



Pioneer Elementary School



Parent-Student Handbook 2024-2025

Pioneer Elementary School
1360 Ponderosa Avenue
Ashwaubenon, WI 54313

Phone: (920) 492-2920
Fax: (920) 492-2987
Attendance Hotline (920) 492-2925

The Ashwaubenon School District does not discriminate on the basis of race, sex, age, color, religion, handicap, or national origin.

Jaguar Way Pledge

Today I will make positive choices.
I will be safe, respectful,
and responsible,
because...
It's the Jaguar Way!

Pioneer School Vision...

Children, teachers, families, and staff working together to develop students who will reach their full potential as contributing, productive world citizens.

Pioneer School Mission . . .

To develop life-long learners through a focus on academics and responsible citizenship in a success oriented environment.

Welcome Message

Dear Pioneer School Family,

On behalf of the entire Pioneer School staff, a sincere welcome is extended to all new and returning students and their parents/guardians.

This handbook is intended to be a resource for you and your child to use throughout the school year. Each summer it will be updated to provide the latest information regarding school programs, procedures, and expectations. Please become familiar with the handbook. It can be a valuable resource for a successful school year.

Keeping Children and Learning the Priority,

Pete Marto, Principal
492-2925 ext. 6102

Please note:

This handbook is reflective of the typical learning day at Pioneer. If procedures need to be revised during the year due to health and/or safety we will communicate these changes on our district website.

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PIONEER SCHOOL PERSONNEL

To reach a staff member by voice mail, call 492-2925, after prompt press extension number listed below.

Staff Member	Extension	Room	E-mail
Amenson, Mary – 4 th grade	6136	136	mamenson@ashwaubenonk12.org
Anderson, Doug – 3 rd grade	6120	120	danderson@ashwaubenonk12.org
Anderson, Lisa – 5 th grade	6154	154	landerson@ashwaubenonk12.org
Austin, Dawn – Library Media Specialist	6135	135	daustin@ashwaubenonk12.org
Blindauer, Jolene – Phy Ed	6160	gym	jblindauer@ashwaubenonk12.org
Boyd, Ryan– Noon Duty Supervisor			
Brecklin, Renee – Speech	6137	137	rbrecklin@ashwaubenonk12.org
Brunette, Lauren – Music	6153	153	lbrunette@ashwaubenonk12.org
Bruss, Julie – World Language – Spanish	6110	110	jbruss@ashwaubenonk12.org
Conradt, Brenda – Art	6131	131	bconradt@ashwaubenonk12.org
Daul, Pam – Educational Assoc.	6129	129	pdaul@ashwaubenonk12.org
Demerath, Sara– LMC – Educational Assoc.	6335	LMC	sdemerath@ashwaubenonk12.org
Dietzer, Jessie – Health Aide	6104	120A	jdietzler@ashwaubenonk12.org
Dunlap, Jackie – Resource Officer/DARE	6155	155	jdunlap@ashwaubenonk12.org
Ehrfurth, Christina - 1 st grade	6222	222	cehrfurth@ashwaubenonk12.org
Engeldinger, Tammi – 4 th grade	6140	140	tengeldinger@ashwaubenonk12.org
Escandell, Luceth – Spanish/EL	6112	112	lescandell@ashwaubenonk12.org
Flores, Terri – Custodian	6357	157	tflores@ashwaubenonk12.org
Fossen, Janel – 1 st grade	6220	220	jfossen@ashwaubenonk12.org
Gardipee, Trisha- Noon duty Supervisor			
Gerend, Carrie – 1 st grade	6218	218	cgerend@ashwaubenonk12.org
Geurts, Stephanie – Occupational Therapist	6224	224	sgeurts@ashwaubenonk12.org
Herald, Kat –RN, District Nurse	6103	120J	kherald@ashwaubenonk12.org
Heller, Mark – Physical Education	6162	gym	mheller@ashwaubenonk12.org
Hnilicka, Wendy – Literacy Support	6217	217	whnilicka@ashwaubenonk12.org
Johnson, Jill – 1 st grade	6223	223	jjohnson@ashwaubenonk12.org
Kallies, Jamie – School Counselor	6113	113B	jkallies@ashwaubenonk12.org
Kasten, Lisa – 2 nd grade	6212	212	lkasten@ashwaubenonk12.org
Kirst, Melissa – Math Resource	6214	214	mkirst@ashwaubenonk12.org
Kupsh, Amy – 3 rd grade	6114	114	akupsh@ashwaubenonk12.org
Kwaterski, Stuart – SEL	6143	143	skwaterski@ashwaubenonk12.org
LaPlante, Cher – Noon Duty Supervisor			
Lehrkind, Lydia – LMC – Educational Assoc.	6335	LMC	llehrkind@ashwaubenonk12.org
Lohrentz, Kelly - Social Worker	6199	113A	klohrentz@ashwaubenonk12.org
Luebke, Bob – Food Service	6161	161	bluebke@ashwaubenonk12.org
Luneau, Linda – Special Education	6215	215	lluneau@ashwaubenonk12.org
Marto, Pete – Principal	6102	127	pmarto@ashwaubenonk12.org
McComb, Arin – 4 th grade	6106	106	amccomb@ashwaubenonk12.org
Messamore, Amy – 4 th grade	6138	138	amessamore@ashwaubenonk12.org
Miller, Melissa – 3 rd grade	6115	115	missy_miller@ashwaubenonk12.org
Nenahlo, Cheri – Office/Educational Assoc.	6101	127	cnenahlo@ashwaubenonk12.org
Nolan, Christian – Special Education	6129	129	christian_nolan@ashwaubenonk12.org
Nooyen, Sam– Physical Education	6162	gym	snooyen@ashwaubenonk12.org
Olbrantz, Susan – Food Services	6161	161	solbrantz@ashwaubenonk12.org
Olson, Jill – 3 rd grade	6118	118	jolson@ashwaubenonk12.org
Platten, Steve– Food Service	6161	161	
Pludeman, Emilie– 5 th grade	6152	152	epludeman@ashwaubenonk12.org
Prunty, Darien –Office/Administrative Assoc.	6100	127	dprunty@ashwaubenonk12.org
Ramer, Charity – EL	6132	113C	cramer@ashwaubenonk12.org
Ratzburg, Taylor – Kindergarten	6123	123	tratzburg@ashwaubenonk12.org
Raymaker, Scott – Custodian	6157	157	sraymaker@ashwaubenonk12.org
Escandell, Luceth – Spanish/EL	6112	112	lescandell@ashwaubenonk12.org
Temperly, Leanne - Educational Associate	6358	215	ltemperly@ashwaubenonk12.org
Seder, Candice - Literacy Support	6198	113D	cseder@ashwaubenonk12.org
Siebert, Robin – 2 nd grade	6216	216	rsiebert@ashwaubenonk12.org
Sudol, Allison –3 rd grade	6116	116	asudol@ashwaubenonk12.org
Tomashek, Maggie –2 nd grade	6219	219	mtomashek@ashwaubenonk12.org
Treml, Amanda – Kindergarten	6121	121	atreml@ashwaubenonk12.org
Vanden Hoogen, Alissa – 5 th grade	6150	150	avandenhoogen@ashwaubenonk12.org
VanLaanen, Cherie– AM and Noon Duty Supervisor			
Vitrano, Megan – 2 nd grade	6213	213	mvitrano@ashwaubneon.k12.wi.us
Walther, Amy - 5 th grade	6156	156	awalther@ashwaubenonk12.org
Wiebe, Alicia - Special Education	6139	139	awiebe@ashwaubenonk12.org
Wittig, Tatum– Special Education	6141	141	ttackmier@ashwaubenonk12.org
Wodill, Karen– Noon Duty Supervisor			

