



OZAUKEE ELEMENTARY

Learning & Growing Together

2022-2023 Student Handbook

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Parents/Guardians are responsible for taking the time to read and follow the contents of this student handbook. Home & School working together for student success.

Parents are required to inform the school of any changes in residency, custody, home/work phone numbers, and emergency contact information.

Ozaukee Elementary School

Mission Statement

Ozaukee Elementary strives to prepare students for further schooling. Our mission is that all students upon completion of fifth grade will:

- Possess a functional knowledge of reading, math, and writing.
- Know how to gather, apply, organize and effectively communicate ideas and knowledge.
- Understand and apply learning strategies for thinking, reasoning, and problem solving.
- Acquire a basic understanding of the world through experiences in social studies, science, fine arts and movement.
- Show respect for peers, property, authorities and self.
- Cooperate and work with others.
- Work independently and be self-starters.

Vision

In order to achieve our mission, we will:

- Teach reading and writing using a balanced literacy approach. Instructional strategies will be grounded in best practices which emphasize/encourage a meaningful interaction between student and text.
- Teach math strategies that focus on developing number sense, computation, problem solving and critical thinking skills. Students will be engaged in the exploration and practice of concepts with manipulatives, mental math and technology.
- Use informal and formal assessments to measure student progress and plan for optimal learning.
- Develop and implement consistent routines and language to instill respectful, polite communication and social interaction.
- Provide opportunities for students to set goals, make choices, and become responsible learners.
- Expand student knowledge base in science, social studies, fine arts, and movement by integrating meaningful experiences into the daily curriculum.
- Use technology to improve student learning and provide student assessment data.

It is our intent to reflect current district policies in this handbook. We will do our best to inform you of any changes. Note: If there are any discrepancies, district policy supersedes building handbook information.

Non-Discrimination Statement

The Northern Ozaukee School District does not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, age, pregnancy, marital/parental status, sexual orientation, or physical, mental, emotional or learning disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. (per NOSD Policy)

Parent Complaints or Concerns (Per NOSD Policy)

All parental complaints or concerns should be directed to the person directly involved. If a superior is called, the caller may be referred to the employee directly involved and advised of procedures in this policy. If a complaint is logged, the teacher will be notified.

A conference may be requested by the parent to discuss the situation or alleged problem.

Student Services

Questions regarding student services should be directed to the building principal and Charles Schwartz, Director of Pupil Services (262-692-2489 EXT 301).

RTI

Response to Intervention is practiced by identifying the needs of struggling students and providing focused instruction they need through varying levels of assistance ranging from assistance in the regular classroom to assistance in a special education program.

Ozaukee Elementary addresses Rtl by providing a power period each day. The power period runs 30-40 minutes depending on grade. Language arts skills are focused on 3 days per week with math skills the other two days. Three times a year language arts and math skills will be screened to determine student instructional groups. Students at or above grade level are placed in the universal group. This group will focus on practice and enrichment activities. Students falling slightly below grade level will be assigned to Tier 2. During the power period these students will work with a classroom teacher on specific skills needing improvement. Students who are struggling significantly are assigned to Tier 3. They will work with a reading or math teacher in a group not larger than four students. Student progress will be carefully monitored on a regular basis. Students may move between the tiers. The goal is to improve every student's skills to grade level and above. Parents will be notified of student assigned tiers and any change in placement during the school year.

Limited English-Proficiency Students

The district provides services for students with limited English proficiency. The district will identify potential LEP pupils within the school district as part of the enrollment process using a home language survey and department-approved English proficiency assessment under s. PI 13.07.

Special Education

The district provides instructional programs for children with learning disabilities, behavioral disabilities, cognitive disabilities, physical handicaps or other health impairments, and speech & language disabilities. An early childhood program is available for eligible special education children (ages 3 - 6). Children can be referred for special education assessments by parents or school personnel.

School Psychologist

The school psychologist is available to work with small groups and individual students. Individual counseling sessions will be limited, and parents will be notified if more than two sessions are scheduled.

Home-School Communication

Written Communication

The Northern Ozaukee Schools communicate in written form through: weekly updates, progress reports, and various daily communications. Weekly updates are e-blasted to family email accounts through the OES Smore. Parents may request paper copies by contacting the office.

Telephone Communication

Secretaries answer the phone during the regular school day. Please inform the secretary if you would like to talk directly to a staff member or leave a message on their voicemail. Secretaries will not interrupt teachers during class time. Messages may be left at any time of the day or night using voice mail. Phones in instructional areas do not ring when voice messages are being recorded.

Electronic Communication (Per NOSD Policy)

The Northern Ozaukee Schools communicate through our website <http://www.nosd.edu>. The website contains a number of links to other useful electronic communications. Included are the email addresses for all NOSD staff members.

NOTE – emails are not monitored throughout the day by teaching staff. If you need to have a reply in less than 24 hours, do not use email. In addition, parents are encouraged to sign up for automated phone calls and email blasts to be informed of school activities. Parents are asked to keep this information up-to-date.

A weekly update is sent to families every Friday evening via Smore eblasts. The update includes information about school activities and other community information of interest to families.

NOSD also hosts a public Facebook page. This page is open to interested parties and may be shared with everyone. Some teachers also host private membership pages to share information with parents of students in their classroom. To protect the privacy of our students, we ask that parents do not share or place classroom posts on their personal timelines. Parents are welcome to comment and post relevant school items on the classroom page. The classroom teacher is the advisor of the page and controls membership.

