Elvehjem Elementary School
2012-13 Handbook and Calendar
https://www.elvehjemweb.madison.k12.wi.us

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I. About Our School

Welcome from the Principal

Dear Students and Parents,

Welcome to the 2012-13 school year. The staff and I look forward to working with all Elvehjem families for a successful start to the new year. The primary purpose of this handbook is to provide parents, students, and staff with information that will make Elvehjem School a positive environment for all children to learn.

This handbook provides an overview of Elvehjem's policies, procedures, and programs. There are specific sections on rules, rights, responsibilities, and consequences, since a common understanding of these aspects is critical to a warm, positive and secure learning environment. We have tried to anticipate and respond to the many specific kinds of information that parents need to know, such as lunch procedures, bicycle permits, medication policy, safe arrival procedures, etc. Our hope is that the handbook is clear, concise, and comprehensive. If you have any questions, you are encouraged to call 204-1403 for clarification.

I wish each and every student an educationally rewarding and enjoyable school year!

Sincerely, Craig R. Campbell, Principal

Elvehjem School Mission

Elvehjem Elementary School exists as a community of students, staff, and families dedicated to student growth and development:

- Academically – through participation in learning within an environment that actively narrows the achievement gap, eliminates racial predictability and enables all students to be successful in the world.
- Socially – through developing and sustaining respectful and meaningful relationships.
- Emotionally – through active engagement in school life.

The school environment will continually evolve to address the individual and changing needs of students to create a school community which values respect and diversity.

Positive Behavior Support (PBS) at LVM

PBS is an approach that uses universal strategies for helping all students achieve important social and learning goals. We know that when good teaching and good behavior come together, our students will excel in their learning. As part of the PBS program, we have established several clear rules for the behavior we expect in all areas of our school. Further, we are actively teaching, modeling, reinforcing and re-teaching our School Wide Expectations of being Safe, Respectful, Responsible Learners.

Elvehjem Affirmation

I AM SOMEBODY

I am somebody.
I am capable and lovable.
I am teachable...
Therefore, I can learn.
I can do anything when I try.
I can be proud of my choices.
I will be the best that I can be...
Each day.
Each day.
Each day.

I am somebody.
I said I AM somebody!
LVM is my community.
LVM is MY community.
I am a Bobcat!
Hear me ROAR.

When I say LVM, you say BOBCATS
LVM – Bobcats
LVM – Bobcats
When I say Hear us, you say ROAR!
Hear us – ROAR
Hear us – ROAR
LVM – Bobcats
Hear us – ROAR!!!
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<td>LVM School pictures</td>
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- **Monday, October 8**: Shemini Atzeret
- **Tuesday, October 9**: Simchat Torah at 6:30 pm, LVM PTO meeting at LMC
- **Thursday, October 11**: Professional Development Days
- **Saturday, October 20**: Birth of Bab
- **Tuesday, October 23**: LVM Picture retake day
- **Thursday, October 25**: No School-Professional Development Days
- **Tuesday, October 30**: WKCE Testing
## Elvehjem Calendar

### November 2012

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<td>2nd Friday Official Membership Court School Resumes</td>
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<td>11 2nd Friday Official Membership Count</td>
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<td>1:45 pm LVM Jump Rope for Heart, organizational meeting</td>
<td>15 6:30 pm LVM PTO meeting, LMC</td>
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<td>No School- Martin Luther King Jr. Day</td>
<td>22 LVM JRFH K-3 all week</td>
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<td>24 LVM Spelling Bee, Bobcat Assembly</td>
<td>25 Grade reporting No 4K pm class 11:00 am All Schools Early Release 11:30 am LVM Winter Fun Day - dismiss</td>
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<td>27</td>
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<td>LVM JRFH event, grades 4/5, 1:45 - 3:45</td>
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Elvehjem Calendar

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<td>1:00 pm Districtwide 4K Registration 2013-2014 School Year</td>
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<td>5:30 pm LVM Fun Fair</td>
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<td>Chinese New Year</td>
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<td>No School-Professional Development Day</td>
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# Elvehjem Calendar

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<td>PLAA/PMA Testing Teacher Appreciation Week</td>
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<td>LVM Staff Appreciation Luncheon PLAA/PMA Testing</td>
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**I. About Our School (cont.)**

**Elvehjem Elementary PTO**

PTO is a vibrant group of families and staff that embrace creative ideas to support and improve our school. We strongly encourage you to be active in your child’s school. Join us for monthly meetings where we share timely information about the school and surrounding community. Help in the classroom, bring a dish to pass for one of our staff luncheons, volunteer to help out at Fun Fair along with many additional activities are great ways to get involved and stay in touch with what is happening in your school community.

Elvehjem Elementary is the heart of our community and we hope you can join us in creating a strong school community for families, teachers, administrators and staff throughout this year by being involved with the PTO. PTO Meetings are held the Second Tuesday of the month in the LMC (Library & Media Center) from 6:30 – 8:00 pm. Free childcare is provided and everyone is welcome.

Mission statement - To creatively foster a rich educational opportunity for students by promoting a positive relationship between school, family and community by providing support that enhances the educational functions of the learning environment.

Warmest wishes for a successful year,

Darcy Burke, PTO President

**PTO Officers and Executive Board**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>President</td>
<td>Kelley Mosley</td>
<td><a href="mailto:kelleymosley@rocketmail.com">kelleymosley@rocketmail.com</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>Jill Baxter</td>
<td><a href="mailto:jillbaxter4@yahoo.com">jillbaxter4@yahoo.com</a></td>
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<tr>
<td>Secretary</td>
<td>Kathy Mullen</td>
<td><a href="mailto:kathy.mullen@sbcglobal.net">kathy.mullen@sbcglobal.net</a></td>
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<tr>
<td>Treasurer</td>
<td>Diane Blum</td>
<td><a href="mailto:coachblum@gmail.com">coachblum@gmail.com</a></td>
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<tr>
<td>Past President</td>
<td>Darcy Burke</td>
<td><a href="mailto:darcyburke@gmail.com">darcyburke@gmail.com</a></td>
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<tr>
<td>Board Member</td>
<td>SorKuan Goh</td>
<td><a href="mailto:sorkuan@yahoo.com">sorkuan@yahoo.com</a></td>
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<tr>
<td>Board Member</td>
<td>Nikki Krenke</td>
<td><a href="mailto:Nicole_krenke@yahoo.com">Nicole_krenke@yahoo.com</a></td>
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<tr>
<td>Board Member</td>
<td>Lindsay Mefford</td>
<td><a href="mailto:writelindsay@yahoo.com">writelindsay@yahoo.com</a></td>
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<tr>
<td>Board Member</td>
<td>Jon Zeaman</td>
<td><a href="mailto:zeamanhome@hotmail.com">zeamanhome@hotmail.com</a></td>
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<tr>
<td>Board Member</td>
<td>Eric Hegge</td>
<td><a href="mailto:ehegge@madison.k12.wi.us">ehegge@madison.k12.wi.us</a></td>
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<tr>
<td>Staff Board Member</td>
<td>Kelly Wright</td>
<td><a href="mailto:kawright@madison.k12.wi.us">kawright@madison.k12.wi.us</a></td>
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**Elvehjem Staff 2012-13**

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<th>Grade</th>
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<tr>
<td>4 KINDERGARTEN</td>
<td>BILINGUAL RESOURCE TEACHER</td>
<td>Judy Bremer</td>
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<td>Mary Jo Maynard - O.T.</td>
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**Bus Routes**

Elvehjem has two bus routes. Richmond Hills is the Red Circle bus & Grandview Commons is the Blue Circle bus. Bus routes will be available at August Registration and in the Sunday paper before school starts.
II. Introduction

BOARD OF EDUCATION MEMBERS, 2012-13

Mary Burke
141 Jackson Street (04) 230-5231 mburke2@madison.k12.wi.us

Maya Cole
1818 Keyes Ave (11) 259-0549 (H) 239-1484 (Other) mcole@madison.k12.wi.us

James Howard, President
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Ed Hughes, Clerk
2226 Lakeland Ave (04) 241-4854 (H) ejhughes@madison.k12.wi.us

Beth Moss, Treasurer
2 Highgate Circle (17) 833-3166 bmoss@madison.k12.wi.us

Marjorie Passman, Vice President
3118 Todd Drive (13) 271-0645 (H) 334-2043 (Other) mpassman@madison.k12.wi.us

Arlene Silveira
5760 Barbara Drive (11) 270-0435 (H) 516-8981 (Other) asilveira@madison.k12.wi.us

BOARD OF EDUCATION MISSION AND MMSD STRATEGIC PLAN

OUR MISSION

Our mission is to cultivate the potential in every student to thrive as a global citizen by inspiring a love of learning and civic engagement, by challenging and supporting every student to achieve academic excellence, and by embracing the full richness and diversity of our community

BELIEF STATEMENTS

1. We believe that excellent public education is necessary for ensuring a democratic society.
2. We believe in the abilities of every individual in our community and the value of their life experiences.
3. We believe in an inclusive community in which all have the right to contribute.
4. We believe we have a collective responsibility to create and sustain a safe environment that is respectful, engaging, vibrant and culturally responsive.
5. We believe that every individual can learn and will grow as a learner.
6. We believe in continuous improvement informed by critical evaluation and reflection.
7. We believe that resources are critical to education and we are responsible for their equitable and effective use.
8. We believe in culturally relevant education that provides the knowledge and skills to meet the global challenges and opportunities of the 21st Century.

PARAMETERS

1. The district’s highest priority is to create and sustain a learning environment that enables all students to maximize their potential.
2. All individuals are treated with dignity and respect.
3. Expectations are high and clear for all.
4. Community input is valued and actively sought.
5. Families, schools, businesses, organizations and communities work as partners.
6. Communication is timely and accessible.
7. Data informs decisions.
8. Decision-making processes are transparent.
9. The district’s culture is one of accountability for work, actions and results.
11. A culture of creativity and innovation is nurtured.
12. Leadership and collaboration are fostered at all levels.
13. Our practices are held to an environmentally ethical standard.

STRATEGIC OBJECTIVES

1. Student:
   We will ensure that all students reach their highest potential and we will eliminate achievement gaps where they exist. To do this, we will prepare every student for kindergarten, raise the bar for all students, create meaningful student-adult relationships, and provide student-centered programs and supports that lead to prepared graduates.