Student Responsibilities

Appropriate conduct in school, at school functions, and on the bus: Students are responsible for observing all school rules and procedures.

Daily Attendance: Students are responsible for attending regularly scheduled classes unless officially excused.

Appropriate Dress: Students are responsible for dressing in a manner which provides for their health and safety and which does not cause disruption of the school program.

Homework: Students are responsible for completing assignments and homework.

Preparation: Students are responsible for coming to class prepared with appropriate books, paper, and writing implements.

Parent Responsibilities

Immunization: Parents are responsible for fulfilling the immunization requirements for their children in accordance with State Law. Students enrolling in school for the first time must be immunized against diphtheria, tetanus, whooping cough, mumps, measles, rubella, polio, hepatitis B, and chicken pox.

Attendance: Parents are responsible for their child's attendance at regularly scheduled classes. If a child is to be absent the parent must notify Pioneer school.

Notification: Parents are responsible for notifying the school of any change of address, custody, etc.

Conferences: Because teachers and parents form a valuable partnership in the education of a child, parents are expected to participate in parent-teacher conferences. Regular communication between school and home is encouraged.

Supervising Homework: Homework is an essential part of school life. Parents are urged to check with their children to see that homework assignments are being completed properly and on time.

School Responsibilities

Safe Environment: The school will maintain its building and equipment in safe condition. Rules of behavior are set and enforced to promote the health and safety of all. Safety drills are carried out in accordance with state regulations. Students who are ill will be sent home to protect others from illness.

Appropriate Educational Programs: The school will be responsible for regular testing and placement of students in educational programs suited for their ability and achievement.

Notification: The school is responsible for notification of students and/or parents of changes in the educational program of the student. The school will make a reasonable attempt to notify parents when a child is to be disciplined or suspended. The school authorities will notify parents in writing of a student's pending expulsion.

