school buildings provided the health, safety and welfare of students, staff and the animal are not compromised and as long as animal waste guidelines are followed. Modifications may be required to provide for the health, safety, and welfare of all students.

No Smoking Policy

The school district is mandated by the state to prohibit the use of all tobacco products on school district property.

Religious Accommodations

According to Administrative Policy 323.2, students may be absent from school for religious reasons. Also, any student with a conflict between an academic requirement and any religious observance must be given an alternative means of meeting the academic requirement. According to State Statutes, the board permits students with the written permission of a parent or guardian, to be absent from school not more than 60 minutes per week to obtain religious instruction during the required school attendance hours. The District has no liability for a student who is absent from school in accordance with this statute.

Can I Request Curriculum Modifications?

The district strives to meet the educational needs of all students in the district, help students develop to their maximum potential, and pace the educational programs to reflect a variety of learning rates and styles. The district recognizes that program or curriculum modifications may occasionally be called for to meet the individual needs of students. Therefore the District shall consider program or curriculum modifications at the request of individual students and/or their parents/guardians. Section 118.15(1)(d) of the state statutes provides parents/guardians and students with the opportunity to request program or curriculum modifications for the student and authorizes the district to approve or deny such requests. Parents/guardians should initially contact the student's teacher(s) to request any modifications.

Use or Possession of Two-way Communication Devices - Policy 443.3

Student use and/or possession of two-way communication devices (e.g., cell phones, pagers,) on school premises can be disruptive to the educational environment and interfere with student learning. Therefore, no student shall be permitted to use or possess a two-way communication device on school premises, except as specifically outlined below or otherwise authorized by the Superintendent or his/her designee:

- Students may carry two-way communication devices on school premises provided they are switched off and remain off during the hours of the regular school day.
- Students may use two-way communication devices on school premises outside of the regular school day provided such use is not disruptive to the school environment/activity or management of the school, does not endanger the health or safety of self or others, does not invade the rights of others, or does not involve illegal activity.
- Use of cell phones or other devices with photographic capabilities is strictly prohibited in locations where there is an expectation of privacy such as school locker rooms and restrooms.

Students violating this policy shall be disciplined according to established procedures.

Drug Free Schools

Administrative Procedure 111-C.2 states that no student is allowed to possess, use, sell distribute or be under the influence of alcohol and/or other drugs not medically prescribed while on District property, in a motor vehicle owned or used by the District, or participating in a school-sponsored activity on or off school grounds. The possession, use or distribution of drug paraphernalia is also prohibited.

Testing

The statewide Knowledge and Concepts Examinations will take place this year in grades 3,4,5,6,7, 8 and 10 in October or November. Parents of any student may request that the school board excuse their child from participating in the assessment. Parents are asked to contact their local school regarding exemption.

Student Records

Student records include the student's name, address, telephone listing, photographs, date of birth, participation in officially-recognized activities and sports, weight and height of members of athletic teams, year in school, dates of attendance, degrees, awards received, and the name of the school most recently attended. These records are considered public information and may be released to persons and the media unless otherwise notified in writing within two weeks of the beginning of school by the parents/guardians or adult student. Names of families will appear in school directories unless directed otherwise within the

first two weeks of school. This policy is in accordance with Wisconsin Statute 118.125 Parents or guardians and students have the right to inspect, review and obtain copies of student's records. Parents, guardians and adult students have specific rights regarding student records. More detailed information regarding the privacy/ release of student record information can be found in District Policy No. 347 which is available through the district website. Copies of the policy are available from the Superintendent's office. You may contact Cheryl Jansen at 829-9004. If you have questions concerning FERPA and/or student records and rights related to these records, please contact either of the Directors of Teaching and Learning: Erin Kuehn-Schettler at 829-9054, or Sherrri Cyra at 829-9058.

Supervision of Students

The District expects all students to be under assigned adult supervision when they are in school, on school grounds, traveling under school auspices or engaged in school-sponsored activities. Persons assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge. During the school year, the school building and grounds will be supervised by school personnel 10 minutes (8:00-8:10 a.m.) before classes begin in the morning and during the day when students are participating in scheduled school activities until school is officially dismissed at the end of the day. After school, students are supervised as they leave the building and load the buses.

Weapons (Policy 443.4)

No person is allowed to possess or use a weapon or look-alike weapon on District property including, but not limited to school buildings, school grounds, in a District-owned vehicle or at any school-sponsored function or event at any time. A weapon is defined as a firearm (loaded or unloaded) knife, razor, martial arts device, chemical weapons including pepper spray, explosive device, metal knuckle or any other object which is used or intended to be used to inflict bodily harm. A look-alike weapon is defined as any other object that could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

Locker Searches

The locker assigned to a student is the property of the District. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. Any unauthorized item found in the locker may be removed and may be held by the school for return to the parents/guardian or the student, retained for disciplinary proceedings, turned over to appropriate legal authorities or destroyed. Health services are provided by a differentiated health care staff. The staffing model consists of a Coordinator of Health Services, School Nurses and Nurse's Assistants. The coordinator establishes and provides for a comprehensive school health program. School health offices are staffed by a trained health assistant and school nurse during the student school day.

During the school day, students access the school health office for a variety of reasons including illness, injury and medications. The nurse's assistant under the direction and supervision of the school nurse provides services to the students. Blood glucose monitoring, communicable disease monitoring, health education and counseling by the school nurse are other reasons students may enter the health office. Elementary, middle and high school students frequently present themselves in the health office with counseling needs. Nurse's assistants will refer students to the school nurse.

Health

Health services are provided by a differentiated health care staff. The staffing model consists of a Coordinator of Health Services, School Nurses and Nurse's Assistants. The coordinator establishes and provides for a comprehensive school health program. School health offices are staffed by a trained health assistant and school nurse during the student school day.

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What if my child has a medical emergency?

In life threatening situations or in situations where the need for immediate medical care is suspected the school has a responsibility to act on behalf of the injured or ill student, employee or program participant. Emergency medical services must be activated by calling 911. The principal, designee or program supervisor must act on behalf of the parent or guardian when medical assistance and response time may be critical to preserve life or prevent major disability. In these instances emergency medical services are called first, parents or guardian second.

What if my child is injured or ill?

The district's Student Enrollment Form is completed and signed annually by the student's parent or guardian and kept in each school office. Emergency information on the form includes student health information. No child who is ill or injured will be allowed to leave the building during the school day without the permission of his/her parent or guardian. Additional contacts are listed by the parent/guardian in case they cannot be reached. These contacts may remove the child from school if needed for illness or injury. On the day of the illness or injury, the parent/guardian may give permission for others to remove their child.

It is the responsibility of the student's parent/guardian to update the school/district with new information.

What else can a school nurse do?

Specialized physical health care procedures during the school day are delegated by the school nurse. These may include blood glucose monitoring, gastronomy feedings, urinary catheterization and nebulized medication for students with severe asthma. Delegation of injectable medication such as EPI Pen (epinephrine) for severe allergic reactions and glucagon for students with diabetes is done by school nurses as well as insulin. School nurses also provide individual and group counseling for health-related needs.

Does my child need a physical?

It is recommended that students entering early childhood special education programs and kindergarten have a physical and dental

examination prior to starting school. Parents of kindergartners are encouraged to arrange for their child's eyes to be examined by an optometrist or evaluated by a physician by December 31 following the student's enrollment in kindergarten. Examinations shall be paid for by the child's parent or guardian. The forms will be maintained in the school health office.