2. Curriculum:
   We will improve academic outcomes for all students and ensure student engagement and student support by strengthening comprehensive curriculum, instruction, and assessment systems in the District.

3. Staff:
   We will implement a formal system to support and inspire continuous development of effective teaching and leadership skills of all staff who serve to engage and support our diverse student body while furthering development of programs that target the recruitment and retention of staff members who reflect the cultural composition of our student body.

4. Resource/Capacity:
   We will rigorously evaluate programs, services and personnel through a collaborative, data-driven process to prioritize and allocate resources effectively and equitably, and vigorously pursue the resources necessary to achieve our mission.

5. Organization/Systems:
   We will promote, encourage, and maintain systems of practice that will create safe and productive learning and work environments and that will unify and strengthen our schools, programs, departments, and services as well as the district as a whole.
II. Introduction (cont.)

**Welcome from Superintendent**

July, 2012

Dear Parents and Guardians,

Welcome to the 2012-13 school year. I am pleased to return to the MMSD this year to serve as the Interim Superintendent. A new school year brings the excitement of learning, growth and change to children, and adults alike. Teachers, principals and all of us who support the learning and growth of your child, and each child in the district, are looking forward to the new school year. We are committed to do all that we can to make the school year a successful one for your child. Working with you, we know we can make this happen.

The following are things that each of us can do to help your child do well in school:

1. Have high expectations for your child. When we believe children can do well, they more often than not, will.

2. Support your child’s learning at home and at school.

3. Partner together and develop good communication habits. When we work together, greater things can happen for your child.

If you have questions about your child’s education, contact your child’s teacher. If more help is needed, your child’s principal is available to assist you.

We intend to nurture a love of learning by respecting the gifts of each child. We will do all we can to ensure your child develops well both as a learner and as a citizen of our democracy.

We hope you had a delightful summer and we truly look forward to the start of the new school year. Thank you for the opportunity to serve your child. Let’s have a great school year!

Sincerely,

Jane Belmore,
Interim Superintendent of Schools
III. General Information

ANIMALS AT SCHOOL

The presence of animals in schools provides many opportunities for addressing academic standards and supporting the social/emotional growth of students. Animals are part of our natural environment and can be used effectively as teaching aids. The positive benefits of the human-animal bond are well established.

The presence of animals in schools may also pose a safety or health risk for some children when they are exposed to allergens that activate allergy and/or asthma symptoms. Other students may be afraid of animals and feel emotionally unsafe in their presence. The purpose of this policy is to allow animals in the classroom while providing for the health and safety of school staff, students, and animals. Animals will be removed from the classroom and/or the school when this cannot be achieved.

ANIMALS ON SCHOOL PREMISES POLICY SUMMARY

School Board Policy 4615 adopted on August 7, 2006
(Refer to www.mmsd.org for the entire Board Policy)

The purpose of the Animals on School Premises policy is to allow animals in the classroom while providing for the health and safety of school staff, students and animals. The policy identifies five (5) categories of animals and the procedures to be followed in order to bring animals on school premises. It specifies conditions under which animals must be removed from school premises.

ATTENDANCE

There is a powerful link between attendance and academic success in school. To give students the best opportunity to reach their potential both academically and socially, they must attend school regularly. When students are tardy or absent, they miss out on valuable learning and social experiences that cannot be replaced.

Wisconsin requires that any person having control of a student enrolled in Kindergarten and up to age 18 is required to cause the child to attend school regularly until the end of the semester in which the child becomes 18 years of age.

Students are expected to attend school every day unless they are ill. A significant number of absences will require the school to initiate procedures outlined by Wisconsin State Statutes and school district policy regarding attendance. These procedures are outlined in this section.

The following attendance definitions and procedures apply to all Madison students, unless otherwise specified.

Excused Absences

The following absences can be excused as per Board of Education Policy:

A. Physically and/or emotionally unable to attend:

A student may be legally excused from school if s/he is not physically or emotionally able to attend school. This includes:

1. A pupil who is ill to the extent that he/she is not in proper physical or mental condition to attend school.
2. Absences related to dentist, doctor, chiropractor, psychologist and other medical appointments that cannot be scheduled at any time other than school time. (Absences related to a student’s medical appointments should be arranged to fit the student’s school schedule whenever possible).
3. Serious illness or medical condition of a member of the immediate family, when the student is definitely needed at home.
4. Bereavement due to death in the immediate family.
5. Inclement weather (Parent(s)/guardian(s) may choose to keep their children home during extreme weather conditions, when a concern for safety is a factor).

When a student has more than 10 excused absences in the school year, a doctor/physician written excuse may be requested.
B. Elected Officials:
The following reason for absence is also allowed under state statute:
(1) Serving as an elected official/pollster (the student must have at least a 3.0 GPA or equivalent).

C. Pre-approved Planned Absences:
Pre-approved planned absences are absences for up to 10 days in which a child shall be excused in writing by his/her parent or guardian before the absence. A child excused pursuant to this provision shall complete any course work that was missed during the absence.

Absence Procedure
For each day a student is absent for reasons listed above, except C above, the following should occur:

1) The parent/guardian should call the school’s Attendance Line by 7:45 a.m. to explain the absence, or
2) If no contact is made on the day of the absence, upon returning to school, the student must bring a written excuse signed by the parent/guardian to the appropriate school secretary. The note must list the date(s) of the absence and explain the reasons. Excuses that are submitted late and do not contain exact dates, times and reasons for absence will not be honored and the absence(s) will be unexcused.
3) The principal will determine if the reason for the absence is excusable based on Board of Education Policy. The determination of whether an absence from school is excused or unexcused must be made on the day the student returns to school so that the school can notify the parent(s)/guardian(s) if the absence is unexcused.
4) The Principal is responsible for confirming and determining whether the reasons for absences are valid. To that end, the Principal and/or student staff services staff may ask the parent/guardian of a child to obtain a written statement from a licensed medical provider as sufficient proof of the child’s physical or emotional condition. Except as otherwise provided by law and/or Board Policy, if a parent/legal guardian fails to cooperate with a school’s request to provide specific information about an absence, and/or if the Principal believes the reason for the absence is unvalid, the absence may be recorded as unexcused or changed from excused to unexcused. If a request of a parent is denied, the parent should be advised by the Principal of the probable consequence.

Pre-Approved Planned Absences Procedure
For Pre-approved Planned Absences under C, parent(s)/guardian(s) should make every effort to plan vacations, trips, medical appointments, dental and orthodontist appointments, and campus visits, etc., outside of the school calendar or outside of the school day. To do otherwise has an adverse effect on the student’s opportunity to learn.

However, from time to time it is necessary for a student to be absent for reasons other than those listed above. Pre-approved planned absences should occur only for special circumstances and only after the student and parent have completed the procedure outlined below.

a. For Pre-approved Planned Absences, a Parent Request for a Planned Absence form must be completed and submitted to the student’s principal before the scheduled absence. This form can be obtained from the school’s office and requires the signatures of parent(s)/guardian(s), teacher(s) and the student’s principal.
b. The absence shall be included in the student’s permanent record.
c. Up to 10 days per school year is the maximum time period for which a parent/guardian can excuse a student from school attendance by excusing the student in writing before the absence.
d. Arrangements shall be made for the completion of schoolwork missed over the course of the absences.

Unexcused Absences
In accordance with Board Policy, a student’s absence will be recorded as unexcused when there is not good cause or recognized legal grounds for the absence as described above. In deciding whether to record an absence as excused or unexcused, the school principal is responsible for confirming and determining in some cases whether the reasons for absences are valid. To that end, the principal and/or student staff services staff may ask for documentation. Except as otherwise provided by law and/or Board Policy, if a parent/legal guardian fails to cooperate with a school’s request to provide specific information about an absence, and/or if the principal believes the reason for the absence is not valid, the absence may be recorded as unexcused or changed from excused to unexcused.

Habitual Truancy
When a student’s attendance meets the legal definition for habitual truancy, MMSD is required to initiate interventions that can include interviewing, conferencing, ongoing monitoring of attendance, contacting and/or referral to Madison Municipal or Dane County Juvenile Courts. These requirements are based on Wisconsin Statute 118.16 which defines an habitual truant as “a pupil who is absent without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester.”

In order to prevent students from becoming habitually truant, MMSD has developed a comprehensive attendance improvement approach. Students, and/or their parent(s)/guardian(s), are strongly encouraged to contact the student’s principal or a member of the school’s Student Services Team (Nurse, Social Worker, School Counselor, or Psychologist) as soon as attendance becomes a problem, and schedule a meeting to discuss the causes of the student’s attendance problems, and work together to find solutions that address these causes. When patterns of problematic attendance become evident, contact with the student and family can also be initiated by members of the school staff.

For those students that become identified as habitually truant, a number of interventions will be implemented, including interviewing, reviewing attendance history and problem-solving. The parent/guardian and the student will be invited to attend a Habitual Truancy Conference and an Attendance Improvement Lead person will be assigned to further examine the obstacles to attendance for the student. The purpose of these interventions will be to identify the causes of the attendance problems, develop an appropriate attendance improvement plan, and identify supports within the school and community that can assist the student and family.

All students who are classified as being habitually truant are in violation of Wisconsin law, and as such the student, and his/her parent(s)/guardian(s), may be required to appear in court. Depending upon the age of the student and circumstances related to the absences, the court may levy sanctions, and require that the parent/guardian cause the child to attend school. In addition, the court may order sanctions requiring that the student receive counseling and/or perform community service.

Tardy
Students are expected to be on time for school at the start of the school day and for their classes throughout the school day. A student is considered tardy if they arrive at school up to 15 minutes after the designated start time.

In addition to missed learning opportunities for the tardy student, tardiness to class or to school causes disruption to the learning environment for all students. Patterns of severe tardiness call for intervention by the teacher, the principal, and/or the school’s student services staff.

Questions about your school’s absence procedures can be directed to your school administrator(s).

Last Revised June, 2012

Bobcat Birthday Book Club
Thanks to the generous support of our P.T.O., Elvehjem students will receive a book of their choice on their birthday, half-birthday, or otherwise designated “special day.” This special gift is given out by our school principal on a weekly basis. Students are invited down to the LMC for the opportunity to select a book. Mr. Campbell visits with each child and adds a personalized message on the front cover of each book. The Bobcat Birthday Book Club is one of the special traditions for children at Elvehjem!