Reporting: The school provides a regular reporting system to students and parents about a student's progress. Report cards are issued two times per year in grades 1-5. In addition, mid-term progress reports in core academic areas will be available on-line or via paper copy by request.

Due Process: School authorities have the responsibility of following due process procedures to protect the rights of a student who is suspended or expelled.

Discrimination: The school authorities are responsible that school personnel, students, or curriculum materials do not discriminate on the basis of race, sex, religion, national origin, handicap, or disability.

Suspected Child Abuse or Neglect: School personnel are required by law to report any suspected cases of child abuse or neglect to the welfare authorities.

I. Enrollment and Emergency Information

Student record information including how to contact parents or other designated persons in case of student accident or illness must be kept up to date. **Please notify the office immediately if there are any changes in phone numbers, addresses, contact persons, etc.** It is important that students are instructed about this information so that they can be dismissed immediately without reservation in case of emergencies.

Illness and Accidental Injury: If a student becomes ill or is accidentally injured at school, the teacher or supervisor needs to be informed and the office notified. The student will be sent to the office unless s(he) cannot be moved. Phone calls to parents concerning illness or injury are made by office personnel, not by the student. The office will contact parents or parties listed on the emergency record so the student may be taken home. If the illness or injury is serious and no one listed on the emergency record can be reached, school officials will act in the best interest of the child. In this case, they may call the rescue squad for transportation to the hospital emergency room for care.

Students should not leave school during the school day without having a parent/guardian sign the student out in the office.

Moving / Transfers

If your address in the Village of Ashwaubenon changes, please contact the school office with your new address, phone number, etc. It is imperative that we have accurate information for students and parent/guardians.

If you move out of the Ashwaubenon School District during the school year and you wish to have your child continue school at Pioneer in the Ashwaubenon School District, please notify the office immediately so you may complete a **Tuition Waiver form**. Without a Tuition Waiver form on file in the Pioneer and District Office, the district may charge you tuition for your child to continue to attend school in Ashwaubenon. Under the Tuition Waiver Provision, tuition is waived; however, parents are responsible for providing transportation for their child.

A Tuition Waiver will allow your child to continue to attend schools in Ashwaubenon tuition free for the remainder of the school year. In order for your child to continue to attend school in Ashwaubenon tuition free during the school year and beyond, parents must apply for Open Enrollment.

The open enrollment application window for the 2024-2025 school year will open on Monday, February 3, 2025 and will close on Friday, April 25, 2025 at 4:00pm. If you have moved out of the school district during the school year, or are attending under a tuition waiver and wish for your children to remain in the Ashwaubenon School District, please visit the DPI website to complete an open enrollment application during these dates. Applications must be returned no later than April 25, at 4:00pm to be considered for open enrollment during the application window.

II. School Hours / Attendance Procedures / Security

The regular school day runs from 8:15 a.m. – 3:15 p.m.

The entry bell rings at 8:08 a.m.

The tardy bell rings at 8:15 a.m.

Building Security: For the safety of the students and staff, the building will be secured during school hours. All doors will remain locked while school is in session. The front door has a buzzer/intercom system for visitors to use to be admitted into school. After being “buzzed” into the building, all visitors and non-school personnel must report to the office to sign in and receive a Visitor or Volunteer pass. Any students leaving school before regular dismissal time must be signed out in the office by a parent or other designated adult listed on the child’s emergency card information.

We encourage parents or guardians to say good-bye to their children at their vehicle, while on the playground, or in the lobby of the buildings. For safety reasons, only students will be allowed to enter the buildings beyond the lobby.

If parents have an appointment with a staff member or need to enter the building with their child for a unique purpose, they will be asked to sign in prior to entering the building between the hours of 7:30am and 3:15pm. We trust that you will understand that this change is necessary to help us accomplish our foremost priority; the safety of our students and staff. Parents will continue to be welcomed into our schools; our goal of building strong partnerships with families has not changed.

Before School Supervision: Morning supervision begins at 7:45 a.m. During fair weather, the school building will not be open to students arriving before 8:08 a.m. Those with reason to be admitted earlier must either be enrolled in a specific program: (Example – breakfast), curricular or have an admission slip from a staff member. In inclement weather, students will be allowed to enter the building and will proceed to the gym for supervision. SUPERVISION DOES NOT START UNTIL 7:45 A.M., STUDENTS SHOULD NOT BE AT SCHOOL BEFORE THAT TIME unless participating in a specific activity/co-curricular or supervised by own adult/guardian.

Drop Off and Pick Up Procedures: Bus students are dropped off and picked up at the front driveway of the building. Students being dropped off by car should use the drop off/pick up sidewalk in the west parking lot or park in the second west parking lot.