What screening programs are available?

Nursing/Health Services conduct the annual hearing screening program for children in early childhood, kindergarten and children with suspected hearing problems who are referred from other grades. A puretone audiometer is used for screening. Nursing/Health Services conduct the annual vision distance screening program for children in early childhood, kindergarten, and grades 1,3, 5 and 8. Children with suspected distance vision problems who are referred from another grade will also be screened. Children who fail an initial screening will be rescreened and the parent/guardian will be contacted if the child fails the second screening.

What is the procedure for medications?

The following guidelines will be followed when medication is administered to students.

Non-prescription (over the counter) medication will be administered by District personnel upon receipt of:

- Written instruction and written consent by the parent/guardian on a District Parent/Guardian Medication Consent Form.
- Medication supplied by the parent/guardian in the original container with dosage instructions and labeled with the student's name.
- Parent/guardian consent forms are available in health offices.

Prescription medication will be administered by district personnel upon receipt of:

- Written instruction and written consent by the parent/guardian on a District Parent/Guardian Medication Consent Form.
- Written instructions of the practitioner.
- Medication supplied by the parent/guardian in the original container with the child's full name, name of the drug and dosage, time to be given and practitioner's name.
- The order on the medication container must match the written instructions of the practitioner (child's full name, name of the drug and dosage and time to be given).

Forms for prescription medication administration are available online and in health offices. Many practitioner's (medical) offices have generic school health forms.

Medication administered by school personnel will be kept in a locked secure place. It is the responsibility of the student to get his/her medication at the designated time. Only empty medication containers will be sent home from school with students for safety reasons. All medication must be reclaimed by the parent at the end of the school year or it will be discarded.

An asthmatic student may possess and use a metered dose inhaler or dry powdered inhaler upon receipt of the completed District's Medication Release Form. This form has the written approval of the student's practitioner and if the student is a minor, the written approval of the student's parent or guardian.

When does my child need to be immunized?

The District follows Wisconsin state statute 252.04 which requires all students through grade 12 who do not submit waivers to present evidence that they have received the first dose of each vaccine required for their grade within 30 school days of admission. The second dose must be within 90 days of admission and the third and fourth dose if required for their grade within 30 days of the beginning of the next school year. Students whose parent/guardian signs a religious or personal waiver are compliant with the law. Students whose physician signs a health waiver are compliant with the law. Waivers are available in the health offices.

The following are the 2009-10 state immunization age/grade requirements.

| Age/Grade | Number of Doses | | | | |
|------------------------|-------------------------------|----------------------|---------|--------------------|--------------------|
| Grade K-1 ¹ | 4 DTP/DTaP/DT/Td ¹ | 4 Polio ⁴ | 3 Hep B | 2 MMR ⁵ | 2 Var ⁶ |
| Grade 2-5 | 4 DTP/DTaP/DT/Td ² | 4 Polio ⁴ | 3 Hep B | 2 MMR ⁵ | 1 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. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

². DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

³. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine 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. (Note: a dose 4 days or less before the 4th birthday is also acceptable).

⁵. The first dose of MMR vaccine must have been received on or after the first birthday (Note: 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.

Information about free Public Health Immunizations

Clinics in Dane County is also available in the health offices. The Middleton Free Immunization Clinic is at St. Bernard's Church on the corner of University & Parmenter (use rear entrance). The clinic is the 1st Thursday of each month from 3:00 to 5:00 p.m. No appointment needed. A parent or legal guardian must accompany children under 18 years of age.

If you have any questions about this requirement please talk to your child's health care provider or Public Health Dept. Madison & Dane (266 - 4821)

What are the guidelines for Infectious Diseases?

The District follows federal regulations, state statutes, administrative rules, city ordinances and the procedures followed by the Public Health Department, Madison and Dane and the Wisconsin State Division of Public Health regarding known or suspected communicable diseases, as well as the reporting of disease and disease control. Communicable disease identification and practical disease control is a daily responsibility of the health services staff.

What about head lice (Pediculosis)?

A school nurse, principal or teacher may send home for the purpose of diagnosis or treatment any student suspected of having live lice or untreated nits. Any student who is suspected of having live lice or untreated nits shall be excluded.

If live lice and untreated nits are apparent:

- Parent/Guardian will be contacted. The student should be isolated as unobtrusively as possible.
- Treatment of the student and their environment will be explained to the Parent/Guardian and student.
- A written explanation of treatment will be given to Parent/Guardian and student.
- Siblings and close contacts currently in school will be screened.
- A sibling of a student who has live lice or untreated nits and attends the District schools will be screened. The nurse/nurse's assistant in the school where the student has live lice or untreated nits will notify the appropriate nurse/nurse's assistant.
- The Parent/Guardian of the student with live lice or untreated nits is encouraged to notify daycare, babysitters, and close contacts.

Students who have live lice or untreated nits shall be checked weekly for four weeks in the school health office. Parents/Guardians are encouraged to check their child's head daily.

What are the guidelines for deciding if your child is well enough to go to school?

As a parent it is difficult to decide if your child is well enough to go to school. Here are some guidelines to help in decision making. A child should remain home when an illness such as a sore throat, vomiting, diarrhea, nausea or cough will prevent them from functioning in class. It is best practice to keep your child home until food is tolerated. Children should also stay home until no fever has been present for 24 hours. Recognizing early signs and symptoms and taking preventative measures to adequately care for your child is most beneficial. Many times a child cannot concentrate on classroom activities and may expose children to their illness.

Please remember to use the attendance line (24 hours a day) to report when your child has a communicable disease such as influenza, pertussis, chicken pox, strep throat, fifth disease, mononucleosis, ringworm, pink eye or the nuisance condition of head lice.

Information About H1N1

You are no doubt aware of the H1N1 influenza virus (formerly known as swine flu) pandemic around the world. The Middleton-Cross Plains Area School District is in the process of updating plans and procedures for a predicted resurgence of H1N1 this fall and winter. We are working with local health agencies and the Centers for Disease Control to ensure we have the most recent and accurate information. While we are hoping for the best, we are planning for many possible scenarios, including the possibility of school closures. More information about our plans will be available in September.

Beginning September 1, the district will maintain an H1N1 webpage with current information and resources. A link will be available on the district website at www.mcpasd.k12.wi.us. Information may also be sent home with students, if necessary. Please be sure we have accurate contact information for you, including an email address if available.

Two-way communication will be a key component of the plan. We will depend on you for accurate information when reporting a student illness on the attendance line. Please inform us if your child has flu-like symptoms or a confirmed case of influenza. Tracking this information will help us estimate the prevalence of the virus in our schools.

You have an important role in protecting yourself and your family. Attached is some information on the H1N1 virus, including symptoms and preventative measures you and your family can take.

While there are many questions and uncertainties regarding this virus, we will do all we can to provide a safe learning environment for our students.

H1N1 Influenza Facts

H1N1 is a new influenza virus causing illness in people. This new virus was first detected in people in the United States in April 2009. This virus is spreading from person-to-person, probably in much the same way that regular seasonal influenza viruses spread.

Symptoms

The symptoms of novel H1N1 flu virus in people are similar to the symptoms of seasonal flu and include:

- Fever
- Cough
- Sore throat
- Runny or stuffy nose
- Body aches
- Headache
- Chills
- Fatigue
- A significant number of people who have been infected with this virus also have reported diarrhea and vomiting.