Parent-Teacher Conferences

Conferences are a mutual responsibility. It is parents/guardians and teachers working together for the maximum benefit of children. Conferences are scheduled two times during the school year (see District Calendar). Parents and teachers are encouraged to have conferences as needed. Many times this may be in the form of a telephone call or through email. Parents should not hesitate to call or email the school for information concerning student progress.

CONTACT PROCEDURES FOR INFORMATION, PROBLEMS, OR CONCERNS

For information on school expectations, schedules, special events, etc. please call the school.

For information on District policies and matters of district-wide concern, please see the district website or any of the school offices.

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

- **Step 1: Contact the teacher involved in the matter (classroom, Encore, etc.). Usually the problem or concern can be resolved at this step.**
- **Step 2: Contact the school principal for problems or concerns that are unresolved or continuing in the classroom/school.**
- **Step 3: Contact the District Administrator as a final appeal if the matter needs additional attention.**

School Closings

In the case of inclement weather, the district will notify families through automated phone calls, email, and post closings on the website. In addition you can check Milwaukee TV or radio stations for announcements of school closings:

<u>Radio</u>	<u>TV</u>
WTMJ (620 AM)	WTMJ—Channel 4
WOKY (920 AM)	WISN—Channel 12
WISN (1130 AM)	WITI—Channel 6

Sometimes severe weather requires that we close school before the normal time. On a two-hour delayed start, students should arrive no earlier than fifteen minutes before classes begin. Staff will also report later so there will be no supervision for students.

Progress Reporting Systems (Per NOSD Policy)

Grading systems will be designed to report to parent(s)/guardian(s) the progress of their child(ren). The student's Standards Based Report Card is available to view online in Skyward at the end of each term for grades 4K-5.

Testing

Each year students in grades 3, 4 and 5 participate in the online state testing program which assesses language arts and mathematics. Fourth grade students will also take social studies and science exams. The program will be administered according to state guidelines. Individual student reports will be provided to parents.

Wisconsin State Assessment System Opt-Out

A parent must submit a written request for student opt-out to the principal or the school board. Per Wis. Stats. 118.30(2)(b)3., if the student is in grades 4, 8, and 9-11 the request must be granted. However, if the student is not in the above mentioned grade levels, the decision to grant the request is at the discretion of the school board.

PreK-Grade 2 students will be assessed once per year according to the state literacy guidelines. Teachers will share results with parents.

The Northern Ozaukee School District also administers AIMSweb screening tests to students in 5K through fifth grade. Students are assessed 3 times a year. Information gained from these tests are used to determine RtI placement and for classroom instruction.

Emergency Situations (Per NOSD Policy)

The Northern Ozaukee School District has a number of emergency procedures in place. It is the responsibility of the student(s) to listen carefully and follow any directions given by their immediate supervisor in an emergency situation. The emergency procedures are reviewed with students each school year. For a copy of the Northern Ozaukee School District - Emergency Procedures, contact the appropriate office.

Health Services (Per NOSD Policy)

ILLNESS OR INJURY

Report all injuries to the office. The following procedure is to be followed in the event you become ill or injured during the school day and are unable to attend your classes:

Report to the office. If you have left your classroom, you must have a pass from the teacher, or he/she should call the office.

Your parents will be informed of a serious illness or injury and absence from class when it occurs.

MEDICATION & HEALTH GUIDELINES

Prescription Medications - Prescription medications will be administered in school after the following guidelines have been met:

Parents will arrange for medication to be administered at home if possible.

Parents must hand-deliver prescribed medication to the school office. If personal delivery of medication by a parent is not possible, the prescription may be delivered by an adult designated by the parent. The medication will be counted by school staff in the presence of the delivering adult.

Written consent by the prescribing practitioner and the parent must be on file. No prescription medication will be administered by school personnel unless the Authorization for Prescription Medication form is completed with the following:

- a) name of medication
- b) dosage to be given
- c) time to be given (not morning or a.m., must have specific time such as 8:00 a.m.)
- d) signature of parent/guardian
- e) signature of prescribing practitioner

Medication must be delivered in a pharmacy labeled container.

Labels must have the following information printed on the label:

- a) child's full name
- b) name of drug and dosage
- c) time to be given (not morning or a.m., must have specific time such as 8:00 a.m.)
- d) prescribing practitioner's name

Parent must arrange to pick up any remaining medication from school at the end of the year, or if a medication changes. Parents must inform the school nurse or building principal of any changes in the student's condition, diagnosis, or change in medication.

Herbal or alternative medications are generally not dispensed in school. However, they may be dispensed following the prescription medication guidelines.

Over-the-Counter Medications - Over-the-counter (non-prescription) medication can be administered at school with Over The Counter Medication Authorization form on file with the school. Over-the-counter medication must be brought to school in its original manufacturer package and can only be administered in the recommended dosage. If dosing exceeds the recommended dosing then a health care practitioner's consent is required.

Self-Carry Medication (Inhalers/Epi-pens) - Students may self carry independently if the Self-Carry Medication Form is received from the prescribing practitioner and parent/guardian. The medication consent form must be completed indicating the student's level of independence. When a student is not deemed independent, the inhaler will be kept in a secure place by the classroom teacher/staff, taking into consideration the need for emergency access to the medication. **Elementary students may not** carry and administer their own medications because of the potential dangers to themselves or other children. **The only exceptions** are children with medical conditions such as asthma requiring an inhaler; in which case, immediate access when needed is highly beneficial. In this situation, the "Self-Carry/Self-Administer Form" must be completed and on file in the school office. Students who have demonstrated all responsibilities associated with carrying medication will be allowed to carry their own inhalers or epi-pens after the parent/guardian and physician complete a "Self-Carry/Self-Administer Form."