After school pick up, Buses and daycare vans only at the front driveway of the building. Vehicles picking up students use the west parking lot along the sidewalk. Stay in your vehicle and your child will come to you. Drivers wishing to leave their vehicles will need to park. Drivers are asked to then walk to the sidewalk to pick up students and walk them back to the parked vehicle.

Please do not stop in the middle traffic lane to pick up students; it is not safe to allow students to walk between the cars waiting or moving in line. Please note that students are not allowed to cut across the parking lot on their own to reach vehicles in the diagonal slots or parked on the street. Students who are walking home must cross at crosswalks following the directions of the Safety Patrol.

Tardiness: Students not in their classrooms by 8:15 a.m. need to report to the office for a tardy slip. Students arriving after 9:30 a.m. are recorded as one-half day absent.

Absences: All student absences must be reported to the school office by phone by 8:30 a.m. on the day of absence (492-2920 or voice mail 492-2925, Press 2). The parent/guardian should identify themselves, communicate student's name, teacher's name, and reason for absence. According to Ashwaubenon School District Attendance Policy (431) and Wisconsin State Law (S 118.15) student **absences are excused** for the following reasons:

- * Personal illness (Usually a parental excuse will be accepted by the school. In certain situations, the school may require a doctor's excuse.)
- * Funerals and religious services as requested by the parents
- * Professional appointments that could not be scheduled outside of the regular school day
- * Serious personal or family emergency
- * Pre-arranged absences previously approved by the building administration

Pre-arranged Absences: If a student is going to be absent for any reason other than the first four listed above (Example- going on a family vacation), it is necessary for a parent to complete a Pre-Excused Absence form. **Forms for Pre-Excused Student Absence may be picked up in the school office.** To be approved for an excused absence, the following stipulations must be met:

- a. Written requests should be made in sufficient time to allow for work to be made up in advance of the absence. It is suggested that the request be submitted at least a week ahead of time, if possible.
- b. After approval is granted, the pre-arranged absence may not be extended without approval by the building administration in consultation with the student's parents or legal guardian.
- c. A child may be excused by the parent for not more than 10 days in the school year under this provision.

Truancy: If a student is absent from school without an excused absence, the student is considered truant. Under Wisconsin state law a student is considered to be a "habitual truant" if (s)he is absent from school without an excused absence for part or all of 5 or more days on which school is held during a school semester. By using the terms "part or all", this may include a combination of unexcused absences and/or unexcused tardies. Habitual truancy may result in penalties under s.118.15(5) and/or a referral to Social Services, a written citation from Ashwaubenon Public Safety, and/or referral to the District Attorney. Under Section 118.15(1)(d), "Compulsory School Attendance", a child's parents/guardians may request the school board to provide the child with program or curriculum modifications to address concerns and meet needs.

Early Dismissal: Requests for early dismissal for doctor or dental appointments or special parent requests for other reasons must be in written form and presented at the office by 8:30 a.m. on the day of release. The note, signed by a parent or guardian, should indicate time of departure, destination, and the name of the person transporting the student. **Any student leaving before regular dismissal must be picked up and signed out in the school office.** Before leaving, the student must first drop off the release form in the school office. If returning to school that same day, the student must check in at the office to pick up the release form and return it to the classroom teacher. If a student leaves before 1:30 p.m. and does not return, a half day PM absence is recorded.

Severe Weather Closings: The Ashwaubenon School District utilizes a SCHOOL MESSENGER program to notify parents through computerized texts and emails of severe weather school closings. The announcement is also made on most local radio and television stations.

Snow Day Make-ups: If it is necessary to close schools for severe weather more than the two days allotted in the district calendar, make-up days may be scheduled. Make up days are typically added on the day after the last regularly scheduled day of school in June.

Emergency School Closing Plan: If it becomes necessary to close school after the start of the school day before regular dismissal time, the announcement will be made on local radio/television stations and school messenger. Classroom teachers will release students according to the directions filled out on the "Emergency School Closing Plan" form submitted by parents to each child's classroom teacher at the beginning of the school year. If any information needs to be changed during the course of the year, please notify your child's teacher and fill out a new form. It is important for your child and your child's teacher to know what to do in case of an emergency school closing.

III. Parent-School Communication

Wednesday Weekly: A weekly e-mail is sent each Wednesday to each family e-mail on PowerSchool. The goal of the e-mail is to keep you informed of events, projects, date changes, and procedures at Pioneer School. A Friday folder is in place for any hard copies that need to go home.

Telephone: School phones are busy! Student use of the phone will be limited to times of absolute need. **Please make your children aware of any change in their usual after school activities before they leave home in the morning.** We do not interrupt classes with a phone message for students or teachers except in an emergency.