Prevention

- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet from people who are sick. People who are sick should stay home from work or school and avoid other people until they are well. Please keep your child home if he/she is sick.

Treatment

If someone in your home develops flu symptoms:

- Encourage plenty of fluids to drink.
- Keep the ill person as comfortable as possible. Rest is important.
- Do not use aspirin in children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- Sponging with tepid (wrist-temperature) water lowers fever only during the period of sponging. Do not sponge with alcohol.
- Keep tissues and a trash bag for their disposal within reach of the patient.
- All members of the household should wash their hands frequently.
- Keep other family members and visitors away from the person who is ill.
- Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider immediately.
- Stay home and do not attend work or school.

Flu Pandemic Planning

If student or staff influenza absence rates reach a level that normal operations cannot be maintained, we may be required to close school(s). More information on the plans and procedures regarding this possibility will be available in September.

Plan for an extended stay at home during a flu pandemic:

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a flu pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books, on hand.
- Plan recreational activities that your children can do at home.

Items to have on hand for an extended stay at home: (Remember to check expiration dates on foods and medications periodically.)

Examples: Non-perishable foods

Health and emergency supplies

- Ready to eat canned meats, fruits,
- Protein or fruit bars
- Dry cereal or granola
- Peanut butter and jelly
- Dried fruit, nuts, trail mix -
- Crackers
- Canned juices
- Bottled water
- Baby formula
- Canned or jarred baby food
- Pet food

Health and Emergency Supplies

Prescribed medical supplies such as glucose and blood pressure monitoring

- Soap and water or alcohol-based hand wash
- Fever reducing medication
- Thermometer
- Fluids with electrolytes
- Flashlight with extra batteries
- Portable radio with extra batteries
- Manual can opener
- Garbage bags
- Tissues, toilet paper, disposable diapers

Resources and Additional Information

www.publichealthmdc.com/disease/swineFlu/

www.cdc.gov/h1n1flu

Talking to Children About H1N1 Flu: A Parent Resource

Children look to adults for guidance on how to react to stressful events. If parents seem overly worried, children may panic. Parents should reassure their children that health and school officials are working hard to ensure that people throughout the country stay healthy. However, children also need factual, age appropriate information about the potential seriousness of disease risk and concrete instruction about how to avoid infection and spread of the virus. Teaching children positive preventive measures, talking with them about their fears, and giving them a sense of some control over their risk of infection can help reduce anxiety.

In addition to reviewing basic hygiene practices, use the following guidelines when talking with your child:

Remain calm and reassuring. Your children will react to and follow your verbal and nonverbal reactions. What you say and do about the flu virus and current prevention efforts can either increase or decrease your child's anxiety. If true, emphasize to your children that they and your family are fine. Remind them that you and the adults at their school are there to keep them safe and healthy. Let your children talk about their feelings and help put their concerns into the appropriate perspective.

Be honest and accurate. In the absence of factual information, children often imagine situations far worse than reality. Don't ignore their concerns, but rather explain that at the present moment the vast majority of people, even those who are sick, will be okay.

Discuss new rules or practices at school. Many schools will be enforcing prevention habits. This might include more frequent hand washing or use of antibacterial soaps; for older children, schools may temporarily limit activities where students are in close proximity or sharing items. Your school nurse or principal will send information home. Be sure to discuss this with your child. Contact your school nurse with any specific questions.

Communicate with your school. Let your school know if your child is sick, and keep them home. Talk to your school nurse, school psychologist, school counselor, or school social worker if your child is having difficulties as a result of anxiety or stress related to the flu. They can give guidance and support to your child at school. Follow all instructions from your school.

Keep Explanations Age Appropriate

- Early elementary school children need brief, simple information that should balance H1N1 Flu facts with appropriate reassurances that their schools and homes are safe and that adults are there to help keep them healthy and to take care of them if they do get sick. Give simple examples of the steps people take every day to stop germs, such as washing hands.
- Upper elementary and early middle school children will be more vocal in asking questions about whether they truly are safe and what will happen if the H1N1 virus comes to their school or community. They may need assistance separating reality from fantasy. Discuss efforts of school and community leaders to prevent germs from spreading.
- Upper middle school and high school students are able to discuss the issue in a more in-depth (adultlike) fashion and can be referred directly to appropriate sources of H1N1 Flu facts (e.g., the Centers for Disease Control and Prevention). Provide honest, accurate, and factual information about the current status of the H1N1 virus. Having such knowledge can help them feel a sense of control.

Attendance /Safety

District Attendance Line 829-9050

Children are required by law to be in attendance except that they may be excused for illness or a religious holiday. Full-time elementary students must be scheduled for the full day to be in compliance with State Statute. If your child is absent, and we do not receive word from the parents regarding the absence, we will call the parent at home or work. By state law, regular school attendance is the joint responsibility of the parents and school. The school authorities must enforce the law as cited by Statute 118.15. At the same time, parents have the responsibility to see that regular attendance is maintained. Absences without parent permission are considered to be unexcused.

Parents are asked to leave a message at 829-9050 (24/7) each day a child is absent.

Notes to Your Child's Teacher

We greatly appreciate when notes are sent to school for the teacher & office regarding an absence, planned vacation, doctor or dentist appointment, change in the daily routine, i.e. bus to babysitter, home, friend's house etc. These notes can be very helpful, especially if your child's regular teacher is absent and there is a substitute in the classroom. As much as the use of e-mail is great, if the regular teacher is absent, the emailed message will not be checked that day. Please, send notes with your child or call the attendance line at 829-9050 if you need to report an absence.

Returning to School After an Absence

Children or their parents are responsible for finding out what work needs to be made up due to absence.

Staying in from Recess After an Illness or Injury

If you feel your child is well enough to return to school after an illness or injury, but would like to have him/her remain indoors during recess, a note from your child's doctor is required to keep your child inside for recess due to illness.

Taking Children out of School for Vacation

Although it is not recommended to take children out of school for an extended period of time, we will make reasonable attempts to supplement work missed. Advance assignments and sending classroom materials, etc., will be limited, and at the discretion of the teacher. Teachers will not be expected to reteach a lesson. If you are taking your child out of school for an extended period of time, please complete and sign the form available in the school office. The completed form should be returned to the school office prior to the absence.

Doctor or Dentist Appointments

If possible, please make appointments for times other than during school hours. If this is not possible, please inform the teacher of the time you will pick your child up and when he/she will return to school. In all cases, students should be picked up at the school office, and check in at the office when returning to school.

Safety Measures

For the safety and well being of everyone, it is necessary to prohibit some items that are potentially dangerous. For example, items contained in glass jars are not allowed on the bus. Knives, toy guns or dangerous toys of any kind are not allowed in school. Please bring animals to school only after obtaining permission from the building principal and teacher, and completion of District-required forms, because children may be allergic to certain animals.

Tornado Drills, Fire Drills, Evacuation Drills

Every school practices drills in case of an emergency (tornado, fire, school evacuation.) Each school has a designated outside location in the case of an all-school evacuation. During an emergency during the school day, staff members follow procedures to ensure the safety of students (i.e. lockdown of classrooms.)

School Safety Zones

For the safety of all children coming to and from school, the schools have established marked areas that MUST be free from vehicular traffic. It is imperative that drivers of automobiles observe these safety zones and under no circumstances use these zones for parking or for the drop off or pick up of students.