Should you have any questions or concerns regarding the District's Medication Administration policy, please contact the School District Nurse at 262-692-2401 #204.

Student Health Guidelines - Students should stay home when they have:

Fever – greater than 100.4° F. Return to school 24 hours after fever has resolved without the use of fever reducing medication (Tylenol, Ibuprofen)

Vomiting and/or diarrhea – Return 24 hours after the last occurrence.

Rash – with fever or that is open and draining.

Contagious Disease ("strep" throat, impetigo, scabies, ringworm, bacterial pink eye) - Return 24 hours after antibiotic treatment has started.

Nuisance Diseases (head lice) – If a child in the District is found to have head lice or untreated nits, school staff will notify the parent and recommend to pick up the student immediately and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide).

Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide). After treatment (for 24 hours) and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal. The District practices a policy of no live lice as a criterion for return to school. (NOSD Policy 8451 - PEDICULOSIS (HEAD LICE))

If a child has a communicable disease/condition, the parent/guardian must notify the school office(nurse or secretary). After the child has been isolated or has received treatment for the necessary period of time (not less than 24 hours) they may return to school without any special permission from the health practitioner. In certain circumstances, the principal or designee, in consultation with the school nurse, may determine when a student who has been excused from school attendance may be readmitted.

Immunization Requirements - WI stats s.252.04 requires students through grade 12 to be immunized according to their age/grade requirements by the 30th day of the school year. Schools are required to keep student immunization records and review annually the immunization law. When a student does not meet the requirements of the law parents/guardians are notified by Legal Notice. **If a student is unable to receive immunization for medical, religious or personal conviction reasons a waiver must be signed and given to the school.**

Emergencies

Injuries – All injuries, even of a minor nature, must be reported to the office by the injured person or an adult supervisor as soon as possible, but not later than the end of the next regular school day.

Enrollment Information

Admittance

Ozaukee Elementary School is open to all children of school age who live in the Northern Ozaukee School District.

Four-year-old kindergarten students must be age four on or before September 1. Five-year-old kindergarten students must be five on or before September 1. A student applying for early admission must pass stringent standards determined by the Board of Education.

Open Enrollment

Students in four-year-old kindergarten through grade 12 may attend public school in a district other than the one in which they reside, if space is available. Certain other limitations also exist.

A child may attend a four-year-old kindergarten or early childhood program only if the resident district also offers the program, and if the child is eligible for the program in the resident district.

Additional information and application forms are available at the Wisconsin Department of Public Instruction website.

Tuition Waivers

Parent(s)/guardian(s) who move out of the Northern Ozaukee School District, but wish their child(ren) to continue in the school system should contact the appropriate school office for a waiver form. The form should be completed and returned to the appropriate school office before the move. The school district will then determine whether the student is eligible for a waiver.

School Hours and Supervision (Per NOSD Policy)

The schedule of hours for a normal school day for the respective grade levels will be as follows:

<u>Grade</u>	<u>Schedule</u>
Early Childhood	8:35 a.m.-11:35 a.m.; 12:45-3:20 p.m.
Four-year-old Kindergarten- Grade 5	8:35 a.m.–3:40 p.m.

Early Release

Wednesdays are an early release day for staff development meetings. Elementary students will be **released at 2:50 p.m.**

The supervision of students begins just before classes start for the day and ends at dismissal time. Morning supervision begins at 8:25 AM. Children are not to arrive before that time. They are allowed to enter the school at 8:25 AM to go to their classrooms. After school students should leave the premises unless they have a purpose for staying on school grounds.

If you need to pick up your child before the end of the school day, contact the school office.

Student Attendance (Per NOSD Policy)

The NOSD Board of Education encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students, and school personnel must recognize their responsibilities to assure regular attendance.

All students attending NOSD have the responsibility to attend school daily, except when excused. NOSD will implement the requirements of the compulsory attendance laws, in a timely manner, including reporting continued absence violations for court truancy proceedings according to Wisconsin Statutes.

Tardiness

For maximum learning to occur, students need to be in class on time. Students who arrive late to school must report to the office and obtain a tardy pass before going to class.

Excused tardiness/absences includes:

- Personal illness or injury (Note: A medical excuse may be requested for students who are absent for three or more consecutive days.)
- Family illness- an emergency situation requiring the student to be absent from school.
- Medical appointments with a note from the office of the medical professional.
- Death of a relative.
- Tardiness related to late bus arrival.
- Family business IF the office is notified.

A pattern of tardiness or absences of any child will be brought to the attention of the child's parent/guardian. If it appears that the child or parent is negligent, appropriate action will be taken. **Attendance letters will be sent via mail from the school principal and put into the student's school file.

**It should also be noted that when a student is absent from school, that student is not to attend any after school activities on that day.