We encourage parents to contact their child's teacher whenever there is a question. If a teacher is teaching when you call, you may leave a message on the teacher's voice mail. The teacher will return your call at her/his earliest opportunity.

Report Cards: Report cards are available to parents on PowerSchool after the end of each semester grading period (end of January and after school is out in June). In addition, midterm progress reports in core academic areas are available in November and March. You will also have parent access to PowerSchool, the ability to access your child's attendance and grading information online.

Conferences: Two regularly scheduled conference times are planned during the year in November and March. At any time, parents can request additional conferences with teachers. (See the School Calendar for dates of regularly scheduled Parent-Teacher Conferences.)

Problem Solving: If there is a question or a concern, parents need to contact the teacher involved first. Then, if not resolved, a conference will be scheduled involving the parent, teacher, child, and administrator or other school personnel. The administrator will inform the teacher when the administrator is contacted by a parent with a concern. The teacher's responsibility is to inform the administrator of any concerns. Every effort will be made to come to a mutually agreeable solution in the student's best interest by using effective communication and conflict resolution strategies.

Volunteering: Parents and community members are encouraged to take an active part in the education of our children. There is a wide variety of activities in which you may choose to participate including being a classroom helper, a committee member, a reading buddy, a field trip chaperone, etc. We encourage you to contact your child's teacher regarding activities in which you are willing to participate. We also encourage you to become an active member in the PcTO (Parents, Children, Teachers Organization). Anyone interested in volunteering are asked to complete a Volunteer Agreement form according to district-wide procedures.

When volunteers are allowed at school, **please remember to sign-in at the office** and pick up a Volunteer Pass before continuing on to your volunteer assignment. Please do not bring siblings during the volunteer experience. Thank you! Your help is much appreciated.

Chaperone Expectations: All chaperones must be approved through a background check. Forms are available in the school office. The following procedures have been established for chaperones on field trips.

Chaperones will:

1. Be directly responsible to the staff member in charge of the scheduled activity.
2. Assume only those responsibilities as designated by the staff member in charge.
3. Abstain from the use of alcohol, controlled substances or tobacco during the time they are responsible for supervision of the students.
4. Abide by procedures outlined by the staff member in charge in cases of emergency.

5. Refrain from transferring the role of a chaperone to another person during the time they are responsible for the supervision of students.
6. Abstain from bringing siblings during the chaperone experience.

IV. Student Information

Behavior Expectations

The Jaguar Way is a school-wide Positive Behavior Intervention System (PBIS). The Jaguar Way communicates to everyone in the building the procedures and clear expectations for all to follow. Here is a link for our [Pioneer Jaguar Way Handbook](#) and below is our behavior matrix (also included in our Jaguar Way Handbook).

Jaguar Way Incentive Program: Our school goal is to celebrate the positive behaviors students' exhibit by recognizing students when they are making good choices and demonstrating positive traits during the school day. Our goal is to nurture and encourage students to continue these positive choices. Below is our behavior matrix and our discipline flow chart.

Behavior Matrix

	Be Safe	Be Respectful	Be Responsible
Classroom	developed by each classroom teacher		
Lunchroom	<ul style="list-style-type: none"> Use Line Basics Stay seated Keep your feet on the floor Eat only your food Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Use voice level 1 or 2 • Listen to staff • Raise your hand if help is needed • Use your manners 	<ul style="list-style-type: none"> • Line order • Follow procedures • Keep your area clean
Hallway	<ul style="list-style-type: none"> Walk at all times Use Line Basics Keep right Single-file line 	<ul style="list-style-type: none"> • Close lockers quietly • Voice level zero 	<ul style="list-style-type: none"> • Keep hallways clean • Keep track of your belongings • Have a pass if not with class
Playground	<ul style="list-style-type: none"> Use equipment as taught Stay in designated areas Seek help when needed Follow seasonal rules 	<ul style="list-style-type: none"> • Use kind words • Use Jaguar S.T.A.R. Power • Take turns • Include everyone • Solve problems with kindness • Practice fair play 	<ul style="list-style-type: none"> • Dress for weather • Line up at bell • Return equipment
Bathroom	<ul style="list-style-type: none"> Keep water in the sink Keep soap off the floor 	<ul style="list-style-type: none"> • Use voice level zero • Quietly wait your turn • Respect privacy 	<ul style="list-style-type: none"> • Keep the bathroom clean • Report problems • Flush when finished
Bus	<ul style="list-style-type: none"> Stay seated Keep feet on the floor Only open windows halfway Hands and feet to self 	<ul style="list-style-type: none"> • Use voice level 1 or 2 • Quiet hands and feet • Share seat • Use kind words 	<ul style="list-style-type: none"> • Follow adult directions • Keep the bus clean • Close windows when exiting
Indoors -am (inclement weather)	<ul style="list-style-type: none"> Go directly to the gym Enter through designated door Walk to class spot in gym Sit down in class line 	<ul style="list-style-type: none"> • Use voice level 1 or 2 • Quiet hands and feet • Use kind words • Use Jaguar S.T.A.R. Power 	<ul style="list-style-type: none"> • Follow directions of all adults • Keep materials in your space
Indoors -recess (inclement weather)	<ul style="list-style-type: none"> Follow classroom safety expectations 	<ul style="list-style-type: none"> • Use voice level 1 or 2 • Follow adult directions • Include all players • Use kind words • Use Jaguar S.T.A.R. Power • Take turns 	<ul style="list-style-type: none"> • Keep track of materials • Put materials away correctly at end of recess