Walking to and from School

Your child's safety is a major concern of the school district, whether he/she is in school or out of school. It is important children learn to be safe at an early age. Parents should talk to their children about safety measures.

1. Allow yourself enough time to arrive at school no more than five minutes before the bell that rings at 8:05 a.m.
2. Walk on the sidewalk. If there is no sidewalk, walk on the left side facing oncoming traffic.
3. Cross only at intersections protected by police or adult crossing guards.
4. Obey the crossing guards.
5. Refuse to enter or approach strange automobiles
6. Proceed directly to school or home before beginning to play.
7. Be considerate of smaller children.
8. Do not throw snowballs on the way to and from school.

Safety Patrols

Each Principal may designate safety patrol needs and responsibilities based on guidelines established by state law.

Bicycles

Parents are urged to allow children to ride bicycles to school only when they are sure the children have the maturity, ability and good judgment to ride safely. Riding bicycles to school is potentially dangerous for primary grade children. All riders are encouraged to wear helmets. It is also advisable to have your bike registered at the Middleton or Cross Plains Police Department. Bicycles are to be placed in the bicycle rack at each elementary school. It is recommended that bicycles be locked. Please keep in mind the following safety suggestions:
a. No double riding, b. when crossing intersection, stop, look four ways, and walk the bicycle across the intersection; c. people walking have the right-of-way; and d. keep the bicycle in good mechanical condition. Students should walk their bikes on school grounds.

Skateboards, Roller Blades, Shoes with Rollers, and Scooters

Due to liability and safety of children, skateboards roller blades, shoes with rollers and scooters are not allowed on the bus, or on school property.

Toys

Toys, electronic devices, and other objects of significant value (i.e. trading cards, jewelry, collectible items, etc) are permitted only if needed as part of a classroom activity. The district assumes no responsibility for such items that are lost, stolen or broken at school.

Property Damage

Intentional damage to school property must be paid for by the person involved.

Use of Telephone

Students may be allowed to use the office telephone, with permission from the classroom teacher or office personnel. Please limit the number of phone calls by making arrangements for after school activities ahead of time.

After School Child Care

After school child care is provided from 2:52-5:45 p.m. by two separate agencies for the students at the sites listed. For further information regarding rates and program description, please contact the appropriate agency. In addition, a number of local preschools in the area offer after school day care programs. Some contract with the transportation center to drop students off.

Please check the bus routes of your school to determine these sites or contact the transportation center at 828-1690.

Northside, Sauk Trail & Sunset Ridge: West YMCA
5515 Medical Circle Madison WI 53719 276-6606

Elm Lawn, West Middleton: After School Day Care, Inc.
1201 McKenna Blvd. Madison, WI 53719 276-9782

Discipline

Nonviolent Crisis Intervention

Because we are concerned for the care, welfare, safety and security of our students and staff, we will utilize Nonviolent Crisis Intervention ® techniques for crisis situations . Staff members have received training from Crisis Prevention Institute, Inc. certified instructors in these techniques, which include verbal de-escalation of a crisis and if needed, nonviolent physical crisis intervention.

Staying After School

There may be times when a child is expected to stay after school at the direction of the teacher or principal. Parents will be notified in advance, so that arrangements can be made.

School Nutrition (Lunch Express)

The School Nutrition Program provides lunch daily for more than 5,000 students in our District. Middle School and High School students are offered further lunch choices each day, including salad bars and ala carte food items. Breakfast is also offered at Sauk Trail Elementary, West Middleton Elementary, Northside Elementary, Glacier Creek Middle School, Kromrey Middle School and Middleton High School.

All schools operate on a computerized lunch accounting system called Lunch Express. Parents deposit money into a Family Lunch Account. Students are assigned an identification number that they present in the lunch line. Any lunch, milk, breakfasts or other allowed items are then charged to your family's lunch account.

The School Nutrition Program offers other services besides providing nutritional lunches and breakfasts to students in the District. Catering services, providing school treats for your child's class, sack lunches for field trips or athletes preparing for a District sporting event are some of the other services provided.

Nutrikids Lunch Express

The School Nutrition Department is excited to announce the transition to a new electronic point-of-sale system for the coming school year. Our Nutrikids Lunch Express pre-paid system will look exactly the same for students utilizing their four digit identification numbers. Parents will now set up an online account to manage their student accounts and make payments at their convenience. With the new system, parents will have the opportunity to monitor their student's purchases plus set and change account limits as needed. Payments will be accepted in the same format as in previous years with the continued emphasis on web payments for speed and parent convenience. Another new feature with Nutrikids - payments will be posted to accounts throughout the school day enabling us to better serve students. As in past years, all students, upon district registration, are automatically enrolled in the Lunch Express program. Parents must notify Lunch Express at 829-2343 or kschultz@mcpasd.k12.wi.us to change their student's active status.

Families with middle/high school students have an additional opportunity to permit their students to buy extra items, commonly known as retail purchases or a la carte items. Please fill out the retail form if you prefer this option and note, parents may change these levels at any time by calling or emailing Lunch Express at 829-2343 or kschultz@mcpasd.k12.wi.us

2009-10 School Meal and Milk Prices

| | |
|------------------------------------|---------|
| Milk..... | \$0.40 |
| Special Elementary Milk Break..... | \$0.40 |
| Elementary-Breakfast..... | \$1.30 |
| Elementary-Lunch..... | \$2.35 |
| Middle School-Breakfast..... | \$1.55 |
| Middle School-Lunch..... | \$2.60 |
| High School-Breakfast..... | \$1.80 |
| High School-Lunch..... | \$2.85 |
| Reduced-Breakfast..... | \$ Free |
| Reduced-Lunch..... | \$0.40 |
| Adult/All Guests-Breakfast..... | \$2.30 |
| Adult/All Guests-Lunch..... | \$3.35 |

What needs to be done to set up my student(s) for the new system?

- All parents should set up their student accounts at the www.mynutrikids.com website including the low balance alert level. This will allow you to automatically be notified at the balance you select, allow you to see your student purchases and make payments to your student's accounts.
- All middle school and high school students must have a retail permission form on file with Lunch Express to make retail purchases. Remember, in previous years your permission has rolled over from year to year. Once your account is set up and permission to purchase retail is granted within the new system, this will roll over from year to year.

How are Student Account Balances Managed?

- Parents will be notified via Nutrikids when your individual Low Balance Limit, set at the time of account creation, is reached. Parents are notified by Lunch Express utilizing telephone or email when their account falls below -0- per student.
- High School student accounts that are zero or below will not accept meal or retail purchases on account. Students may still purchase with cash.
- Middle school student accounts with negative balances will be unable to charge retail purchases.
- Elementary & Middle school student accounts that are \$5.00 negative or greater, will receive a letter mailed to the home address. If the balance is not resolved within one calendar week, students are no longer able to charge meals.
- Further, all negative account balances unresolved after two weeks from the time the written notice is sent, will receive a \$10.00 service fee to the Lunch Express account. Every effort is made to avoid student meal disruption. However, the responsibility for current account balances remains with the parent. Please call Lunch Express to make alternative arrangements if there are extenuating circumstances.

School Nutrition (Lunch Express)

How do I make payments to my student's account?