Donations to expand the birthday Book Club selection are welcome. To ensure the quality of selection for students, we ask that donated books be brand new and non-controversial.

Because of the disruption, please do not have birthday balloons delivered to school. Save this special delivery for home.
### General Information (continued)

#### CHILD CARE — BEFORE AND AFTER SCHOOL ON-SITE PROVIDERS

<table>
<thead>
<tr>
<th>Provider</th>
<th>Address</th>
<th>Director/Contact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elvehjem Elem.</td>
<td>Gompers Elem.</td>
<td>All Johnson</td>
<td>YMCA 8001 Excelsior Dr. 221-1574 x1051</td>
</tr>
<tr>
<td>Kennedy Elem.</td>
<td>Schenck Elem.</td>
<td></td>
<td>before and after school childcare</td>
</tr>
<tr>
<td>Allied Learning Center</td>
<td>Van Hise Elem.</td>
<td>Jean Gascho</td>
<td>3802 Regent St. 204-3008 ** Safe Haven childcare &amp; Community Learning Center (CLC)</td>
</tr>
<tr>
<td>Horizon Elem.</td>
<td></td>
<td></td>
<td>+ Safe Haven childcare only</td>
</tr>
<tr>
<td>West YMCA</td>
<td></td>
<td></td>
<td>All programs - after school only</td>
</tr>
<tr>
<td>Red Caboose</td>
<td></td>
<td>Lisa Fiala</td>
<td>654 Williamson St. 251-5432</td>
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<td></td>
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<tr>
<td>West YMCA</td>
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<td>All Johnson</td>
<td>YMCA 8001 Excelsior Dr. 221-1574 x1051</td>
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<td>before and after school</td>
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<tr>
<td>Orchard Ridge Elem.</td>
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<tr>
<td>Wisconsin Youth Company</td>
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<td></td>
<td></td>
<td>Marylou Grzadzielewski</td>
<td>1201 Mc Kenna Blvd. 276-9782 x15</td>
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<tr>
<td></td>
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<td>before and after school * after school only</td>
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</table>

Updated for the 2012-13 School Year.

### Directory Information

Wisconsin law allows the District to disclosing directory information about students unless parents/legal guardians desire that all or any part of this information not be released. If parents/legal guardians wish to have information about their child(ren) withheld they must complete the “Request to Withhold Directory Information” form for each child. This form is available in all school offices.

Directory Data/Information means those pupil records which include the pupil’s name, present address, telephone listing (unless the number is unlisted), date and place of birth, major field of study (e.g. 3rd grade elementary education at Leopold School), dates of attendance, dates of attendance, participation in officially recognized activities and sports, weights and heights of members of athletic teams, student’s photograph, the most recent previous school attended by the student, and degrees and awards received.

### Census Verification

Parents/legal guardians are reminded of the importance of the Census Verification which is available on-line for all students information can be updated and verified prior to August enrollment dates. Information on this verification is very important, since it is the only way for school personnel to locate a student’s parent/legal guardian or alternative contact person in the case of illness or emergency.

### Change Of Address/Phone

For your child’s safety, please inform the school whenever you have a phone or address change or if your alternative emergency contacts change. Please inform us if you will be temporarily out of town and your child will be staying with someone else.

### Instructions for Family Information

The Madison Metropolitan School District believes that it is important for both parents/legal guardians to be informed about a student’s progress. If your child does not live with both parents/legal guardians, we strongly urge you to provide the names of all persons with legal rights to information to the school so that we can communicate with them.

Follow these instructions for the family information section:

1. If parents/legal guardians live apart, fill out both sides of the household form, indicating which household is the primary household. If the parent/legal guardians live apart be sure to list both households when filling out the online household information piece of the registration or enrollment form.
2. The primary household should be the household the student declares as primary household for enrollment purposes. The primary household is the household the student declares as primary household for enrollment purposes, this establishes the attendance area the student resides in.
3. The online registration and census form allow for additional contact people should to be added, if the student has a secondary household that information can also be added. If someone other than the parent has rights to records it needs to be indicated on the form:
   a. LEGAL CUSTODY OF THE STUDENT and/or
   b. LEGAL ACCESS TO THE STUDENT’S RECORDS.
4. In addition to the people with legal custody or legal access to records, you may include the names of other adults or other student with whom the student lives. Please indicate the relationship of each adult to the student.

FOR EXAMPLE, if each of the following applies in a family situation:

- Parents/legal guardians are divorced; Parent filling out form should include the other parent as a secondary address either household or mailing.
- Student lives with mother and stepfather, mother would have to sign rights to records for stepfather to have rights.

### Student Records

All student records maintained by the Madison Metropolitan School District are confidential, as required by federal and state law. Parents/legal guardians should be sure to read the brochure on student rights that children bring home during the first week of school.

This brochure explains the rights of parents/legal guardians and eligible students to have access to student records.

Several types of educational records are maintained for MMSD students. They are:

1. "Behavioral records" means those pupil records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil’s behavior, tests relating specifically to achievement or measurement of ability, the pupil’s physical health records other than his or her immunization records or any lead screening records required under s.254.162, law enforcement officers’ records obtained under s.48.396 (1) or 938.396 (1)(b)2 or (c)3 and any other pupil records that are not progress records.
2. “Progress records” means those pupil records which include the pupil’s grades, a statement of the courses the pupil has taken, the pupil’s attendance record, the pupil’s immunization records, any lead screening records required under s.254.162 and records of the pupil’s school extracurricular activities.
3. “Pupil physical health records” means those pupil records that include basic health information about a pupil, including the pupil’s immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil’s ability to participate in an education program, any lead screening records required under s.254.162, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information, as determined by the state superintendent.
4. “Pupil records” means all records relating to individual pupils maintained by a school but does not include notes or records maintained for personal use by a teacher or other person who is required by the state superintendent under s.115.28 (7) to hold a certificate, license or permit if such records and notes are not available to others, records necessary for, and available only to persons involved in, the psychological treatment of a pupil and law enforcement unit records.

Requests by parents/legal guardians to review student records must be submitted in writing to the building principal, who will help to arrange a time when parents/legal guardians can review the records which they wish to see.

Questions or concerns about access to student records should be addressed to the building principal.
FEES
School Activity Fee Waiver
To encourage all students to participate in all school activities regardless of the student’s financial situation, it is the policy of the Board of Education to waive the payment of part or all of student fees if the student or the student’s parent/guardian demonstrates an inability to pay such fees, and to notify students and parent/guardian of this fee waiver policy.

Student fees for the purpose of the waiver policy include fees for school day field trips and fees that are on the yearly student fee schedule, except for library and textbook fines.

Fee Waiver/Reduction request forms are available at all schools, and may be completed by the parent/guardian each school year in which a waiver or fee reduction is requested. If a fee waiver or reduction is granted, it shall be for the entire school year unless the student or the student’s parent/guardian subsequently demonstrates the ability to pay such fees.

FIELD TRIPS
Teachers frequently plan field trips and excursions to provide students with educational experiences, which are extensions of the classroom. These trips are essential to the educational program, and all students are expected to participate.

Parents/legal guardians will receive written notification in advance about field trips and should take care to sign all forms and send money to school if requested. Scholarship money is available if payment of field trip fees creates a hardship for a student’s family. In such cases parents/legal guardians should contact their child’s teacher or the school office.

Medications which are normally given to students during the school day will be given by school staff during field trips. No additional permission is required. If your child needs medication on an overnight or extended day field trip which is NOT regularly given at school, Board policy requires written parent permission and a written order from the health care practitioner. This includes over the counter, non-prescription medication. The medication permission forms are reviewed by the school nurse before the overnight or extended day field trip. Some medications (such as inhalers) may be self-administered but a school staff person will give most medications.

When riding a school bus as part of a field trip, students are expected to obey all rules governing school bus transportation (see "Bus Transportation").

FOOD & NUTRITION
Breakfast and Lunch Program and Schedules
LUNCHROOM
To make our lunchroom a positive place, our lunchroom expectations are as follows:

1. BE SAFE
   ⊳ Stay in your seat until dismissed; bottoms on bench, facing forward
   ⊳ Raise your hand and wait patiently if you need something (help, to use the bathroom, etc.)
   ⊳ Keep your hands, body, and food to self (no sharing)

Four people per bench section
2. BE RESPECTFUL
   ⊳ Voice Level: 0-2, no louder than your normal quiet talking voice
   ⊳ First time listener to ALL adults in the lunchroom

3. BE RESPONSIBLE
   ⊳ Leave No Trace, throw away all of your own trash at the end of the lunch time
   ⊳ Make good choices about who to sit near, choose friends who help you stay above-the-line!

LUNCH PROGRAM AND FREE/REDUCED LUNCH INFORMATION
We have three lunch times:
K & 1 – lunch @ 11:25, recess @ 11:45
2 & 3 – lunch @ 11:55, recess @ 12:15
4/5 – recess @ 12:10, lunch @ 12:30

The lunch/recess period is 40 minutes long. Students are encouraged to take as much time as they need to eat. For those students done eating, recess can begin after the first 20 minutes of the lunch period.

The lunch program will begin on the first day of school. Monthly menus with payment envelopes will be sent home with each student. Menus are also available on the Internet or on Cable TV 10.

Regular student lunch price is $2.50. Reduced student lunch is 40¢ and milk is 50¢. The hot lunch price for adults is $3.45.

Completed lunch envelopes should include teacher and student name, grade and amount. MONTHLY payments by check are preferred, but will be accepted any school day. Payments received are deposited into the computer accounting system. Students who have negative account balances will not receive a hot lunch until payment is received. Families will receive notices of negative account balances weekly.

A count is taken in each classroom at the beginning of each day and lunches are ordered according to the count for that day. It is important to leave a message on the safe arrival line if your child is going to be late and needs a hot lunch. The lunch truck leaves the exact number ordered for that day. SODA IS NOT ALLOWED

Breakfast will be available from 8:00 a.m. – 8:20 a.m. daily to all students and staff. There will be hot breakfast two days per week and assorted cereals or other cold alternatives offered every day. If your children qualify for our free or reduced lunches, they also qualify for free/reduced breakfast. If students arrive late (after 8:20 a.m.), please tell the office if they need a breakfast or have them knock on the kitchen door. No students or parents are allowed in the kitchen. Late arrivals will only have the cold option, usually cereal and milk. The regular price for students will be $1.10. Reduced price is free. The breakfast menu will be included in the bi-monthly lunch menu.