School-wide we have implemented the following system for behaviors which is a quick and easy way for students to remember expectations for their behavior. Parents may hear their child talk about Voice Level #2 or Line Basics at home. The lists below will help you know what your child is talking about. We encourage you to use these ideas at home as well.

Voice Level
0 - NO voice

Line Basics
Face the front

Body Basics
Face the person who is speaking

1 - WHISPER voice	Walk	Use appropriate posture
2 - INSIDE voice	Stay a footstep apart	Use eye contact
3 - OUTSIDE voice	Hands to your side	Use friendly facial expressions
	NO Talking	Use appropriate rate, tone, and volume

Behavior Consequences / Discipline Referrals: If a student commits a serious infraction or repeatedly refuses to comply with behavior expectations, a discipline referral to the principal will be made. Further disciplinary action will be taken which, depending on the circumstances, may include consequences such as loss of recess, loss of other privileges, in-school suspension, out-of-school suspension, etc. Parents will be contacted.

Co-curricular Activities: Students are encouraged to participate in the co-curricular activities program offered to students at Pioneer School. Participation in activities and programs offered is in accordance with established school district activity codes. Activities involving performances or athletics require payment of a \$10 activity fee for participation (**bolded activities below apply**). School rules and behavior expectations apply during these activities, and students who violate them will be subject to consequences. Some activities students may become involved in include:

Student Leadership Board * (Gr.3-5, Oct.-June)	Homework Help Club (Gr.3-5, Oct.-May)
Quiz Bowl * (Gr.5, Jan.-Mar.)	Science Club (Gr.3-5, Mar.-Apr.)
Math Club (Gr.4-5, Oct.-May)	Intermediate Choir (Gr.4-5, Jan.-May) - activity fee
Robotics Club (Gr. 4-5, monthly meetings)	Gaming/Coding Club (Gr. 4-5, monthly meetings)
After School Basketball (Gr. 3-5, Jan-Feb.)	
Musical (Gr. 3-5, Oct.-Dec.) - activity fee**	
Running Club (Gr. 1-5, Spring)	

* Application/Nomination and teacher recommendation/approval required for participation.

**Musical scenery participants do not pay activity fee.

Fire Drills / Tornado Drills / Emergency Lock Down or Evacuation Procedures: Fire drills are necessary for the safety of all. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which s(he) may be. Specific information for drills is posted in each room and will be explained by teachers. Teachers will instruct students on proper procedures. Drills are announced over the public address system. These procedures have been developed to prepare students and staff in the event of emergencies.

Lost and Found: If students find something that does not belong to them, they are asked to communicate to their teacher or the school office. Articles such as clothing, lunch boxes, etc., will be placed on the "Lost and Found" table. Smaller articles such as rings, bracelets, wallets, etc. will be placed in the school office. This includes money. If the money is not claimed within a month, it will be returned to the finder as a reward for being a good citizen.

Personal Belongings in School: Students are asked not to bring toys or valuable possessions to school because of the distractions they cause in a learning environment. This includes, but is not limited to: electronic devices and extra money. Cellphones need to be turned off and kept in lockers during the school day. The school will not be responsible for students' personal items that are lost or stolen.

Pets at School: Our goal is to keep our learning environment safe and comfortable for all of our students. Since some of our students have moderate to severe allergies to pet hair or fur, we request that pets not be brought into the building. We encourage students to bring in a picture, video, or another option could be to make special arrangements with the classroom teacher to bring the pet for a brief visit outside of the building if there are no children with allergies in the class.

Pets at dismissal times: For the safety of our students, we ask that you **use our Pioneer sign as a designated meeting spot if you are accompanied by a pet**. This will increase student and pet safety. Thank you for your cooperation.

Physical Education and Recess Excuses: Physical Education and recess are regularly scheduled parts of the school day, and participation is mandatory. A **physician's written excuse** is requested in order to exempt a child from participating.