The most effective method for submitting a payment is to deposit online www.mynutrikids.com or mail or drop payments at our central Lunch Express location at 2130 Pinehurst Drive, Middleton, WI 53562. You will find our convenient 24 hour drop box located just to the right of the main entrance. These payments are processed throughout the day as they arrive at our Operations Center. Payments may be sent to individual school buildings with students but must be deposited in our Lunch Express drop boxes located in each building. Please be aware that payments received in the building drop boxes rather than our central location and online services will not be credited to your account for an average of two business days due to transit. We manage over 5700 accounts each school year. To insure that your payment is credited to the correct account, we encourage you to use the payment forms attached or payment envelopes located at our central location. Remember with our new system, your payments made online and at our Lunch Express Office will be available to your student's account almost immediately upon receipt.

How do I apply for the Free/Reduced Meal Program?

Applications for the free/reduced lunch program will be available after July 1, 2009 or can be picked up at each school office, District office, Lunch Express office or downloaded off the district website. They will also be available on registration day. MCPASD provides additional school fee relief for those students approved for free/reduced meals. Please return the orange fee waiver release if you would like other school fees waived or reduced. Remember that applications do not carry over from year to year, so a new application must be filled out for the current school year. One breakfast (if applicable at your school) and one lunch are included per day in the free/reduced meal program. Free/reduced status goes into effect on the day that your application is approved. Parents are responsible for any prior charges. Students approved for reduced lunch will receive FREE breakfast at schools participating in the breakfast program.

Is there Classroom Milk Available for Elementary Students?

Elementary Milk Break payments are charged directly to your student's Lunch Express Account. Your student will be charged \$.40 only on the days that they buy milk. Students approved for free/reduced meals will receive free milk at break time. These charges are posted to your student's account one to two weeks following the date of service. This may affect your month end statements.

Where do I find School Menus?

Monthly menus are written for three grade sections, K-5, Middle School & MHS. Our menus reflect the preferences of students within their grade group and contain the calories and nutrients necessary for students to be successful throughout their school day. Menus are posted in each cafeteria, at your school office, Lunch Express office or online at www.mcpasd.k12.wi.us. Click on "School Nutrition Program" and then on "Menus". For your planning, menus for the coming school month are generally available at the web location under ALL Menus approximately the third week of the previous month. Menus may also be included in the monthly school news letters. We also offer menu carbohydrate counts as a service to students and these are available online under "Menus".

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Classroom Celebration for Birthdays or Special Events???

Remember our Lunch Express Celebration Treats. You choose and order via phone, fax or email. The products are delivered to your student's classroom and your student's account is charged – What could be more convenient and fun than this? The Celebration form.

Elementary Classroom Snacks for Morning Milk

Does your elementary classroom assign morning snacks? We offer snacks guaranteed to be student friendly, nutritionally sound and inexpensive. A great alternative for your students – charged to your account and delivered to your student's classroom. Questions??? Call or email Lunch Express at 829-2343 or kschultz@mcpasd.k12.wi.us. Classroom snack form

Who would I contact for information?

829-2346 Susan Peterman Allergy or health related issues
829-2345 Amy Jungbluth Catering and menu questions
829-2344 Amy Gundeck Free-Reduced application questions
829-2343 Kathy Schultz Lunch Express account information, Celebration and Classroom snacks

Address:

Lunch Express Office
2130 Pinehurst Drive (drop box by front door)
Middleton, WI 53562

District Wellness Policy

The MCPASD Board of Education approved a Wellness Policy that promotes and protects children's and adult's health, well-being, and ability to learn by supporting healthy eating and physical activity. All food and beverage items served or sold in the schools must meet acceptable nutritional standards.

The Alliance for a Healthier Generation has established the following beverage guidelines:

- No or low calorie beverages with up to 10 calories / 8 ounces (e.g. diet sodas, diet and unsweetened teas, fitness waters, low calorie sports drinks, flavored waters, seltzers);
- low fat and non fat regular and flavored milk and nutritionally equivalent (per USDA) milk alternatives with up to 150 calories / 8 ounces;
- 100% juice with no added sweeteners, up to 120 calories eight ounces, and at least 10% daily value of three or more vitamins and minerals;
- Light juices and sports drinks with no more than 66 calories 8 ounces;

Also:

- Food items that have no more than 30% of their total calories derived from fat and no more than 10% of their calories derived from saturated fat. Nuts and seeds are exempt due to their nutrient density and levels of monounsaturated fat.

These guidelines apply to beverages and food items sold on school grounds during the regular and extended school day, including activities such as clubs, yearbook, band and choir practice, student government, drama, and childcare / latchkey programs. These guidelines do not apply to school-related events where parents and other adults are part of an audience or are selling beverages as boosters during intermissions, as well as immediately before or after an event. Examples of these events include school plays and band concerts.

In addition:

- The consumption of nutrient dense foods, i.e. whole grains, fresh fruits and vegetables is encouraged.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- Teachers are strongly encouraged to consider non-food items for student incentives and rewards. If food items are used for incentives and rewards, the acceptable nutritional standards should be followed.

b. The district food service program will provide a quality breakfast (at targeted schools) and lunch program (at all schools) for students and staff. The food service program will:

- provide students with well-balanced nutritional choices of food and beverages. To meet this goal, the district continually expands and explores menu offerings based on nutritional content and student preferences. The food service program strives to exceed the minimum nutrition guidelines required by the National School Lunch Program.

- assist students in making healthy choices. Work with students, staff and parents to educate consumers about proper nutrition. The food service program will offer, promote and display food items deemed high in nutritional value. The program will only offer food and beverage items that meet acceptable nutritional standards.
- encourage and promote participation in the school breakfast and lunch program.

The food service program will work with school administration, staff, parents and students to provide information and incentives to promote participation in school breakfast and lunch. The district will provide a clean and safe eating environment for students and staff, with adequate space and appropriate time for eating (20 minutes suggested for student lunch).

c. Snacks and treats served during the student school day should meet acceptable nutritional standards. In addition, to reduce the risk to students who have food allergies, all food items that are provided in a classroom must have ingredients labeled and may require prior approval of the parent/guardian of the allergic student. Even then, the food item may not be suitable due to unknown ingredients and potential cross contamination.

d. The district will maintain a nutrition/wellness committee with the purpose of monitoring the implementation of the district's wellness policies, evaluating the progress of related goals, serve as a resource to school sites, plan special events and incentives, and recommend policy revisions as necessary. The committee will meet at least twice yearly and will include the Assistant Superintendent of Educational Services, Supervisor of Food Services, two building principals, the Coordinator of Health Services, two parents, a middle school and high school student, and a staff member from each school level. Staff member representation should include at least one physical education teacher and one health teacher. An administrator will chair the committee.

e. Annually, the Board of Education will review the progress of the district wellness plan.

Transportation

Children are allowed to ride the bus if deemed eligible by the bus transportation department. Bus transportation is provided to children living 1.1 miles or over from the school of attendance. Children living less than 1.1 miles from school may ride the bus if the route to school is determined to be hazardous by the Transportation Department.

Rural areas

1. Students will be transported to and from the nearest point where private driveways intersect with town, county, state or federal roads.
2. Students will be collected at prearranged points where dwelling units are clustered.

Urban areas

1. Students living 1.1 miles from their assigned school will be collected at prearranged bus stops.
2. The District may transport students living less than 1.1 miles from their assigned school if it is determined by the District that hazardous conditions prevail. In Cross Plains, transportation is provided for all students living over .5 miles from school.