Absence Procedures

The following procedure is to be followed in the event a student is absent from school:

- 1) A parent or guardian **must call** 262-692-2401, Ext. 200, to report the reason and possible duration of the absence. Calls made before 7:30 AM and after 4:00 PM may be answered by machine.
- 2) If a phone call is not possible, the student must bring a dated note, written and signed by the parent, to the office IMMEDIATELY upon return to school. The note should include the date(s) of the absence and reason for it.
- 3) For your child's safety, non-reported absences will be followed up by a call home made by school office personnel.
- 4) EXEMPT ABSENCES – Excused by a medical professional or sent home from school by our nurse or other staff member. These absences are not counted towards truancy.

A student's absence will be regarded as unexcused until a note is received, or we have talked with a parent / guardian in a timely manner so that attendance records are maintained accurately.

****Notes and calls from parents regarding any student absence (full or part day) should be directed to the office, not classroom teachers.**

Leaving During the School Day

Parents will need to come to the office to sign out their child for any pre-arranged absences during the school day. The teacher will be notified to send the student to the office for pick-up. Parents must notify the office for any student to be released to anyone other than a parent he/she lives with.

Assignments during Student Absences

Teachers will provide school assignments during student illness. Please give adequate notice so those teachers may prepare assignments and collect materials. Assignments missed due to vacation will be at the discretion of the teacher.

Anticipated Absence

The following procedure is to be followed in the event a student knows of a future absence from school:

- Notify the office indicating the date(s) and the reason for the anticipated absence.
- If your absence is to be an extended absence (three or more days), you are to obtain a "Pre-Planned Absence Notification" form from the office.

Student Fees & Waiver (Per NOSD Policy)

Certain fees will be assessed each pupil at the beginning of the school year, or at the time of admission if it is during the school year, to help defray the cost of specific materials. Such fees shall be in concert with the laws of the State of Wisconsin. The amount of the fees for a given year will be determined by the Board of Education. The payment of school fees is a parental responsibility, and the Board directs the duty of fee collection to the administrative staff

Supplies

Basic textbooks, workbooks, and other instructional materials are provided by the school district. Student supply lists are sent home at the end of the previous school year and are available in the school office. It will be necessary to replenish school supplies throughout the year. Please **label** clothing, backpacks, sports equipment, etc. with your child's name. Gym shoes are necessary for physical education classes. Students not wearing gym shoes might not be able to participate in physical education classes for safety purposes.

Responsibility for School Equipment

Students will be held responsible for all textbooks and other equipment (including technology) issued to them. Abuse of these materials will result in an assessment based on the age of the materials, their condition at the time of checkout, and extent of the damage beyond normal use. Book bags and/or plastic bags should be provided for those who need to take books home from school.

Food Service Program (Per NOSD Policy)

SCHOOL LUNCH PROGRAM (Per Board Policy)

The Board of Education has provided facilities for the preparation and sale of lunches for all of the schools. The school lunch program shall be available to all students of NOSD. The program will include the organization and facilities for students to bring a lunch or purchase a hot lunch through the state/federally supported lunch program. All food will be prepared and distributed from the central kitchen located in the cafeteria by Taher Food Service. In addition to serving as the main preparation kitchen for the district, it is the designated receiving station for all federal foods. Applications for free or reduced-price meals are provided by the district through the Department of Public Instruction rules and regulations at any time throughout the school year.

DEBIT BREAKFAST/LUNCH PROGRAM

The Northern Ozaukee School District uses a family-based debit account system. Family lunch account deposits are accepted and entered by the Food Service Department or may be made online on the NOSD website under the Food Service tab. Students that participate in the hot lunch program should follow these procedures:

- Payments can be placed in the deposit box, which is available outside the cafeteria near the food service director's office. Be sure to have the student names and family name on the envelope that you turn in. Checks should be made payable to **Northern Ozaukee School District**.
- When a family account is depleted below a \$0 balance, a weekly reminder will be emailed to the family related to the negative balance.
- Peanut butter and jelly sandwiches will be offered to students whose balances are negative below an acceptable level.
- Any graduating seniors will have their food service balance transferred to another sibling if they attend a lower grade level. If the senior is the last school aged child in the family, a refund will be sent to the family if the food service balance is greater than \$5.00. If the balance is less than \$5.00, a refund will not be provided unless requested and the funds will be deposited into an angel fund to help cover debts balances of families in need.
- If a student leaves the district, a request to refund the balance is required by the family to the district office.
- Families who are free or reduced please note that if your child decides not to participate in the program and brings cold lunch, a milk will cost \$0.40 per carton. Please send money along on that day or deposit money into the lunch account.

Elementary Breakfast & Lunch Periods

A breakfast program will be available to all elementary students in grades 4K-5. Breakfast is served in the cafeteria daily from 8:25-8:35am. Students will be expected to finish eating and head to class no later than 8:40am. ALL breakfast food needs to be eaten in the room it is served. NO FOOD MAY LEAVE IN BACKPACKS.

Students in grades 4K-grade 5 have a scheduled lunch period. Lunch menus are posted in the building, in weekly updates, and on our website. Please **do not** send soda or "energy drinks" with your child for lunch.

Student Drop off

*The front curbside drop-off & parking lot area are used for OES students.

*Please do not arrive early! Supervision & student drop-off time begins at 8:25 AM. Vehicles should not be lined up prior to that time. Follow directions on posted signs.

*Cars stay to the right of the approach/drop-off lane & pull forward to elem. parking lot near the sign "Student Drop-off".

*Student ready: coat on, backpack closed & ready to exit vehicle.

*Students exit on the right side of the vehicle curbside (not into traffic). *Car seat/booster seat on the right side if possible.