We encourage ALL families to complete applications for students to see if they are eligible for free/reduced lunch. Return completed application, one per family, to the Elvehjem office immediately. Please be sure to list all family members. An updated application must be completed by the family during the school year if your income changes. These forms are utilized to determine school resources, so please fill one out, even if you are not sure if you would qualify. There is no limit to how many families can qualify and you can still choose to send a cold lunch if you prefer.

Make payments to your child’s meal account online quickly and securely. Madison Metropolitan School...
District is now offering automated prepayments to your child’s meal account via the telephone or internet. Simply dial in or log on and use a credit card or check to fund your child’s meal account. Log on to www.mealpay.com. Register your child into the K-12 school lunch prepayment system. You will need your student’s ID number.

Any negative unpaid balance carries over to the next year. For Additional Information, please visit our website at www.foodsvcweb.madison.k12.wi.us

Dear Parents & Guardians,

The MMSD Food & Nutrition Department welcomes you to the 2011-2012-2013 school year. We are eager to provide your family with healthy and nutritious options for Breakfast and Lunch at all of our Elementary, Middle and High Schools. We strive to meet nutritional requirements as well as cater to the likes of young children.

As your child progresses into Middle, Middle and High School, they will have more selections for their meal choices. All of our menus in the USDA Breakfast and USDA Lunch programs are designed to meet nutritional standards. Each menu is analyzed to ensure it meets 8 specific nutritional targets. Five different vitamins and minerals are analyzed as well as monitoring the fat content, providing no more than 30% of the calories from fat, while no more than 10% of the calories come from saturated fats. There are specific guidelines for calorie ranges for each of the different menus we offer. Meeting the above mentioned guidelines ensures that our meals provide students with one third of their dietary requirements for lunch and one fourth for breakfast. Studies have shown that eating balanced meals, in combination with physical activity, will help with child development. What better way to establish healthy eating patterns than as a participant of our meal programs!

Food Safety
MMSD Food & Nutrition Department operates under regulations from the FDA Food Code, the State of Wisconsin Food Code and the Public Health Department. We are committed to providing safe food for our customers at every step of our process including standards for ordering, receiving, storage, preparation, cooking and serving. Each school and our central kitchen are inspected twice a school year by Public Health Madison Dane County.

All school sites as well as the Food Production Center operate under comprehensive written “School Food Safety” plans. Plans are based on the principals of HACCP (Hazard Analysis & Critical Control Points), a systematic preventive approach to food safety.

Our FAN Team includes a Quality Assurance Specialist to ensure that the 20,000 plus meals served daily are served safely. All of our staff receives initial and on-going training using the National Restaurant Association’s “ServSafe” Food Safety Course materials.

Breakfast Program
All schools in the Madison Metropolitan School District offer breakfast daily. Breakfast is served 15 - 20 minutes prior to the start of the school day. A school breakfast generally consists of milk, fresh fruit or 100% fruit juice, and an entrée that includes grains and/or a protein source. Families may qualify for free breakfast as determined by their financial situation. For more information, please see the section on Free & Reduced Price Meals.

Please note: USDA regulations require that we serve a complete meal. Individual items, such as milk, can not be provided free to supplement a meal from home.

Lunch Program
Lunch is available daily at all of the Madison Metropolitan Schools. Serving times vary per location. Lunches consist of milk, choice of entrée containing protein and whole grains, fruits and vegetables. Our Nutrition Team is constantly searching for different and healthy choices to offer our students. We are committed to offering meals that are both great tasting and nutritious. Families may qualify for free price lunch as determined by their financial situation. For more information, please see the section on Free & Reduced Meals.

Please note: USDA regulations require that we serve a complete meal. Individual items, such as milk, cannot be provided free to supplement a meal from home.

Lunches To Go
Let us help with Field Trips with our ‘Lunches To Go’. Cold lunches are available and may be ordered ahead and sent to your child’s school. For more information, please go to our website and check out our Menus.

Free and Reduced Price Meal Information
The Madison Metropolitan School District participates in the National School Lunch and Breakfast Program. Your children may qualify for free meals or for reduced price meals.

To apply for Free and Reduced price meals please complete either:

- A paper application available at registration or
- An online application at http://lunchapp.madison.k12.wi.us

If you do not have access to a computer, they will be available at registration or Madison Public Libraries.

If you have other questions or need help, call (608) 204-4001. Office hours beginning August 20th are 7:00 am to 2:30 pm.

Meal Prices

<table>
<thead>
<tr>
<th></th>
<th>Reduced and Free</th>
<th>USDA Breakfast</th>
<th>USDA Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Full Pay</td>
<td>$1.25</td>
<td></td>
<td>$1.65</td>
</tr>
<tr>
<td>Middle School Full Pay</td>
<td>$1.50</td>
<td>$2.90</td>
<td></td>
</tr>
<tr>
<td>High School Full Pay</td>
<td>$1.50</td>
<td>$2.90</td>
<td></td>
</tr>
<tr>
<td>Adult at Elementary</td>
<td>$1.55</td>
<td></td>
<td>$3.45</td>
</tr>
<tr>
<td>Adult at MS &amp; HS</td>
<td></td>
<td>$3.70+</td>
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</tbody>
</table>

Milk may be purchased for 50 cents.

Please note: USDA regulations require that we serve a complete meal. Individual items, such as milk, can not be provided free to supplement a meal from home.

Payment Options
MMSD Food & Nutrition Department has implemented an online payment option called MyPaymentsPlus. Use www.MyPaymentsPlus.com to check account balances online. Make payments to your student’s breakfast and lunch account. Monitor breakfast and lunch purchases. Receive email...
reminders when your student’s balance is low. You can even set up auto-replenish payments. You need your child’s MMSD student ID number in order to set up a MyPaymentsPlus account. If you do not know the account number for your child, please inquire at your child’s school, or call Food & Nutrition at 204-4001.

Please Visit Our Website
For more and up to date information, please visit our website. Our website can be found on the MMSD website or by entering www.foodsvcweb.madison.k12.wi.us

Gifts for Staff (Board Policy 8254A)
In accordance with Board of Education policy 8254A, staff members are not permitted to “accept or solicit for personal use a gift worth more than token value from a pupil or parent...[however,] the Superintendent may make exceptions in extenuating circumstances such as cases of bereavement, illness or death.”

Because many children enjoy giving things to their teachers, the District suggests that gifts take the form of a book, tape or game for the classroom or Library Media Center. In this way, all students can benefit from gifts given to teachers and other staff members.

Guest Speakers
Occasionally, teachers invite guest speakers into their classrooms. Teachers planning to use outside resource personnel must clear this with the principal prior to their “guest” appearance. Guest speakers report to the main office upon arrival at school.

Our Hallway Expectations
Elvehjem School has developed the following clear and simple expectations for hallway behavior for ALL individuals who walk through Elvehjem. These expectations are reinforced by teachers and are posted throughout the school.

1. Voice Level: 0-1, “0” when moving in a line
2. Straight, tight, line to the right
3. Use self control: quiet “0” feet and bodies, use walking feet
4. Respect personal space: keep hands and body to self
5. These rules apply when entering the building, during school, as well as at the end of the day

Kindergarten Screening for Early Entrance
Board of Education Policy states that a child who becomes five years of age between September 2 through December 31 may enroll in kindergarten only after satisfactory completion of preliminary student assessments. A child being assessed for early entrance into kindergarten should have superior intellectual growth and language skills and must demonstrate the social, emotional, physical and mental maturity normally expected for successful participation in kindergarten. Parents who have concerns about school readiness should contact the school psychologist. They will be asked to complete a request form for placement on the early entrance evaluation schedule. If you need further information on the early entrance procedure, please contact your school’s psychologist or see www.mmsd.org. Children born after December 31 may not be screened for early entry. (Wis. Statute)

Lost and Found
Each year there are many belongings lost and not claimed. It is essential that your child’s belongings (tennis shoes, lunch boxes, jackets, etc.) be clearly marked with permanent marker. Unclaimed items in the lost and found, which is located in the front hallway, will be donated periodically to community organizations helping the needy.

Help with a Concern
How to Get Help with a Concern
The Board of Education and the Superintendent expect that all concerns be treated with respect. All persons will be assisted by the best person to help them with their concerns, including parental concerns, regarding their children and their schools. The flowchart explains some general guidelines.

Not all concerns may be resolved exactly as all persons involved desire, but district staff will be open to considering all concerns and providing any assistance possible.

Call Community Engagement/Public Information 663-1879

Call Appropriate Assistant Superintendent:
- Elementary Schools
  - Michael Harting .......................... 663-1532
  - Joe Gehlhardt .......................... 663-1603
- Middle & High Schools
  - Chief Learning Officer .......................... 663-1670
  - Susan Abplanalp

If you cannot determine whom to call, please Call Here.

Call Here.
PARENT/Legal GUARDIAN INVOLVEMENT (Board Policy 4500)

All elementary schools have committees and PTO/PTA groups that provide opportunities for parents/legal guardians to participate actively in their children's school. Through these activities parents/legal guardians can become better informed about, and can influence and gather community support for local school programs and policies.

Parent participation in the School Improvement Plan (SIP) process is encouraged. Through their involvement in SIP, parents contribute to the identification of school goals and the action plans for implementation.

Many parents/legal guardians share their talents and interests by assisting teachers with classroom projects and activities. Other parents/legal guardians provide leadership for enrichment programs to enhance the school's curriculum.

The Board of Education also forms occasional task forces and/or committees to advise the District on specific issues. In recent years these groups have examined such school-related issues as racial integration, family change and space utilization. Citizens, parents/legal guardians and non-parents alike have shown their support by becoming involved in the schools as part of these advisory groups. Please contact 663-1659 for further information.

Research has shown that children whose parents/legal guardians are involved with the school are more likely to achieve and to feel good about their school experiences. MMSD elementary schools encourage parents/legal guardians to become involved in their children's educational programs in whatever way is most comfortable and interesting for them. The most important way for parents/legal guardians to be involved with their child's education is by spending time each day with their child and by reading to them.