Transportation to Child Care Provider

All students, including those who are not normally bused, are eligible to ride the bus after school if they need to be transported to a child care provider, and meet the conditions below. Parents need to fill out a Request for Regular Transportation to Child Care Provider Form. The form is available at any of the District schools, the website, the transportation center or the district office. The following conditions need to be met:

1. The route already goes past the provider's home or designated bus stop. The bus will not add mileage to its route to go past the child care provider's residence.
2. Requests received prior to July 15 will be guaranteed a ride provided the above is met. After July 15, requests will be determined by whether or not there is room on the bus. If additional children move into the 1.1 plus mile limit, or if there is a shift in pre-scheduled ride patterns during the year and there has to be a displacement, then the last student(s) accepted for ridership would be the first displaced. "Last in, first out."
3. Only a limited number of changes of provider will be accepted during the year. A new set of forms is required for each change.
4. Transportation requests to and from child care providers must be renewed each school year.

Disciplinary Procedures - Transportation

Bus riding is considered a privilege and an extension of the school day. Inappropriate behavior on a school bus can be potentially dangerous, and must be dealt with in a timely manner.

The principal or designee has authority over the disposition of

bus misconduct reports. Disciplinary measures in addition to or in lieu of Code "level" consequences may include:

- Warning with parental notification
- Bus riding suspensions of 1-3 days, with parental notification.
- Bus riding suspensions of one week or greater. These require mandatory student-parent/guardian-administrator conference.

Bus Guidelines

More than likely, your child will be using the District's transportation either to and from school, or through field trips during school hours. In order to assure the utmost safety of all students, please talk with your child and help them understand the safe riding rules.

Loading/Unloading

1. Students must ride on their assigned bus. Parental exceptions need to be made in writing to the school principal.
2. Students should get on and off the bus at their regular stop, unless a written parental request for change, signed by the principal has been presented to the bus driver.
3. Please allow yourself enough time to be at the bus stop promptly.
4. Walk on the side of the road facing traffic to get to the bus stop, and stay off the road while waiting for the bus.
5. When leaving the bus, cross the road at least 10 feet in front of the bus, but only after checking to be sure no traffic is approaching and after receiving a signal from the driver. Students should be alert to the danger signal from the driver.
6. Please be courteous, behave in an orderly fashion, and help look after the comfort and safety of small children.

While on the bus...

7. Obey the driver.
8. Keep the bus safe and clean at all times.
9. Sit in your assigned seat, if applicable, and remain seated while the bus is in motion.
10. Refrain from throwing anything inside the bus, or out the bus windows. Keep your hands and head inside the bus at all times.
11. Never tamper with the bus, or any of its equipment. Damage shall be paid for by the offender.
12. Refrain from shouting or unnecessary confusion as it can divert the driver's attention and could cause an accident.
13. When approaching a railroad crossing sign, riders should remain silent.
14. In case of a road emergency, remain in the bus, unless directed to do otherwise by the bus driver.
15. Transporting live animals, glass articles, roller blades or skateboards on the bus is not permitted because of the potential safety hazard.
16. Please keep your personal items and any part of your body out of the aisles.
17. Profanity is not allowed.

Weather

Closing School Due to Adverse Weather Conditions

Our practice is to close schools due to weather conditions if buses are unable to pick up a majority of the students riding the buses. If one school can't operate, all schools are closed. The decision to close schools is made by the Superintendent, after consultation with the transportation supervisor, weather bureau, sheriff's department, and a conference telephone network with area superintendents.

The following radio and TV stations will be notified: WTDY AM 1480, WOLX FM 94.9, WMLI FM 96.3, WMAD FM-92, WIBA-FM 101.5, WWQM 106.3, WJJO-FM 94.1, WMGN-FM 98, WMMM 105.5, WZEE-FM 104.1, WIBA AM 1310, WIBU 1240AM, WTSO-AM, WMLV (La Movida) 1480 AM, WMTV-15, and WISC-3. School closings will also be included in the Info-Activity line 829-9040. If District schools are closed for the day, St. Francis and St. Peter's Elementary Schools will also be closed. Under unusual circumstances, a later starting time may be considered due to inclement weather conditions.

In the event that school is closed for the day, co-curricular evening activities will be canceled.

In the event that a road is judged to be unsafe for travel, the bus driver will notify the school of the students not transported. Under such conditions, students not picked up in the morning will not be delivered home by bus. Students kept at home during inclement days will be allowed to make up work.

Entering the Building on Cold Mornings

When the air temperature is 0°F or colder and/or the wind chill factor is -10°F or colder, all students shall be permitted to enter the building upon arrival to school, and will be kept indoors during recess periods in grades K-8.

Each school principal will develop procedures for providing supervision of students in such situations.

Recess Periods During Cold Weather

All elementary schools in the Middleton-Cross Plains Area School District follow similar guidelines for requiring students to stay indoors due to cold weather.

The wind chill is the criteria used and is applied as follows:

1. Warmer than 0 degrees Fahrenheit - Outdoor Recess
2. Colder than 0 degrees Fahrenheit or -10 degree wind chill - Indoor Recess

Cold Weather Reminders

1. Children must be dressed adequately to be outdoors during recess periods and after eating lunch. The use of snow pants and boots is encouraged so children may take advantage of the snow.
2. It is necessary that shoes be worn by children at all times when in the school buildings. When snow boots are worn, shoes should be carried or kept in school to be worn during the day.

Children should not arrive at school excessively early. Supervision before 8 a.m. is not provided. Children may enter the building at 8:05 a.m., and into the classroom at 8:10 a.m.

Board of Education

The Board of Education consists of nine citizens representing various areas of the District, who serve a term of three years and/or until their successors are elected and qualified. Terms are arranged so that three new seats are open for election each year.

Meeting Times and Place

The Board of Education generally meets the second and fourth Monday of each month, with the exception of Monday evenings which fall on holidays, spring or winter break, or when it is not deemed necessary by the Board. These meetings are usually held in the District Administrative Center (DAC) beginning at 7:00 p.m. and are open to the public. Generally, the agenda follows a specific order: Call to order and roll call. Approval of Board meeting minutes, Special Recognitions, Consent Agenda, Financial Reports, Communications - Correspondence, Public Appearances, Items for Information/Discussion, Items for Action, Reports, Future Agenda Items, Next Meeting Date and Adjournment

In the interest of time, certain 'Housekeeping' agenda items may be placed on Consent Agenda. Generally, these items have been reviewed by Board members through documentation received prior to the meeting and require no discussion. At the beginning of the meeting, the Board President will make suggestions of Board agenda items to be addressed with one motion. Board members have the option of accepting or rejecting the agenda item for the Consent Agenda. Only items receiving a unanimous vote may be on the Consent Agenda.

Agenda

The agenda for the Board of Education meeting is available on the web at <www.mcpasd.k12.wi.us> the Thursday before the Board Meeting. A copy is also posted at the District Administrative Center, City of Middleton, Town of Middleton and the Village of Cross Plains.

Correspondence

Written communication to the Board is acknowledged under the communications portion of the agenda. If you write a letter to the Board President, and send it care of the District Administrative Center, the letter will be reviewed by each Board member before or during the meeting.