*Driver pulls up tight to the curb to allow for easy exit for students and for safety of passing cars in the left lane.

*Only the student should exit the car (unless assisting car seat buckle or harness) to allow for quicker departure.

*Cars pull up tight to the curb along the side of OES for dropping off students (and also picking up at PM).

*OES Staff will be positioned outside to assist & direct students.

*Car students use the sidewalk leading directly to the OES doors.

*Any car students who will be having school breakfast enter the cafeteria doors in the front corner of the building (a staff member will be there with a sign).

*Watch for other cars as you pull away from the curb to exit and travel in the left lane.

*All students enter the building starting at 8:25 AM. Those who bike/walk to school should not be arriving prior to 8:25 AM.

Dismissal Procedures:

*Please do not arrive early! Supervision & student pick-up time begins at 3:40 PM. Wednesday early release dismissal is at 2:50 PM. Vehicles should not be lined up prior to that time.

*Students waiting for car pick-up are lined up. OES Staff on duty are equipped with walkie-talkies. As cars pull up in the pick-up lane, the staff members see the family name sign (see info below in the next section) displayed in the window. They call the family name and the student/s come out quickly and get into their car.

*Watch for other cars as you pull away from the curb to exit and travel in the left lane.

*You may decide to park for arrival or dismissal in the parking lot area in front of OES & OMS. You need to park your vehicle and use the crosswalk to drop-off or pick-up your student/s from the sidewalk area in front of the Elementary school. Students cannot cross on their own.

*For safety purposes, it is advised that parents/guardians should not be parking in the High School parking lot and allowing students to walk unsupervised.

Transportation Services (Per NOSD Policy)

Bus transportation is a privilege established by the State Legislature, administered by the school district, and funded by state and local taxpayers. Students are expected to bear this in mind and to behave on the bus as if they were in school. All school rules of conduct shall apply to students on buses. In addition, bus rules will be posted on all buses and in student/parent handbooks by school principals.

Transportation Rules & Regulations for Bus Riders:

- Only students who are eligible for transportation at their residence will be transported.
- A parent/guardian must complete a Transportation Service Request Form for each student. Failure to complete and return this form may jeopardize your child's eligibility for transportation service.
- Each student is allowed one pick-up and one drop-off stop within the Northern Ozaukee School District. They do not need to be at the same address, although Monday through Friday (weekly route) must remain the same. Buses will stop at St. John's Daycare & Paulus Daycare.
- If a child is not picked up and dropped off at his/her residence, a Service Change Pick-Up and/or Drop-off Request Form must be completed. This form is available in the school office.
- One week's notice is needed to change the transportation plan.
- Approval of Service Change Requests is contingent upon the availability of seating space on existing bus routes.

Failure to comply with any of the above rules, after approval has been granted, will result in revocation of approval.

APPLICATIONS MUST BE SUBMITTED TO THE BUILDING PRINCIPAL. ANY APPEALS OF THE PRINCIPAL'S DECISION SHOULD BE MADE IN WRITING TO:

**DAVID KARRELS, SUPERINTENDENT
NORTHERN OZAUKEE SCHOOL DISTRICT 401 HIGHLAND DRIVE FREDONIA, WI 53021**

Bus Conduct Rules

- Observe the same conduct as in the classroom.
- Follow all directions given by the bus driver promptly and politely.
- No eating or drinking allowed on the bus.
- Keep the bus clean; throw all garbage away.
- Keep head, hands, and feet inside the bus. Do not put anything outside the window.
- No smoking, use of tobacco products, or lighters is permitted.
- Do not be destructive. Damage to the bus will be paid by the individual causing the damage.
- Stay in your seat at all times and remain seated.
- Loud talking, laughing, or actions that divert a driver's attention from the road are not permitted.
- Profane or vulgar language is not permitted.

Elementary students will be given an assigned seat. The bus driver is the authority on the bus and has the right to reassign seats at any time. The principal may reassign seats also.

School buses are a privilege. All students are to understand that the bus driver is in charge of the bus at all times.

Any student who repeatedly violates safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the administration.

Bus drivers shall submit written reports of all cases of misconduct to the building principals. **Principals may suspend bus privileges.**

Parental concerns regarding bus issues should be first directed to Riteway Bus Co. (262-375-3102).

Dress and Grooming (Per NOSD Policy)

Since normal control of student dress and grooming is a personal responsibility, the NOSD Board encourages parents and guardians of students attending our schools to adhere to the basic rules of dress and grooming.

General regulations include clothing that:

1. Is clean.
2. Avoids obscenity.
3. Does not present a physical danger to oneself or others.
4. Does not cause or threaten to cause physical damage to school property.
5. Does not disrupt the normal educational process in the classroom or school environment.

It is a good practice to keep a sweater or sweatshirt at school to guard against rapid weather changes. Many times inside and outside temperatures vary greatly. High temperatures outside do not mean that classroom temperatures are the same. Students have different comfort levels regarding temperature and activity.

Students are expected to go outside for recess during the winter months unless the temperature is below 10 degrees Fahrenheit. Winter attire should consist of heavier clothing, caps, scarves, mittens, boots and snow pants.

After warm weather starts, most summer playwear is fine at the 4K-5th grade level. Tank tops with thin straps, bare midriff tops, extremely short shorts, and beachwear are not acceptable, nor are T-shirts that carry messages or pictures that distract students. Jackets and hats are not to be worn inside the school building.