Visitations to School or Classrooms (Board Policy 4005)

We welcome and encourage parents/legal guardians to visit their children's school. However, when you come to school be sure to secure a visitor's pass from the school office when you arrive. This allows us to keep your children safe as unauthorized persons or visitations are prohibited. Should unauthorized persons enter or remain on school premises, the principal or his/her representative may request assistance from the appropriate police department to remove such unauthorized persons.

PARENT/TEACHER COMMUNICATIONS

Scheduled Parent/Teacher Conferences

Pupil progress is communicated through a combination of written reports and parent-teacher conferences. You can anticipate either written or verbal feedback at least once each quarter. Report cards are sent home Quarters 2, 3 and 4. We attempt to give you feedback about your child's progress on an ongoing basis through informal notes and telephone calls. If you feel you need more information about your child's progress at anytime, please call us so that we can help you get the information you need to support your child's learning.

School Newsletter

A newsletter is sent home monthly to the oldest or only child. It contains a calendar of school and PTO events for the month, message from the principal, current information and articles about educational programs. Each classroom teacher also sends home a newsletter on a frequent and regular basis.

PLAYGROUND

For safety and security reasons, students are asked to leave the following items at home: skateboards, scooters, baseballs and baseball bats, roller blades, electronic games, trading cards, and other things not needed for classroom learning. Equipment such as balls, jump ropes, etc., are available from school.

Please leave all toys at home unless they are being brought in as part of a child's special person of the week presentation. It is okay to bring baseball glove and tennis ball for catch, balls for touch football, soccer and basketball, if they are well labeled with the student's name. To make our playground safe:

1. Use playground structures safely.
2. Remain in assigned playground areas.
3. Ask an adult if you need to reenter the building.
4. Use and return recess equipment to the recess supply carts.
5. Kick balls on grassy areas or away from windows.
6. Include everyone who wants to play in organized or team games.
7. Follow agreed upon rules for team games.
8. Winter boots are necessary for playing in the snow.

Our students are able to utilize equipment from our recess supply carts. These wheeled carts are taken out at the beginning of each recess. Equipment on these carts will include: kick balls, basketball balls, soccer balls, footballs, Frisbees, jump ropes, tetherballs and hula hoops. These carts will not be taken out during snowy or inclement weather.

CONSEQUENCES: RETURNING FROM REMOVAL FROM SCHOOL

There are two forms of consequences that involve an interruption of a student's attendance at school; the first being an out-of-school suspension and the second being an expulsion. The District's procedure for a student to return to school for each of those disciplinary interruptions includes a meeting involving the Principal, parent/guardian, and student. During the meeting those attending discuss strategies to enable the student to successfully re-engage with the school community. The specific procedures regarding out-of-school suspensions can be found in Board of Education Policy 4043 and for Expulsion, in Board of Education Policy 4045.

Positive Behavior Support Plans

All MMSD elementary schools aim to be positive places where students, staff, and families feel good about school and where important learning occurs.

Each school has been working on developing a school-wide system that helps children understand behavioral expectations, teaches social skills and creates a sense of belonging or community, and provides positive recognitions and celebrations. The Positive Behavior Support Plans also provide more consistent responses to misbehaviors and processes that aim to help students grow in responsibility for their actions.

A critical aspect of this response is the communication with the home and the home's support of the school's behavioral expectations. For this reason we have built home communication into our plan of procedures that the school staff will follow.

Through our plan staff aim to communicate clear boundaries for behaviors and work in a coordinated way to help students make good decisions.

Please take a moment and review the ideas of "above the line" behaviors (positive behaviors) as well as "below the line" and "bottom line" behaviors with your child. This will be the common language used across all elementary schools in the district. You will often see this common language posted in charts.
General Information (continued)

Elvehjem Elementary School

Respectful
Responsible
Safe
Caring

ABOVE THE LINE
Positive behaviors that are conducive to a sense of community in a classroom and a school

BELOW THE LINE
Misbehaviors that detract from a sense of community in a classroom and a school

BOTTOM LINE
Serious misbehaviors that make a school unsafe

Our school will work to help all of our students stay “above the line” through specific programs, engaging learning experiences, and the relationships we foster each day.

When students fall “below the line” staff and principal will work together with the student to address issues through logical consequences and a “fix-it” plan. Depending on the severity, frequency, and other factors, parent/guardians may be contacted.

When students fall to the “bottom line,” or serious, unsafe behaviors, the principal will determine consequences and “fix-it” plans in light of the district’s Code of Conduct. At this level of behavior, parent/guardians will be contacted.

Special Areas of Instruction

All Madison Elementary Schools have specialists in the areas of art, vocal music, chorus, strings, REACH and physical education. These teachers are specifically licensed to provide instruction in their assigned area. Some instructors for these subjects are not at Elvehjem on a full time basis as we share their talents with other elementary schools. All students are scheduled for instruction in these areas as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Art</th>
<th>Phy.Ed.</th>
<th>Reach/LMC</th>
<th>Music</th>
<th>Strings</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-3</td>
<td>60 min.</td>
<td>90 min.</td>
<td>60 min.</td>
<td>60 min.</td>
<td>none</td>
</tr>
<tr>
<td>5</td>
<td>60 min.</td>
<td>90 min.</td>
<td>60 min.</td>
<td>60 elective-90 min.</td>
<td></td>
</tr>
</tbody>
</table>

The strings program is available to only those students who are 5th graders. Parents desiring their child to participate in this program must realize that their child will miss on a regular basis 90 minutes of classroom instruction per week and that any academic assignments given in their absence must be made up. The instruments are rented to the parents by the school at a cost of $50 per year for fifth graders. Available instruments are the violin, cello and viola.

Student Services

School Health Services

The Elvehjem School Health Services are managed by our Nurse and our Nurse’s Assistant. In Section IV of the handbook you will find the MMSD Health and Safety Policies. Information more specific to Elvehjem School is included here:

Emergency Procedures For Student Injury: If a child is seriously injured while at school and we feel immediate medical attention is required, we would call the rescue squad immediately and then contact the parents. Our first concern will always be the welfare of the child.

Head Lice: As you may know, most Madison schools have a number of cases of head lice every year. To help us control this very contagious infection, please check your child’s head for lice periodically.

Health Office Hours: These will be determined at the beginning of the school year. Please check the Nurse’s Office Door for hours.

Health Problems: If your child has been diagnosed with any health problem, it would be helpful to let us know. Even if it is a known problem, we would still like to hear from you in regard to his/her present status and concerns. We would especially like to know if your child has asthma, allergies, hay fever, seizures, hearing or visual concerns, diabetes, or if your child is taking medication of any kind.

Immunizations: If your child’s immunizations are not completed, please contact our school nurse, your physician or the Madison Health Department for information about free clinics (266-4821).

Medical Excuses: Children who must stay inside or be excused from gym class due to serious illness or injury are required to have a medical excuse from their doctor.

Medication Procedures:

a. Your physician must complete the Physician Order for Medication Administration Form. These forms should be available in the doctor’s office. If not, they can be obtained from the Health Office at school.

b. Parents must complete the Parent/Guardian Consent Form. This form is available from the Health Office at school.

c. Medication must be sent to school in the original prescription container along with the two above mentioned forms before we can give medication to children at school.

Physical Education Safety For Children Who Wear Glasses: Several activities will be taught during your child’s physical education class that require throwing, catching, judging, sudden movements and rapid direction changes. Because children develop coordination and judgement skills at different rates during their maturation, it may be prudent for children who wear glasses to remove them and store them in a desk, locker, classroom or office before attending physical education.

It is also recognized that removal of eyeglasses may significantly impair judgement or perception for some children. In these situations, it is recommended that families provide children with break-resistant frames and shatterproof lenses or actual sports glasses. In addition, parents may wish to consider purchase of an elastic head strap to prevent glasses from falling to the floor.

Related and Support Services

Several services are offered at Elvehjem School to help us meet the needs of individual children. These services are described in this section of the handbook.

School Psychologist

The psychologist may schedule time to talk to individuals or small groups of students around specific issues at either the student’s request or the request of a parent. He/she also works with parents and teachers to learn more about a child’s unique characteristics or pattern of abilities, in order to see how the school can best serve that student. This may involve testing (for which parental permission is always secured) or just getting to know a child well enough to find ways or make suggestions to make school work best for the child, the classroom, the teacher, and the family.
General Information (continued)

School Social Worker
School Social Workers provide a variety of services to the school community depending upon the needs of the students, teachers, and parents being served. Some of these services may include:

- linking families with community resources appropriate to their needs,
- consulting with parents about family issues, parenting techniques, and home-school community issues,
- working directly with students on a short term basis to help resolve conflicts, cope with stresses, improve peer relationships, increase effective communication, and teach problem-solving skills,
- providing small groups for students relating to such issues as social skills, family change, coping skills and self-esteem,
- teaching classroom units in such areas as protective behaviors, conflict resolution, human growth and development, and chemical dependency issues,
- participating in evaluations of students for special education needs,
- coordinating consistent efforts on behalf of the school, family, and community resources to meet student’s needs.

Speech and Language
Speech and language therapy is provided on an individual or small group basis to students who meet specified criteria and show a significant mismatch between their cognitive skills and their receptive and/or expressive language skills, articulation errors which are not developmentally appropriate, voice disorders or stuttering.

Physical and Occupational Therapy
Physical and Occupational Therapy are related services provided by the MMSD to support Exceptional Education programs mandated by law. Therapy services are intended to assist the child in remediating sensory and motor difficulties which interfere with academic learning and to help adapt the environment or materials for easier access to the educational process.

Special Education Services
Elvehjem School is committed to providing appropriate educational services to students with Exceptional Educational Needs (EEN) from preschool (ages 3 to 5) through fifth grade.

Students who are suspected of needing special education are evaluated by a team of school professionals. Eligibility criteria for specific disabilities, such as Cognitive Disabilities, Learning Disabilities and Emotional Behavioral Disability, as well as for Visual, Hearing and Orthopedic Impairments, have been established through federal and state laws. To refer preschool-age students for a screening, contact Child Find, 663-8471. To refer kindergarten through fifth grade level students for an evaluation, contact your child’s teacher, the social worker or psychologist.

Services for students who are eligible for special education are provided based on students’ individual needs. An annual Individualized Education Program (IEP), which is developed by a team of school staff members and the student’s parents, describes the student’s educational goals, and the type and amount of services to be provided for each year.