Public Appearances

You are welcome to make a public appearance of 3-5 minutes during the communication portion of the meeting. Please register with the Board President or designee prior to the beginning of the meeting, or through the Superintendent's office during office hours (829-9004.) You will be asked to state your name and address for public records. The Board will listen to all concerns, but may not necessarily take action that evening. The Board can only address an item if it appears on the agenda that evening.

Minutes

Official minutes of the previous special and regular Board meetings are published on the website. They are also published in the Middleton Times-Tribune after they have been approved by the Board of Education.

Special Education

The District provides services for students with disabilities who have been identified as needing special education services. These services are provided in accordance with state and federal guidelines.

If you have concerns about a child's development, contact the school district and ask to have the student screened for possible special education services. If the child does not attend a district school but is a resident of the school district, please contact Erin Kuehn-Schettler, Director of Student Services, at 829-9054.

Other Student Services

The Student Services staff within each building provides services in the areas of counseling, social work, school psychology, and nursing. These professionals work with staff, parents and community resources to assist students in personal, social, educational, health and occupational development through individual, small or large group sessions as well as collaboration with other staff.

Counselors

MCPASD offers comprehensive school counseling in grades K-12 with credentialed counselors in every building. Counselors address three broad and interrelated domains of student development: academic, career and personal/social. The counselors collaborate with the entire staff to meet these developmental needs. The counseling program is an integral part of the total educational program. It is aligned with the Wisconsin standards and is proactive and preventative in focus. It assists students in acquiring and using life-long learning skills. More specifically, our school counseling program employs strategies to enhance academics, encourage self-awareness, foster interpersonal communication skills, provide career awareness, develop employment readiness, and impart life skills for all students.

Social Workers

A school social worker's goal is to assure academic success for every student by reducing or eliminating the social, economic, and environmental barriers that may interfere with a student's ability to benefit from his/her education. Social workers assist students with school and family issues and establishing linkages to community resources as needed. School social workers recognize and support individual and family strengths in an effort to assist students to gain the most from their educational experiences.

School Psychologists

A school psychologist promotes educationally and psychologically healthy environments for all students by seeking to address problems impacting learning, enhance independence, and promote optimal learning. They assess areas where students are struggling and excel; they determine how best to use the student's strengths to minimize problems that interfere with learning. A school psychologist works with students, school staff and parents to fit the pieces together that will help each child find his or her success. They are also a key member of teams that develop individual learning plans and evaluate the effectiveness of those plans.

School Nurses

School nursing is a specialized practice that advances the well-being, academic success, and life long achievement of students. School nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family adaptation, self-management, self-advocacy, and learning. Nursing assessment and interventions may include working with students with urgent health needs for stabilization/resolution of urgent health concerns. Students are managed with chronic and ongoing health problems in cooperation with parents and community health care providers. School nurses participate on Individual Education Plan (IEP) teams as well as coordinate the development of Individual Health Plans and Emergency Action Plans. Communicable disease identification, monitoring and practical disease control is done on a daily basis.

Students with medically fragile conditions may require nursing procedures delegated and monitored by the school nurse. Specialized health care procedures during the school day include blood glucose monitoring, gastronomy feedings, and catheterizations. Delegation of these procedures requires training and supervision of the school nurse. School nurses provide medication training and supervision of injectable medication such as EPI PEN (adrenalin) for severe allergic reactions as well as insulin and glucagon for students with diabetes.

School Procedures

Lost and Found

Many articles of good clothing turn up in the lost and found, only to go unclaimed. To prevent this problem from happening, please make an effort to mark your child's clothing with his or her name, and check the lost and found frequently. Periodically, unclaimed items will be donated to local non-profit organizations.

Student Fees and Fines

In accordance with State statutes, the district may charge students fees for certain activities, courses and services that may require additional funding and may assess fines when school property is damaged or lost.

Birthday Treats

During the course of the school year, students will often celebrate their birthday by bringing a treat. Treats are not expected. If your child wishes to bring a treat, please contact the child's classroom teacher to have the accurate number of children in the classroom. Healthy treats are encouraged. Birthday treats are available through the MCPASD Lunch Express Catering Program 828-1699. Please refer to the district to the district and building wellness policies for more information.

Invitations to Parties

If a private party is being planned outside of school, **please distribute invitations outside of school**, so that those children not receiving an invitation do not feel excluded. Class lists will not be given out ahead of the designated posting time to assist in the distribution of invitations or for any other reason.

Candy and Gum

Candy or gum chewing is discouraged at school except in special situations. These items may only be consumed as special treats at room parties and candy may be eaten in the lunchroom as part of a child's cold lunch.

Pictures

A private studio will take individual student pictures. Picture day is listed on the calendar of events. This program is offered as a convenience to parents, with no obligation to buy them. The school or parent organization may make a small profit from them for the enhancement of school programs.

Tutoring

Students will not be dismissed from school for private tutoring. The use of private tutors during the school day is prohibited. Exceptions may be made under special circumstances approved by the superintendent.

Supplies

Many of the basic school supplies and materials are provided by the school, such as penmanship paper, art paper, workbooks, textbooks, paint, etc. Each grade level has a prepared list of necessary supplies unique to that particular grade.

Homework

As a district, we do not have an official homework policy, but there will be many occasions when a child will be expected to do school work at home. This may include review of math facts, studying spelling lists, writing research papers, or working on science projects. Parents are encouraged to establish a quiet study time at home each evening for reading and/or homework purposes. Parents should contact their child's teacher regarding concerns about homework to receive clarification.

Excuses From Physical Education

Children unable to take part in physical education class, should have a note from a doctor.

Progress Reports

Parents will receive report cards at the end of each trimester. (Kindergarten at the end of each semester.) Teachers take into account the child's effort, achievement, ability and behavior. The reporting system is an effort to expand and clarify these areas, so that communication between home and school can remain clear and concise. Any questions about the progress reports should be directed to the teacher soon after the report is received.

Visit Our Web Page

Keep track of school district news on the web. In addition to news, check out the district events calendar, the lunch menu, the Board of Education agenda/minutes and information the district's programs and schools. <http://www.mcpasd.k12.wi.us>

Sign up for E-news

Why wait for the school newsletter? Keep on top of things through e-mail. Parents can sign up online for District news, be informed of school closings, and or receive e-mail from any of the District's school e-mails. Signup online at www.mcpasd.k12.wi.us

Enrollment Form

Each school year, parents will be asked to fill out an enrollment form. In the event of an illness or serious injury to a child during school hours, parents will be contacted immediately. It is important that all requested emergency information on the enrollment form be accurately updated with changes including a parent's signature. Please fill out both sides of the form and return to the District as soon as possible.

Change of Address, Phone Numbers

Please let the school office know when you change address, email address, phone number or place of employment, so that we may contact you in case of any emergency.

Visiting School

Parents are encouraged to visit school during the regular school day. Some teachers set aside special times for your visit, while others prefer that you come at your convenience. It is best if you do contact your child's teacher in advance to assure a visit that will enable you to have a very productive experience.

Please check in at the office, and sign the guest register, to receive proper authorization, and to get helpful directions. Teachers are directed to send unauthorized visitors to the office. This includes all school areas, both in and outside the building, and refers to ALL parents and visitors. Your cooperation in this matter will help us ensure the safety of the children, and minimize disruptions of school routine.