Students are highly encouraged to wear athletic or sturdy shoes for outdoor recess. Flip flops/beach sandals do not protect feet from slivers and scrapes. Students must wear athletic shoes to participate in physical education class. Athletic shoes with wheels are not permitted on the Northern Ozaukee Campus.

Student Discipline (Per NOSD Policy)

The Northern Ozaukee School District is committed to establishing a safe and educationally conducive learning environment for all individuals involved in the learning process.

The district shall not tolerate behavior that is dangerous, disruptive or unruly. Any student who engages in such behavior as outlined in NOSD Policy shall be subject to removal from the classroom. In addition, the student shall be subject to disciplinary action as designated in NOSD Policy.

Building Discipline Program

Students will be accountable for their behavior by the Building Discipline Program. The OES Staff utilizes the Zones of Regulation, Second Step, and Class Dojo. These programs are used to teach acceptable ways to recognize and deal with feelings, interact with others in a positive manner, accurately record student behavior, and reinforce positive behavior through recognition/awards. Classroom teachers and/or the principal will notify parents of misbehavior through home communication sheets, assignment notebooks, email or phone calls. A description of classroom and building procedures is provided to parents at the beginning of the school year. The Second Step social-emotional learning curriculum is used.

If a student receives a **written major behavior report** (in the following areas: disrespect, noncompliance, physical contact, inappropriate language, stealing, electronic device misuse, disruption, vandalism, or unsafe behaviors)- these are steps that will be taken:

- Principal meets with the student. If other students are involved, they will also meet with the principal (either individually or as a group depending on the age/situation).
- Principal meets with any staff also involved.
- Principal contacts parents/guardians via phone, email, or in person.
- Principal assigns consequences as related to the behavior reported (this might include: school breakfast/lunch in a different location, missed recess, change in class seating, apologies to be said/written, assist in cleaning/repair if damage done, in-school or out-of-school suspension if appropriate, etc.).
- All major behavior reports are recorded in a Google Form by the principal and entered into the student's profile on Skyward.

It is the intention at OES that all students feel safe and have classrooms that are conducive to learning.

School Discipline Procedures (Per NOSD Policy)

Although each teacher establishes individual classroom expectations, we have some school-wide procedures all students are expected to follow. They include: (see chart on next page)

The Warrior Way!

Voice Level	Hallway 0	Cafeteria 2	Classroom 2	Recess 0-4	Bathrooms 0	Assemblies 0-4	Bus 1-2
Respect Yourself	I can walk at all times.	I can eat only my food. I can walk at all times.	I can maintain personal space.	I can get help when it is needed.	I can wait my turn. I can keep to myself.	I can listen and watch.	I can face forward at all times. I can stay in my seat. I can wait for the bus to stop before standing to exit.
Respect Others	I can have a 0 level voice. I can walk in a straight line facing forward. I can stay in my line spot.	I can be polite and use good manners. I can use a level 2 voice. I can stay in order when in line.	I can keep hands, feet, and objects to myself.	I can play by the rules. I can take turns and share the equipment. I can use polite language. I can listen and follow the directions of adults.	I can be quick. I can have a 0 level voice. I can open the stall door slowly.	I can sit quietly with my hands in my lap. I can show enjoyment with applause at appropriate times.	I can follow all directions from the driver or other adults. I can keep my hands, feet, and other objects to myself.
Respect Your Environment	I can have my eyes only on the displays. I can put all my items in my backpack and keep my backpack closed. I can keep my outdoor clothing on my hook.	I can clean up my own space. I can tell an adult right away if something spills. I can wait with a 0 level voice when moving to and from the cafeteria.	I can keep areas clean. I can use school property with care.	I can take only playground equipment out to recess. I can line up immediately when the bell rings. I can wait with a 0 level voice when lining up. I can pick up all the equipment that I see.	I can use the toilets and sinks correctly. I can use only as much paper towel as I need. I can keep the bathroom clean.	I can have a 0 voice when entering and leaving.	I can use a level 1 voice for safety. I can report any unsafe activity to the driver.

Homework

Homework is an extension of the school day. Homework can be work not finished during the school day, as well as, supplemental work. Students are expected to read daily outside the school day. Parents are encouraged to find suitable areas for study at home and monitor student progress. Students with incomplete work miss recess time or may be required to attend a teacher-supervised study time.

Personal Technology

We request that elementary students do not bring cell phones to use during the school day. If they need a cell phone before or after school, the phone should be turned off during the school day and left in the office or locked in the student's locker for safe-keeping. The school will not be responsible for technology devices that are lost, broken or stolen.

Items Causing Distraction

Children are discouraged from bringing any type of trading cards, toys, radios, music players, video games/iPad, tablets, phones, or iPod/mp3 players from home to school. If these items are brought to school, they must remain in backpacks or be given to the teacher for safe-keeping. If these items become disruptive, they will be confiscated and placed in the office. Parents may pick up these items from the office. School will not be responsible for items that are lost, traded, broken or stolen.

Skateboards, roller skates, roller blades, or shoes with wheels are **not** allowed at school.

Party Invitations

Due to distractions and hurt feelings, party invitations will **not** be distributed at school. Student directory lists will be made available in September upon request.

Birthday Treats

Students may bring birthday and other special treats for classmates. We ask that all treats be packaged individually such as placed in zip lock bags, wrapped in plastic wrap or prepackaged individual servings. Treats will be distributed towards the end of the school day. Students may eat them at school or take them home. The NOSD Wellness Committee suggests sending healthy snacks or small portions of sweet treats. Please do not send large cupcakes, full cakes, pans of brownies or anything that needs to be refrigerated or frozen.