The special education teachers at Elvehjem, working as a team in partnership with general education teachers, implement students’ Individualized Education Programs. Students receive instruction in general education classes to the greatest extent appropriate. Small group and one-to-one instruction is also provided by teachers and educational assistants to meet the unique learning needs of students with Exceptional Educational Needs.

Each special education teacher performs two roles at Elvehjem School. As a “specialist” in a particular disability area, the special education teacher uses his/her skills to assist in evaluations and in the design of educational programs for students with Exceptional Educational Needs. As a “generalist” special education professional, the special education teacher serves as a case manager to implement the day-to-day instructional programs of individual students.

Our goal at Elvehjem School is to create an inclusive social and learning climate that helps each child to achieve and succeed.

TELEPHONE USE

Please arrange with your child beforehand regarding appointments or after school transportation (if different from normal). Please send a note with your child, telling us what time and who will be picking him/her up. If your child wants to go home with a friend on the bus, he/she needs to have the secretary initial and date the note and the child needs to show it to the bus driver.

TRANSFERS (BOARD POLICY 4023)

Internal Transfers

An internal transfer can be requested by parents to allow their student(s) to attend a MMSD school while not living in that school’s attendance area. If granted the student may continue to attend the school to which the transfer was granted and other MMSD schools in the normal progression without filing another Internal Transfer Application Form. Completed transfer form should be turned into a school or enrollment office. The transfer form can be filled out online at www.mmsd.org/enroll Appeals of the decision of the must be filed with the Assistant Superintendent in writing within ten days of the denial. The assistant superintendent shall make final determination of an appeal within ten days of the receipt of the appeal. For all students attending school on an internal transfer, the parents are responsible for transportation of the student.

By change of residence:

a. Upon a change of residence from one attendance area to another attendance area within the MMSD, including homeless families who establish a permanent residence during the school year, a pupil may enroll in his/her new school of residence immediately, or
b. The parent may complete an Application For Student Internal Transfer Form requesting that the pupil remain at the school in which the pupil has been enrolled. Such requests shall automatically be granted.

Internal transfer request by parents for the current school year:

a. Parents requesting a transfer to have their student attend a school outside of their current MMSD attendance area. Each request will be considered on an individual basis.
b. In judging an internal transfer request, the enrollment office will use the following major criteria:
   1. Whether granting the internal transfer will exceed the pupil-teacher ratio and/or school/program capacity as defined and approved by the Board of Education for external transfers by using actual enrollment numbers and actual staffing positions.
   2. Options for special education students.

For criteria used for requesting a transfer on a priority basis, or criteria used for an Assistant Superintendent to grant a transfer based on specific circumstances, refer to instructions for completing the Internal Transfer Form or refer to board policy 4023.

Internal transfer request of parents for the next school year:

a. Parents requesting a transfer to have their student attend a school outside of their current MMSD attendance area. Each request will be considered on an individual basis.
b. Annual application for an Internal Transfer will be accepted for the next year beginning on the 1st Monday in February. Internal applications that are filed on or after the 1st Monday in February and before 4:00 p.m. on the 3rd Friday in March shall be given preference over applications filed under the Open Enrollment Policy.
c. In judging an internal transfer request, the Enrollment office will use the following major criteria:
   1. Whether granting the internal transfer will exceed the pupil-teacher ratio and/or school/program capacity as defined and approved by the Board of Education for external transfers by using projected enrollment numbers and projected staffing positions.
   2. Options for special education students.

For criteria used for requesting a transfer on a priority basis see the instructions for completing the Internal Transfer Form or refer to board policy 4023. If after giving priority as set forth, there are more internal transfer requests than the receiving school has space available, then a lottery will be held to determine who gets selected. If a student is not selected, the parent will be given the option to notify the Enrollment office to have their child added to the waiting list. Parents will be notified before the start of the school year if space becomes available.

REVOCA TION OF AN INTERNAL TRANSFER

A principal may revoke an internal transfer for reasons related to discipline, absenteeism, tardiness, and/or academic performance of the student. If a transfer is revoked, the elementary student shall immediately be enrolled in his/her school of residence. For middle and high school students, the revocation becomes effective at the end of the term. If the transfer was granted under specific criteria by an Assistant Superintendent then that Assistant Superintendent has the discretion to revoke the transfer.
**General Information (cont.)**

**Testing Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Grade(s)</th>
<th>Assessment/Content</th>
<th>Results to Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept/Oct</td>
<td>K,1,2 &amp; 3</td>
<td>Primary Math Assessments</td>
<td>Dec</td>
</tr>
<tr>
<td>Sept/Oct</td>
<td>K,1,2 &amp; 3</td>
<td>Primary Language Arts Assess. (Optional Fall)</td>
<td>Dec</td>
</tr>
<tr>
<td>Oct</td>
<td>3 &amp; 5</td>
<td>Writing Sample</td>
<td>Jan</td>
</tr>
<tr>
<td>Oct 24-Nov 25</td>
<td>3, 4 &amp; 5</td>
<td>Wis. Knowledge and Concepts Examinations</td>
<td>Feb</td>
</tr>
<tr>
<td>April/May</td>
<td>3, 4 &amp; 5</td>
<td>School Climate</td>
<td>July</td>
</tr>
<tr>
<td>April/May</td>
<td>K,1,2 &amp; 3</td>
<td>Primary Math Assessments</td>
<td>July</td>
</tr>
<tr>
<td>April/May</td>
<td>K,1 &amp; 3</td>
<td>Primary Language Arts Assessments</td>
<td>July</td>
</tr>
</tbody>
</table>

**Transportation**

**Bikes**

A pupil under the age of ten shall not ride a bicycle to school.
- The PRINCIPAL may make exception upon written request of a parent.
- The PRINCIPAL may forbid bicycles on school grounds.

**Bus Transportation**

**STUDENT RULES, RESPONSIBILITY AND DISCIPLINE**

Bus transportation is provided free of charge for all elementary students who live more than 1.5 miles away from their school or who are on a hazardous route, as determined by the city and the county. The Board of Education views transportation to and from school as part of the school day. Parents and students must assume that bus transportation is a privilege to the student, not a right. Pupils who do not conform to the rules relating to safe transportation may have their riding privilege withdrawn by the bus company.

The following actions have been identified by the Board of Education as justification for refusing a pupil the privilege of riding a school bus:

1. Yelling, cursing, obscene language;
2. Throwing objects within the vehicle or out of the windows;
3. Extending head, arms or hands out of the windows;
4. Fighting, scuffling, smoking in the vehicle;
5. Moving about in the vehicle while it is in motion;
6. Damaging property;
7. Any other conduct which might jeopardize the health, safety, welfare or rights of other people and does not align with the MMSD Code of Conduct.

Drivers are responsible for the maintenance of order among children being transported and are instructed to use every reasonable means necessary to maintain order on the bus. The District supplies a three-ply "incident report" form to be used by school bus drivers in reporting violations of established rider rules. It is the duty of the driver to immediately report severe misconduct to the principal and to the bus company office.

Guidelines for action to be taken in conjunction with the bus company if a student violates the rules for safe bus riding are as follows:

1. First Incident--Discuss appropriate behavior with student and forward a copy of incident report to parent/guardian;
2. Second Incident--Confer with parent(s)/legal guardian(s) and student(s). Students may be refused transportation for one to three days.

3. Third Incident--Student may be suspended from transportation for a period of four to seven days. Parents/legal guardians must be notified in writing of their right to a hearing and/or appeal.

Severity of offense may dictate acceleration of progression outlined above. Parents/legal guardians may appeal this decision to the Assistant Superintendent for the area involved. However, students whose bus riding privileges have been suspended are required to attend school, and parents must assume responsibility for alternate means of transportation. Continued refusal to abide by established rules may result in suspension of bus riding privileges for the remainder of the school year.

If an adult supervisor from the School District is on the bus, a student may be subject to discipline in accordance with the Student Conduct and Discipline Plan.

The Madison Metropolitan School District is concerned about the health, safety, welfare, and rights of your child. Please go over appropriate school bus riding practices with your child. Student behavior on the school bus and the driver's management of the behavior are two key elements to a safe and enjoyable bus ride for all students. Your child's bus may or may not be equipped with video monitoring equipment. The video camera is an aid used to monitor bus discipline. It does not replace the discipline policy, the driver's authority, or the responsibility of the school officials. If you have any questions, including questions regarding the use of video equipment on board buses, please call the District’s Transportation Office at 663-5288.
EMERGENCY SITUATIONS

Fire drills - Tornado Drills -- Fire drills are conducted every month, and a tornado drill is conducted in the Spring.

Lock Down -- Every school will conduct a lockdown drill each semester. Drills are conducted to prepare staff and students in the event of an emergency.

Safety Plans
Every classroom in all of our schools has an Emergency Procedures pamphlet, which provides directions on responding to a variety of emergencies that may be encountered at the school.

Safety and Security Committee -- Every school has a Safety and Security Committee, which meets during the year to address issues around safety and security. The committee is composed of parents, staff, and administrators at the elementary schools and students are also included at secondary schools.

Supervision of the Building and Grounds
School grounds are supervised by school personnel fifteen minutes before classes begin in the morning and during the day when students are participating in scheduled school activities until school is officially dismissed. School personnel do not supervise playgrounds after classes are dismissed in the afternoon.

In accordance with Board of Education policy, the following shall not be allowed on school grounds:

1. Hardball or tackle football (except in approved areas and under proper supervision);
2. Throwing of stones, snowballs or other missiles;
3. Tripping, shoving, unwanted touching, fighting or other disturbances;
4. Thoughtless running or chasing through other activity areas;
5. Climbing on fences, buildings, ledges, fire escapes, downspouts, swinging gates, etc.;
6. Making snow or ice slides on walks;
7. All powered vehicles, including go-karts, powered bikes, mini-bikes, motorcycles, snowmobiles, etc.;
8. Dogs or other pets.

School Entrances/access
In order to ensure the security of our schools, entrance will be restricted to one main door, as well as to a handicapped entrance. Please check with your school for the appropriate designated entrances.

EMERGENCY - WEATHER

When weather conditions appear dangerous, district staff members review the situation beginning early in the morning. They talk with the City Streets Department, Police Department, bus companies and the National Weather Service to see if buses will be able to travel safely to and from school. Building Services staff advises whether all buildings are adequately heated and accessible for students.

The decision to close schools is made by 6:30 a.m. and radio and television stations are given that information. If you have a question about whether schools will be closed, please listen to local media instead of calling the school office.