Volunteers

Many school learning experiences are greatly enhanced with educational volunteers. This includes both volunteering at school, and/or working on projects at home. Parent volunteers are necessary, encouraged, and appreciated. If you are interested in becoming a volunteer, contact us at school. **WE NEED AND WANT YOU!**

School Communication

Any questions? Need some help? Please call us at school. We're here to offer assistance in whatever way we can. Clear and timely communication between home and school and parent involvement all contribute to the total educational experience of the student. The following are just some examples of communication we expect will be taking place during the school year:

- Please call the attendance line whenever your child is absent. The attendance line is available 24 hours/day.
- A telephone call when a parent has a concern or question about anything at school.
- A visit from a parent who is interested in seeing education "live" in the classroom, or who would like to speak personally with a staff member.
- Reading the parent newsletter.
- Receiving School E-news
- Notes and telephone calls from staff members to parents.
- Regular parent newsletters.
- Completed assignments brought home and returned by the student.
- Special printed announcements from the school, Parent-Teacher Association about upcoming events.
- Student report cards at the end of each grading level.
- District Newsletter sent by US Mail.
- District/school web site
- Newspaper articles telling of school programs and events.
- A letter scheduling parent-teacher conference times with you.
- PTA meetings are an important source of information.

Where to go if you have a question or concern...

It's often very frustrating when you have a question or concern and you don't know how to go about getting an answer. The following information outlines the general philosophy of the District. If you have a concern over a school-related matter, please adhere to the following:

1. If the concern is with a teacher and or classroom service, a conference with the teacher should be scheduled at a mutually convenient time. The matter should be discussed openly and frankly.
2. If the resolution cannot be reached in a conference with the teacher, the matter should then be discussed with the principal. In certain cases, a letter may be requested by the principal.
3. Most concerns can be resolved at the local school level. However, if further steps become necessary, a parent/guardian may contact the Superintendent. The school principal may be a part of any discussion with a parent/guardian resulting from a central staff contact.
4. If necessary, concerns may be taken to the Board. If a parent/guardian feels it is necessary to take a concern to the Board level, this may be done by writing to the Superintendent or the Board, preferably followed by a personal appearance at the earliest scheduled Board meeting.
5. In certain cases, a parent/guardian with special circumstances will go to other employees in the school organization if the problem is not a classroom concern. Examples would be related to central office directors, food services, district matters, transportation issues, or other non-school or classroom matters. These can be referred to the administrator and or employee responsible for the given areas of responsibility.
6. Letters addressed to the Board of Education should be sent to the Superintendent's office, at the District Administrative Center, 7106 South Avenue, Middleton, WI 53562. The Superintendent will distribute a copy of the letter to the Board of Education at the earliest scheduled meeting. The letter will be acknowledged during the written communications portion of the meeting.

Non-custodial Parents

According to Wisconsin State Statute, non-custodial parents of any student may be provided all report cards, notices of school activities, disciplinary reports, conference appointments and summaries, or other student records which are provided to the custodial parents, unless otherwise expressly curtailed or restricted by a provision of a court order provided to the principal. Some schools ask parents to supply the school office with self-addressed stamped envelopes. The school office will then send you copies of information provided to the custodial parent. Please call the school office to make these arrangements.

Building Directory

Middleton High School 829-9660

2100 Bristol St. Middleton, WI 53562-3299

- Denise Herrmann, Principal
- Jill Gurtner, Associate Principal
- Laura Nyberg, Associate Principal
- Karen Strandt-Conroy, Associate Principal
- Rocky Falcone, Associate Principal
- Mandi Maurice, Dean of Students
- Luke Francois, Director of Athletics

Middleton Alternative Senior High (MASH) 829-9640

2429 Clark St. Middleton, WI 53562

- Jill Gurtner, Principal

Glacier Creek Middle School

829-9420

2800 Military Rd., Cross Plains, WI 53528-9224

- Tim Keeler, Principal
- Susan Piazza, Associate Principal

Kromrey Middle School

829-9530

7009 Donna Dr., Middleton, WI 53562-1798

- Steve Soeteber, Principal
- Bill Deno, Associate Principal
- Maria Mercedes Martin, SWD Coordinator/Dean of Students

Elm Lawn Elementary School

829-9070

6701 Woodgate Rd., Middleton, WI 53562-3818

- Mike Pisani, Principal

Northside Elementary School

829-9130

3620 High Rd., Middleton, WI 53562-1099

- Roz Craney, Principal

Park Elementary School

829-9250

1209 Park St., Cross Plains, WI 53528-9628

- Karen Jones, Principal

Sauk Trail Elementary School

829-9190

2205 Branch St., Middleton, WI 53562-2840

- Chris Dahlk, Principal

Sunset Ridge Elementary School

829-9300

8686 Airport Rd., Middleton, WI 53562-4180

- Todd Mann, Principal

West Middleton Elementary School

829-9360

7627 W. Mineral Point Rd., Verona, WI 53593

- Doug Rykal, Principal

District Administrative Center 829-9000

7106 South Ave., Middleton WI 53562-3299

Office hours 7:30 - 4:30 p.m.

- Don Johnson, Superintendent
- George Mavroulis, Assistant Superintendent of Educational Services
- Tom Wohlleber, Assistant Superintendent of Business & Employee Services
- Erin Kuehn-Schettler, Director of Student Services
- Tabatha Gundrum, Director of Employee Services
- Jeff Knutsen, Director of Technology
- Sherri Cyra, Director of Teaching and Learning-Literacy
- Nancy Wyngaard, Director of Professional Development
- Michelle Larson, Community Relations Coordinator
- LuAnn Washa-Shillinglaw, District Registrar

Indoor Swimming Pool 829-9863

2230 Bristol St. Middleton, WI 53562

- Eric Breidel, Pool Manager

Transportation Center 829-2365

3180 Deming Way, Middleton, WI 53562

- Jeff Walker, Transportation Supervisor
- Office hours 7:30 a.m. - 5 p.m.

District Operations Center

2130 Pinehurst Drive, Middleton 53562

- Bill Eberhardt, Facilities Services Coordinator 829-2341
- Susan Peterman, Food Service Director 829-2346
- Amy Jungbluth 829-2345
- Amy Gundeck, Lunch Express Secretary 829-2344

Attendance Line 829-9050

MHS Red Maple Attendance Line:

829-9925

MHS White Spruce Attendance Line:

829-9924

MASH Attendance Line:

829-9971

2009-10 Board of Education Directory

Email the Entire Board - board@mcpasd.k12.wi.us

Ellen Lindgren - President

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6621 Maywood Avenue Middleton, WI 53562

Represents Area IV - term expires 2010

Tom Engle - Vice President

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6971 Friendship Lane Middleton, WI 53562

Represents Area IV term expires 2011

Tim Statz - Clerk

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2617 Baer Street Cross Plains, WI 53528

Area II term expires 2012

Bob Green - Treasurer

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Represents Area II term expires 2011

Leeanne Hallquist - Board Member

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1353 Boundary Road Middleton, WI 53562

Represents Area IV term expires 2012

Diane Hornung - Board Member

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7719 Greenwood Road Verona, WI 53593

Represents Area III term expires 2010

Steve Hurd - Board Member

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6503 Oakwood Place Middleton, WI 53562

Represents Area IV term expires 2011

Ron Koci - Board Member

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7475 Oak Circle Drive Middleton, WI 53562

Represents Area I term expires 2010

Stuart Rossmiller - Board Member

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18 Shade Tree Court Madison, WI 53717

Area V term expires 2012