Playground Safety: Recess time should be a safe and fun time for students. Sports games are to be played according to the rules learned in physical education class. Tackling, pushing, pulling, or shoving are not allowed. No games where students are targets (such as ball tag, murder ball, etc.) are allowed. When playing in the wood chip area or on/around the playground equipment, tag or chasing games are not allowed. Please remember that slides are for sliding down (not climbing up) and that sitting on top of the bars or hanging upside down from the bars is not safe. In winter, no students are to throw snowballs or slide on ice. Pulling on another's clothes, taking hats or mittens, etc. is not allowed. It is important to follow these rules so all students can play safely.

Problem Solving: It is suggested that any student having a problem should first attempt to solve it by using an “I message” and talking it out with the other student involved. If that doesn’t work, the next step is to speak with a supervisor or staff member. These people are here to help all students. At no time is it acceptable to call names, push, hit, or in any other way attempt to hurt another person. If a satisfactory resolution is not reached or the issue continues to be a problem, it is important to bring the issue back to the attention to a Pioneer team member.

Food in School:

The purpose of these guidelines is to ensure that the nutrition standards set by the school district and used in the cafeteria are followed as much as possible outside of the cafeteria, all students are safe from food-borne illnesses, and students with food allergies are safe. Thank you in advance for your flexibility and for ensuring the safety of all our students.

No Food Birthday Policy

In promoting increased safety, inclusion, and healthy lifestyles, we will be implementing a non-food birthday treat policy. We have many students with a wide range of severe, life threatening allergies or health conditions. For these reasons, no food will be allowed for birthday celebrations. **We highly discourage parents from sending items in (ie. trinket bags) as it may become an equity concern.**

Classroom teachers will continue to recognize children on their special day in special ways. We have provided the list below as other choices for honoring your children on their birthday:

- Donate a book to the school library or classroom with child’s name inside.
- Donate a indoor recess game.
- Have your child bring their favorite book to share and the teacher or child will read it to the class.
- Donate recess equipment (kick ball or jump rope (new or used).
- Provide each student in class with a school supply such as a pencil, eraser, glue stick, crayons, etc.

Balloons and large floral bouquets will need to remain in the office until the end of the day for student pick up.

Teachers may also consider an extra class recess or whole class game.

Individual Snacks: Students have traditionally brought snacks for morning break. Please keep in mind the following:

- In keeping with our school district nutrition standards, we ask that any snacks brought to school be healthy choices such as fruit, raw vegetables, crackers, cereals, yogurt, cheese, etc.
- Due to concerns about food-borne illnesses, food allergies, and other restrictions on some students’ diets, students should only eat their own snacks and not share their snacks with others.
- Some classrooms may have increased limitations on foods allowed as individual snacks, depending on specific food allergies in the classroom. Please contact your child’s teacher if there are any specific foods your child may not have.

Cold Lunch: For those students bringing a cold lunch to school, please keep in mind the following:

- In keeping with our school district nutrition standards, we ask that cold lunches brought to school include healthy food items.
- Including soda as a beverage is highly discouraged. Students are asked to drink a healthier beverage with their lunch. Water is available at no charge. Another option is to purchase milk from the lunch program.
- Due to concerns about food-borne illnesses, food allergies, and other restrictions on some students’ diets, students should only eat their own lunch and not share their lunch with others.

Rewards and Incentives

As we continue to keep all students safe due to concerns about food-borne illnesses, food allergies, and other restrictions on some students’ diets, use of food for rewards and incentives is discouraged. This includes individual, class, or whole school rewards or incentives. Any use of food for rewards or incentives **will be limited and should follow student health plans in the classroom.**

On the occasion that food is used:

1. The teacher will communicate to parents in advance.
2. If there are allergen health plans, staff will check ingredients to ensure it is allergen free for those students. Allergen free options will be brainstormed with the parent/guardian

Use of School Materials / Equipment: Students are responsible for the care of all school books, materials, and equipment assigned for their use. Lost or stolen items will be assessed a fee.

The school has a library media center (LMC) where your child will be able to check out books for personal use. Books should be returned promptly by the due date so that other children may use them. Other materials such as play-aways, computers, and reference materials are available for student use.

Lockers are provided for students for keeping their coats, jackets, boots, backpacks, etc. during the day. Desks and/or totes are provided for storing books, notebooks, supplies, etc. Lockers, desks, and totes are considered school property and are to be respected and cared for accordingly. School personnel retain the right to open and inspect/search student desks and lockers.

V. School and District Policies

AODA: It is very important to be aware of the Ashwaubenon School District policy on alcohol and other drug abuse (AODA). No one (student or adult) is allowed to use, possess, or exchange (sell, purchase, or distribute) alcohol, tobacco, drugs, or be in possession of related drug paraphernalia in the school building, on school property, or at school related activities. (If any student violates this policy, he/she will receive an automatic three-day suspension and may be required to complete outside AODA counseling.) The student may also be recommended for expulsion, losing his/her right to attend school in Ashwaubenon.