Student Phone Use

Calls will be made home when children are sick, injured, need medication or other emergencies arise. Forgotten assignments, lunch money, library books or changes in social arrangements do not constitute emergencies. Permission to use the school phone must be given by office personnel. Phone messages from parents to children will be relayed through the school secretary. OES students are not allowed to use their personal cell phones during the day. Students' cell phones should be powered off and kept in backpacks during the day.

Volunteers

Parents and other interested people are encouraged to volunteer in our school. Many opportunities exist such as: working with children in the classroom, assisting teachers, conducting book clubs, overseeing the school store, chaperoning field trips and helping with other special projects. **For safety reasons, a background check is required each year for all volunteers who work with children in the building and chaperoning field trips.** Volunteers working in the building are asked to sign in and out of the office and to wear a volunteer badge.

School Visitation (Per NOSD Policy) (school visits limited in 2020-2021 school year due to COVID-19 guidelines)

Parents may visit school to participate in special activities and volunteer when needed upon teacher/principal approval. Visits are most valuable when the time has been planned with the teacher to avoid activities that are not typical of their daily program.

It is our general policy not to allow children who are not enrolled in our schools to "visit" school with a friend or relative. Exceptions to this policy will be rare and must be cleared with the principal well before the intended visit.

All visitors/volunteers must register in the office upon arrival and pick up a Visitor's or Volunteer's Badge.

Animals in School

From time to time students ask to bring in family pets. Before an animal can be brought into the building, the owner must receive permission from the teacher and principal. Due to allergies, animals are to remain in the lobby area. Animals need to be appropriately contained and handled.

Locker Search policy (Per NOSD Policy)

The School Board reserves the right to authorize its employees to inspect a student's locker when such employee has reasonable cause to believe that the locker is improperly used for the storage of any substance or object, the possession of which is illegal, or any contraband which poses a hazard to the safety and good order of the schools.

Weapons Policy (Per NOSD Policy)

It is the district's policy to provide a safe and secure learning environment for all district students. Therefore, the district prohibits persons from possessing a dangerous weapon on school property, school buses, or at any school-related event.

Field Trips (Per NOSD Policy)

Field trips are activities that are designed to enhance student learning. Students and chaperones are expected to give the teacher/s full cooperation. All school rules apply. No student is allowed to go on a field trip without parent permission.

All chaperones must complete the "Authorization for Procurement of Criminal Background Check Form".

Chaperones are expected to travel on the bus with students to and from field trip locations.

No student will be denied the opportunity to participate because of limited financial resources. Please contact the principal if fees place a strain on your family's budget.

Pupil Interviews (Per NOSD Policy)

Individual pupils may not be interviewed by any person, except an employee of the Board, without the approval of Administration. No principal or designee shall grant such an interview unless it is deemed essential for the welfare of the child or unless required by a court order.

Curriculum Access

Parents may request information regarding district curriculum materials. All inquiries regarding curriculum and materials should be directed to the building principal.

Advanced Academic Skills

When a student demonstrates a high level of academic performance, the teacher/s will proceed with a variety of steps to ensure that his/her academic needs are met. The student will be assessed through aimsWeb testing, classroom observations, and grade level standards. The teacher will provide additional academic challenges through a variety of grade level resources and additional printed/online resources and/or project based learning opportunities.

Information for Non-Custodial Parents

Inquiries from non-custodial parents including student contact, teacher contact, report cards, attendance, newsletter, and other school information will be honored unless legal documentation instructing the school not to release information is on file. Student report cards, school newsletters, and other school information will be mailed to non-custodial parents upon request.

Please contact the office personnel in the event a restraining order is in effect. A copy of legal documentation must be on file.

Parent Teacher Resource Group (PTR)

The PTR group (4K-12) was formed to support and enrich educational programs offered by the school district. All parents, teachers, and interested community members are invited to attend. Look for PTR updates in monthly newsletters and for the PTR web link on the NOSD website.

Student Harassment Policy (Per NOSD Policy)

The school district is firmly committed to an educational environment that is free of discrimination and harassment in any form. The district will, therefore, establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere wherein every student is treated with courtesy, respect, and dignity.

Harassment means behavior between pupils based in whole or in part on the person's gender; race; religion; national origin; ancestry; creed; pregnancy; marital or parental status; sexual orientation; or physical, mental, emotional, or learning disability; or any other characteristic protected under state, federal, or local law which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. If a student feels that s/he experienced harassment based on any of these federal and state categories, the student should immediately report the incident to the building principal.

Student Use of School Owned Technology (Per NOSD Policy)

Ozaukee Elementary School has many pieces of technology available for student use. Some items such as student issued chromebook (with charging cord) and google suite are directly linked to an individual student. Students are responsible for all technology assigned to them.

Within the first two weeks students will be issued a chromebook (providing parent and student have signed and returned the chromebook agreement).

Some Responsibilities regarding student issued technology.

- Don't share your password with anyone
- Keep your chromebook charged and in good working order
- If technology is not working properly, the student should promptly inform the teacher.
- If damage occurs, let the teacher know immediately (damage could result in fines; if insurance wasn't paid)

**Students will not use technology to bully or harass.

** The Northern Ozaukee School District uses GoGuardian and IBoss to monitor electronic history. Disciplinary action will occur if a student is found to have inappropriately used the technology (ex. searches, youtube, email/messaging...)