If a tornado or other storm threatens our area during the school day, students will be kept at school in the safest area of the building until the “all clear” message is sounded by Dane County emergency government officials.

HELPING HANDS

MMSD elementary schools participate with the Madison Police Department in the Helping Hand program. This program has been developed to help children travel safely on the streets to and from school. A child in distress, whether she/he is lost, injured or needing protection from a threatening situation, can get help from any home which displays a Helping Hand sign.

All Helping Hand providers are aware of the importance of reporting any questionable incident to the police. They serve as friends and protectors of all children.

ILLNESS

Is Your Child Well Enough To Go To School?

It is not always easy to decide if your child is sick enough to stay home or well enough to be in school. Children who come to school are expected, with few exceptions, to participate fully in school activities.

Here are some guidelines that might help in a parent’s decision-making:

1. Fever: A fever of 100 degrees or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay home until his or her temperature is less than 100 degrees for a day and he/she is feeling better.
2. Vomiting, Diarrhea or Severe Nausea: These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school.
3. Infectious Diseases: Diseases such as impetigo, pink eye with thick drainage, and strep throat require a health care provider’s prescription for medication. Contacting the health care provider and using the medicine as directed for the full recommended length of time are necessary. A student may return to school 24 hours after the first dose of an antibiotic and if he/she is feeling well.
4. Rashes: Rashes or patches of broken, itchy skin need to be examined by a health care provider if they appear to be spreading or not improving.
5. Injuries: If a student has an injury that causes continuous discomfort, the student should not attend school until the condition is checked by a health care provider or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education classes is not recommended, a health care provider’s excuse is required.

MEDICATION

Medication Policy

1. Students who take daily or as needed medication at school must have the following in place with the school nurse before any medication can be given:
   - Written Order for Medication Administration from the prescriber
   - Parent/Guardian Medication/Procedure Consent Form
   - Medication provided in the original pharmacy labeled container supplied by the parent/guardian with the following information
     a. Student’s full name;
     b. Name of the drug and dosage;
     c. Effective date;
     d. Directions;
     e. Time to be given; and
     f. Prescribing practitioner’s name.
2. Non-prescription (over the counter) medication must be supplied by the student’s parent/guardian in the original manufacturer’s package and the package must list the ingredients and recommended therapeutic dose in a legible format.
3. The student will take the medication at the designated time supervised by authorized school personnel.
4. Only limited quantities of any medication should be kept at school.
5. All medication administered at school will be stored in a locked cubicle, drawer, or other safe place.
6. Parents/legal guardians must notify the school when the drug is discontinued and/or the dosage or time is changed. If the medication is changed, a new order must be received from the practitioner.
7. No over-the-counter medication will be administered to students unless the above process has been completed.
8. New written permission from the prescriber and parent/legal guardian must be received each year for students who take medication on a long-term basis.

The Practitioner Order for Medication Administration and the Parent/Guardian Medication/Procedure are both available on the district website: http://stusvcweb.madison.k12.wi.us/node/100

Expanded Health Services for Emergency Situations

All schools provide expanded emergency treatment for serious asthma problems and serious allergic reactions when the school nurse is in the building. This includes (1) nebulizer treatments for
Parents and legal guardians can also access this information via the Internet. More information on parent access is at http://dhs.wi.gov/immunization/WIR.htm.

**RELEASING CHILDREN FROM A SCHOOL DURING THE DAY**

If it is necessary for you or someone authorized by you to take your child out of school during the instructional day (after school has started and before the end of the day), we ask that you follow the procedures below:

1. You or the authorized adult must sign the logbook in the office and record the reason for requesting the release of your child.
2. The adult must have the authority to pick up the child, either
   • he or she is the legal guardian or parent
   • he/she is verified as the emergency contact listed on the official registration form or
   • your child has brought a note signed by a legal guardian or parent to the office saying that this adult has authority to pick up your child.
3. If the office staff does not know the adult, then
   • identification matching the parent’s note must be secured or
   • the child’s parents or someone listed on the official enrollment form must be called to verify the person’s identity and their authority to pick up the child.

Your child will not be released if appropriate identification or verification of authority cannot be obtained.

4. Your child’s teacher will be notified by the office to send your child to the office.

To ensure the safety of your child, we will ask that any authorized adult (including parents) picking up a child will do so in the school office under the supervision of an office staff person.

Once school is in session, no non-school staff (including parents) will be allowed to go to a classroom unaccompanied and pick up a child.

**Traffic Safety**

**School Safety Patrols**

All elementary schools with students enrolled in grades 3-5 have safety patrol programs, wherein fifth graders assist younger students at street crossings. Selected fifth grade students serve on the safety patrol. Patrol members are assigned to supervise and assist younger children crossing the street at the intersections of Painted Post and Ellen, Academy and Vondron, and Woodvale and Academy. These patrol students wear belts and are trained to assist students as they safely use the crosswalks.
SUGGESTED GUIDELINES FOR DROP OFF/PICK UP

STUDENT PICK-UP/DROP-OFF: PARKING LOT AND STREET

- Student safety is a priority concern for all of us.
- The back parking lot will be closed to parent cars during the morning and afternoon drop off and pick up times.

The map below indicates the safest suggestions for drop off and pick up of students. If you drive your child to or from school, please read this information carefully and determine a plan with your child for the morning and afternoon. The cooperation of every parent is needed to maintain the safest possible routine for your child.

Observe the street signs
- No Stopping Standing or Parking Signs mean that cars stopping, standing or parking in these areas will be subject to ticketing.
- No Parking Signs indicate areas that do allow for drop off and pick up, however, cars left unattended will be subject to ticketing.
- Do not leave your cars unattended in the No Parking zones.

In Front Of School
Do not drop off/pick up students at any point immediately in front of the school. Observe the No Stopping, Standing or Parking signs. The front of the school is zoned for buses only and cars will be ticketed. As you face the school, this zone extends from the house on the right hand side of the school all the way beyond the sidewalk to the bike rack on the left side of the school.

In Back Of School
Parents driving from the Buckeye Road direction should take the second Painted Post entrance and drive around to be on the school side of the street. There will be no buses on Painted Post Drive. Children can be dropped off/picked up at any point on the school side of Painted Post. Children should not be dropped off on the side of Painted Post opposite the school or on Amsterdam Avenue.

Wellness Policy On Physical Activity And Nutrition
(Refer to www.mmsd.org for complete Boe Policy 4610)

Children and adolescents need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Good health fosters student attendance and education. The Madison Metropolitan School District (MMSD) is committed to providing school environments that promote and protect the health and well-being of all students by supporting healthy eating and physical activity which are important for their ability to learn. It is the policy of the Madison Metropolitan School District Board of Education that

- Schools shall provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and shall establish linkages between health education and school meal programs, and other activities that occur within the school day.
- All students in grades K-12 shall have opportunities and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school during the school day, at school sponsored events and in MSCR programs for students shall meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans, 2005.
- To the maximum extent practicable, all schools in the MMSD shall participate in available federal school meal programs.
- All students in grades K-12 shall have opportunities and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school during the school day, at school sponsored events and in MSCR programs for students shall meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans, 2005.

Wellness Policy
The "Wellness Policy on Physical Activity and Nutrition" has been approved by the BOE. (For detailed information see BOE Policy 4610.) The purpose of the policy is to ensure that all students have “access to healthful foods and opportunities to be physically active in order to grow, learn and thrive.” The intent of this document is to provide highlights within each of the five areas covered by the policy.
**Nutrition competencies will be integrated into existing curriculum/programs. Grades 1 and 3 are targeted for ... and pilot nutrition activities/curriculum during the 2006-07 school year with full implementation expected in 2007-08.**

- **Vending**
  - No vending permitted.

- **Snack**
  - No peanuts and/or peanut products provided by MMSD Food Services. Classroom projects should not contain peanuts, nuts or eradicable seeds. All schools:
    - No containing peanuts or tree nuts should not be prepared at home or at school and served to students. General info on food allergens (milk, eggs, fish, shellfish, wheat, soy) should be included with food prepared at home and served to others at school.

- **Breakfast:** 10 minutes; Lunch: At least 30 minute break. Eat in a clean healthy environment.

- **Classes meet for 30 minutes three times a week all year.**

- **Limit foods with minimal nutritional value; restrict fat and added sugar; increase fruit, vegetable and whole grain offerings.**

### MMSD Wellness Committee Recommended Snack List for Classroom or Program Snacks

**Fruits/Vegetables**

- Fresh fruit (any, such as oranges, apples, bananas, grapes, pears, plums, tangerines) that has been thoroughly washed
- Sun Maid Raisins, and other dried fruits – nuts products and the fat content meets the standard set by the Board of Education Policy. The intention of this list is to provide guidance to parents about snacks that are peanut and nut free. Parents whose children have peanut or nut allergies should check product labels every time to ensure the product is peanut and nut free, from cross contamination during processing and safe for their child to eat. Checking manufacturer web sites may also provide helpful information.

**Fruit Snacks**

- Bar, Lug lore, or Fruit Snacks
- Roll Gold Pretzels (NO Ritz bits/sandwiches)
- Beach Snacks (Original)
- Baked Tortilla chips and salsa (Tostitos brand)
- Small bagels (Lenders and Thomas brand) with cream cheese (no nut types)
- Popcorn (no or low fat, plain white with no added flavorings)
- Baked Tortilla chips and salsa (Tostitos brand) with no added flavorings
- Jello snacks (individual cups) with added flavorings
- Popcorn (POP-Secret brand)
- New York Bagel Chips
- Slim Jim beef jerky

**Snacks containing peanuts or other nuts may not be served at school.** This includes snacks with almonds, Brazil nuts, cashews, hazelnuts, macadamias, pecans, pine nuts, pistachios, and walnuts items on this list have been selected because, at this time, they do not contain peanuts or nuts products and the fat content meets the standard set by the Board of Education Policy. The intention of this list is to provide guidance to parents about snacks that are peanut and nut free. Parents whose children have peanut or nut allergies should check product labels every time to ensure the products are peanut and nut free, from cross contamination during processing and safe for their child to eat. Checking manufacturer web sites may also provide helpful information.

- Food prepared at home to be served at school should be accompanied by a general list of ingredients or sent with a checklist indicating whether any of the following ingredients are included: milk, eggs, fish, shellfish, wheat, soy. Along with peanuts and tree nuts, these ingredients are responsible for 90% of all food allergy reactions in children.