Discipline Action may include:

1. 1-4 week technology probation
2. Paper Only - No technology available

The Family is responsible for any lost or stolen devices. Parents and students are required to read and sign this policy **before** a student is issued a chromebook. More detailed information can be found in the Northern Ozaukee Acceptable Use Policy.

Student Records Policy (Per NOSD Policy)

Student records shall be maintained in the interest of the student to assist the school in providing appropriate educational experiences. Student records will be available only through procedures developed by the administration in keeping with state and federal laws and regulations, and professional administrative practices.

Release of Information (Per NOSD Policy)

State law allows for the school to publish and release certain information about your child without your consent unless you have requested, in writing, that we do not. The law is stated this way so we can include your child's name on a music program; list his/her name on the honor roll, etc. Specifically, what we can release about your child is: name, date of birth, participation in activities, weight and height if in a sport, dates of attendance, photographs, awards and the name of the school most recently attended.

To exempt your child from the law that allows us to release the above information, you must request that we do not include your child's name. You must do so, in writing, before September 15th of each school year.

It is the policy of the Northern Ozaukee School District not to publish student pictures in school district publications without parent consent. During public performances, media such as newspapers may take pictures that are published. The district policy does not apply in those situations.

OES Grade Level Directories – Grade level directories are put together for the purpose of arranging outside school events such as playdates and birthday parties. Student names, parent(s) name, address and phone numbers are included in the list. Second family information may also be included. Parents/Guardians not wanting their family information on the directory lists should contact the OES Office by September 15th of each school year.

Parents/Guardians are responsible for taking the time to read and follow the contents of this student handbook. Home & School working together for student success.

Parents are required to inform the school of any changes in residency, custody, home/work phone numbers, and emergency contact information.

NOSD District Office Personnel -- 262-692-2489

Name	Position	Extension
Mr. David Karrels	Superintendent	402
Ms. Kelley Janowski	Adm. Assistant	410
Mr. Joshua McDaniel	Business Manager	407
Mr. Charles Schwartz	Pupil Services Director	301
Mr. Kent Schueller	Dir. of Buildings & Grounds	415
Ms. Tracy Sudik	Taher Food Service	414
Riteway Bus Service		262-375-3102

Ozaukee Elementary School Personnel 262-692-2401

Name	Position	Extension
Ms. Lynn Kucharski	Elementary Principal	201
Ms. Michelle Ringwell	Building Secretary	200
Ms. Eileen Stickles	Office Assistant	202
Ms. Lori Loof	District Nurse	204
Ms. Laurie Melzer	Early Childhood Teacher	220
Ms. Jennifer Gasser	4 Year Old Kindergarten Teacher	215
Ms. Wendy Stephanie	4 Year Old Kindergarten Teacher	213
Ms. Sarah Gundert	5 Year Old Kindergarten Teacher	223
Ms. Jodi Mueller	5 Year Old Kindergarten Teacher	228
Ms. Bailey Magnin	5 Year Old Kindergarten Teacher	229
Ms. Jennifer Daniels	Teacher, Grade 1	235
Ms. Samantha Daul	Teacher, Grade 1	233
Ms. Anne Kunz	Teacher, Grade 1	231
Ms. Elizabeth Minz	Teacher, Grade 2	238
Ms. Jodi Plier	Teacher, Grade 2	239
Ms. Tania Mader	Teacher, Grade 3	242
Ms. Devin Ortiz	Teacher, Grade 3	237
Ms. Melissa Schreurs	Teacher, Grade 4	244
Ms. Sara Zimdars	Teacher, Grade 4	222
Ms. Shelly Kroeger	Teacher, Grade 5	351

Mr. Nick Warner	Teacher, Grade 5	240
Ms. Kristin Johnson	District Reading Specialist & Rtl	234
Ms. Carolyn Olson	Rtl Mathematics	255
Ms. Laura Vorwerk	Music	251
Ms. Amanda Culver	Art	253
Mr. Andrew Pfeuffer	Physical Education	261
Ms. Linda Derewicz	Library/Media Specialist	264
Ms. Lori Marini	District Learning Coach	267 or 333
Ms. Allison Engel	Special Education	457
Ms. Amanda Watry	Special Education	289
Ms. Jill Doherty	Special Education	254
Ms. Michele Ward	Occupational Therapist	226
Ms. Artz	Physical Therapist	226
Ms. Alyssa Haas	Speech & Language	214
Ms. Mary Ann Mann	Speech & Language	225
Ms. Charysse Gregorash	Speech & Language / ELL	227
Ms. Lynette Melin	District School Psychologist	320
Ms. Lisa Biertzer	School Counselor	263
Ms. Emilie Carney	School Aide	254 or 289
Ms. Kelly Fechter	School Aide	254 or 289
Ms. Angela Frey	School Aide	254 or 289
Ms. Lindsey Holstad	School Aide	220
Ms. Chris Koss	School Aide	
Mr. Logan Kopping	School Aide	289 or 457
	School Aide	289 or 457
Ms. Rachel Krause	School Aide	213
Ms. Courtney Lucas	School Aide	249 or 289
Ms. Gloria Sheehy	School Aide	215 or 228
Ms. Kathleen Skipper	School Aide	215
Ms. Chloe Spenner	School Aide	254
YMCA wrap-around care		210
OES Conference Room		203