- **Cheerios (EXCEPT Honey Nut)**
- **Tru. Lucky Charms or Mix**
- **Cereal Bars**
  - Kellogg’s Nutri grain Bars
  - Kellogg’s All Bran Honey Oat Bars
  - Kellogg’s Special K Bars (strawberry, blueberry, vanilla or chocolate)
  - Rice Krispies Treats (original)
  - Rice Krispies Treats Split Stix
  - Nabiico Honey Maid Soft Baked Bars

Please remember that in order to be candy and nut-free, these items are not acceptable as daily classroom snacks:

- Peanut butter, nuts or other nut butters
- Candy
- Bakery items
-Bulk bin items
-Granola or granola bars
-Cheez or other party snack mixes

**Please read labels carefully to make sure products are nut free. Some manufacturers have discontinued labeling products that may have nuts or are produced on equipment also used for products with nuts.**

Updated June 2011
**V. District Policies & Guidelines**

**Alcohol & Other Drug Policy (Board Policy 4235)**

Board Policy 4235 provides that no student shall possess, consume, sell, give away or be under the influence of and dependency on alcohol and other drugs. No student shall possess, consume, sell, give away or be under the influence of alcohol and/or other drugs in the school, on school grounds, in motor vehicles used by the school, or at school-sponsored events or activities on or off school grounds.

The Madison Metropolitan School District shares with the community the responsibility to provide an optimal school environment for the intellectual, emotional, and physical development of its students and recognizes that alcohol and other drug use/abuse seriously affects that school environment. The Madison Metropolitan School District will join family and community efforts in providing necessary information, skills, role models, incentives, and experiences, which discourage alcohol and other drug abuse and dependency as well as discourage enabling behaviors in its schools, and will strive to make the school environment supportive to students who are experiencing problems related to alcohol and other drugs.

**ADA/504**

Regarding Madison Metropolitan School District’s Responsibilities Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and the ADA are Federal legislation and regulations which prohibit discrimination against persons with a disability in any MMSD program. A person with a disability is someone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (e.g., caring for one’s self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working); or

2. has a record of such an impairment; or

3. is regarded as having such an impairment.

In order to fulfill its obligations under these laws, the Madison Metropolitan School District Board of Education and the Madison Metropolitan School District recognize a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the Madison Metropolitan School District.

If the parent or legal guardian disagrees with the determination made by the professional staff of the Madison Metropolitan School District, she/he has the right to file a complaint with the State of Wisconsin Department of Workforce Development, the City of Madison Equal Opportunity Department, or the United States Equal Employment Opportunity Commission.

If there are any questions, please contact:

ADA Coordinator - Area Special Education Coordinators:
Noelle Sapiro – East attendance area schools
Ted Szalkowski – La Follette attendance area schools
Joanne Grassman – Memorial attendance area schools
Jim Haessly – West attendance area schools

**Anti-Bullying Policy**

Schools must create a culture in which bullying is not tolerated. We must encourage students to take a part in this culture by reporting known bullying and being helpful to classmates who are bullied.

We must support and assist the person being bullied, giving him/her tools to empower him/herself and overcome the negative effects of bullying and we must also intervene with the student who engages in bullying behavior to ensure the bullying behavior stops by (1) teaching new skills of communication and empathy, (2) communicating with parents and (3) providing appropriate, gradual discipline. Students, parents or guardians, and other persons who become aware of bullying incidents are encouraged to make a verbal or written report. Written reports may be made on the form entitled “Report of Bullying Incident” and submitted to any teacher, student services staff or administrator. This form can be found on the MMSD website or in the school office.

[For more detailed information, refer to: A Policy Guide for Families & Students of MMSD Elementary Schools.]

**Controversial Issues (Board Policy 3170)**

Board Policy states that the study of and teaching of controversial issues shall be in an academic atmosphere as free as possible from bias and prejudice. In the teaching of controversial issues, a teacher must, among other things, respect and withhold the expression of his/her personal opinions unless asked by a direct question, develop a classroom atmosphere in which pupils feel free to express opinions and to challenge ideas; and choose suitable instructional materials presenting data on varying points of view on issues being discussed.

A citizen of the school community may register a protest with the Principal and request that he/she change the way in which a controversial issue is being handled.

04/04 (Revised 2/7/05)

**Dress Code (Board Policy 4211, 4600)**

The Board of Education has the following policy regarding student behavior, dress and grooming:

1. Reasonable rules of conduct shall prohibit behavior which disrupts, hinders, or interferes with the education of other pupils and conduct which endangers the health, safety, or welfare of students, faculty, and staff.

2. The BOARD will support the action of any teacher, custodian, supervisor, or administrator which is necessary to prevent disruption of any function of the school system.
District Policies & Guidelines (cont.)

Pupils found to be guilty of such conduct shall be suspended by the PRINCIPAL and may be expelled by the BOARD. (See Student Code of Conduct – Suspension Code 107)

**Electronics Devices (Board Policy 4403)**

**Possession of a Personal Electronic Device**

1. Pupils are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device, camera, or other personal electronic device with communications functions or the capability to capture/record voice or image information, collectively within this Policy, “Device” or “Devices”), provided that the Device remains stored, powered off, and unused (1) throughout the entirety of the educational day that has been established for the applicable school, (2) in a school bathroom, locker room, or other dressing area at any time, and (3) at such other times as have been identified in advance by a school-issued policy, rule or directive. Such a Device shall be considered stored if it is outside of view and reasonably secured in a locker, backpack/purse, or pocket. Any headphone, ear piece, or similar equipment associated with a Device shall also be stored and not worn.

2. Any pupil who possesses or uses a Device and/or associated equipment that is not stored, that is not powered off, or in a manner that violates this Board Policy or any other policy or school rule shall be subject to consequences, including but not necessarily limited to disciplinary action, required surrender of the Device, and/or potentially having his/her right to possess a Device at school further restricted by the school PRINCIPAL or his/her designee. In any case where a Device is confiscated by a school, the Device shall be returned to the pupil or to a parent/guardian at an appropriate time.

3. Pupils who possess a Device do so at their own risk to possible loss, damage or liability.

4. The following situations represent limited exceptions to Paragraphs 1 and 2 of this Policy:

   a. If a school PRINCIPAL or his/her designee determines that a Device was used appropriately by a pupil in an emergency situation, the school shall not discipline the pupil for such possession/use.

   b. An individual pupil, or parent or guardian on behalf of an individual pupil, may request permission in advance from the pupil’s school PRINCIPAL or his/her designee to possess and use a Device for a medical, educational, or other legitimate purpose that the PRINCIPAL/designee determines is necessary for the pupil’s education. This shall include one-time permissions that are granted by a staff member with authority from the PRINCIPAL/designee to an individual pupil to make a specific telephone call or other specific communication.

   c. For an educational or other legitimate purpose, a PRINCIPAL or his/her designee may authorize in advance the limited use of a Device by pupils during the school’s educational day in a manner that is otherwise be prohibited under Paragraph 1 of this Policy, with the following limitations:

      i. No exception to Paragraph 1 may be authorized under Sub-paragraph 4.c as applied to the use of any Device’s communications functions during the school’s educational day.

      ii. No exception to Paragraph 1 may be authorized under Sub-paragraph 4.b or under Sub-paragraph 4.c with respect to the possession or use of any Device in a school bathroom, locker room, or other dressing area.

   d. The PRINCIPAL or his/her designee shall determine whether the possession and use of a Device is within the scope of any advance authorization.

   e. The school PRINCIPAL, an ASSISTANT SUPERINTENDENT, or the SUPERINTENDENT shall have discretion to prospectively revoke any prior authorization that operated as a limited exception to Paragraph 1 and Paragraph 2 of this Policy.

   5. Pupils shall annually be provided with a copy of the rules that govern the possession and use of the Devices covered by this policy.

   6. Nothing within this Policy shall be construed to limit a pupil’s ability to use a Device in a manner that functions as assistive technology necessary for a pupil’s education and that is required under an Individualized Education Plan or a Section 504 agreement.

   6/2/2008

**Student Computer & Internet Use: Policy, Procedures & Rules**

It is the policy of the Board to mandate and expect that students will use the Internet in a responsible manner. Accordingly, the Board has established a policy and procedures for the use of the Internet along with rules governing the behavior of students who access the Internet. Students who do not comply with the standards of behavior outlined in the student conduct and discipline plan or with the Internet rules below may lose their privilege to use the Internet and/or be subject to other disciplinary action.

**PROCEDURES:**

1. The District will allow every student access to the Internet provided parents or legal guardians of students do not object in writing to a student’s having such access. If a parent/guardian objects, s/he shall sign the objection form, sign it and have it placed on file at the school the student attends.

2. Each year, prior to use, each student shall receive and discuss information from his/her teacher regarding:

   A. Internet safety and security, including:

      • the importance of understanding what materials are inappropriate to minors
      • safe use of electronic mail, chat rooms and other direct forms of electronic communication including the importance of understanding that one should never provide personal information to a site on the Internet without the supervision of an adult; such personal information includes full name, address, phone number, credit card number, and Social Security number

   B. Responsible use of the Internet, including:

      • abiding by copyright laws
      • understanding that unethical and unlawful activities include unauthorized access to any data or communications equipment without the owner’s permission, “hacking,” or unauthorized disclosure, use, or dissemination of anyone’s personal information.
District Policies & Guidelines (cont.)

C. Measures the District has taken to restrict access to materials harmful to minors, including:
   • implementing Internet filtering
   • requiring adult supervision during student use of the Internet

RULES:

1. Students shall:
   • adhere to same standard of conduct expected and required in a classroom
   • follow school rules for applying for password and e-mail accounts
   • follow school rules for using resources, time limits and printing instructions
   • log off the system as soon as finished to provide others with the opportunity to access the system
   • report violations of these rules

2. Students shall not:
   • lend any logins or passwords to anyone else
   • create a computer virus and place it on the network
   • send a message that is inconsistent with the school’s code of conduct, written or implied
   • send messages that are inappropriate, obscene, sexist, contain obscenities, or contain inflammatory or abusive language
   • send a message with someone else’s name on it
   • read mail or files without the owner’s permission
   • interfere with the ability of other users to make effective use of school district computing and network resources

(See Board Policy 3721)