Prescription Drugs and/or Other Medication: In compliance with state law and school board policy, all medication, including aspirin, cough medicine, etc. which students are to take during the school day must be kept in the school office. Students may not take any prescription or over-the-counter medication on their own. Students will take medication only in the school health office.

Wisconsin law allows asthmatic students to carry and self-administer inhalers at school or school-sponsored activities with the approval of the student's physician and parent/guardian. A form, "Authorization For Administration of Inhaled Asthma Medications", must be completed and on file in the school office before student self-use.

In compliance with school board policy and state law 118.29, the following procedure must be adhered to concerning prescribed medication:

1. Parent/Guardian Medication Request Form must be filled out and signed by parent or guardian for all prescription and non-prescription medication. (Must be renewed annually or if any change.) Forms are available in the school office.
2. Physician's Request for Medication Administration Form must be filled out and signed by the prescribing doctor for all prescription medication. (Must be renewed annually or at any time the medication or dosage changes). Forms are available from the school office.
3. All medication must be in its original container and have the child's full name, name of drug and dosage, time and quantity to be given, and the physician's name clearly printed on the container in language understandable to the lay person.
4. Medication will be kept in a safe place. Only limited quantities should be kept at school.
5. Your child should go to the office at the proper time to receive his/her medication.
6. An accurate Medication Record will be established and maintained by the principal or his/her designee.

SAFE Schools / Student Conduct: In accordance with Wisconsin State Legislation (120.13) and the Ashwaubenon Student Conduct Policy 443, students may be removed from class for conduct or behavior which:

1. Violates the District's policies regarding suspension or expulsion;
2. violates the behavioral rules and expectations set forth in the Student Handbook;
3. is disruptive, dangerous or unruly;
4. otherwise interferes with the ability of the teacher to teach effectively; or
5. is incompatible with effective teaching and learning in the class.

The purpose of this policy is to maintain an appropriate educational environment for the class as a whole.

Depending on the seriousness of the cause of removal, additional consequences may result up to and including suspension and/or expulsion. Parents will be notified if their child is removed from class to the office under this policy.

Harassment: It is the policy of the Ashwaubenon School District to maintain an educational environment free from all forms of harassment and to insist that all students, staff and visitors are treated with dignity, respect, and courtesy. Harassment means behavior towards persons which substantially interferes with performance or creates a hostile or offensive school environment. It can take the form of bullying, name calling, inappropriate touching or gestures, using inappropriate words with sexual connotations, etc. Anyone who believes that any student or anyone else has violated the prohibition of harassment may bring forward a complaint to the building principal or any staff member. A defined procedure has been established to handle such complaints with the offender being subject to disciplinary action. Students are encouraged to discuss what behaviors are offensive to them with school personnel.

Bullying and Other Forms of Aggressive Behavior: The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not

tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above. All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Physical Fighting, Threats and/or Assaults: Physical fighting, threats or assaults toward a student, a district employee or a visitor by a student are strictly forbidden. All such physical fighting/threats/assaults will be reported immediately to the building administration. Such incidents may be reported by the administration to the Ashwaubenon Public Safety Department when appropriate. Physical fighting/threats/assaults on a student, a staff member or a visitor may be subject to disciplinary action, possible suspension and/or expulsion.

Field Trips: Field trips are approved, planned educational enrichment activities that involve students in learning experiences difficult to duplicate in a classroom setting. They are valuable educational experiences directly related to the instructional program of the students involved.

Parents are informed of all essential data for scheduled field trips on a Field Trip Permission Slip which children take home for a parent's signature. Students must return this form in order to participate in the field trip. Parents may also be asked by teachers to accompany the children as chaperones to provide additional supervision. Abstain from bringing siblings during the volunteer experience. If parents deny their permission, board policy assures that an appropriate alternate experience will be provided at school. A student's non-participation will not affect his/her grades.

Homework: Homework is an important part of the educational process. Practicing in reading, learning sight words, basic math facts, and studying for spelling and other content areas are important to the learning process. Students may also be periodically assigned other meaningful homework. Typically this work may be work not completed by the student during the school day, lesson extensions, or special projects related to the curriculum. Students are expected to complete homework within the time frame given and to return it to their teacher. They are expected to produce quality work commensurate with their ability and growth in learning. Parents are urged to check with their children to see that homework assignments are being completed properly and on time.

The following daily time commitment ranges are considered appropriate for students to be able to complete homework.

Grade 1	10-20 minutes
Grade 2	15-30 minutes
Grade 3	20-45 minutes
Grades 4 & 5	30-60 minutes

If a student is spending more time than the above on a regular basis, parents are encouraged to contact their child's teacher to problem solve the situation.

Homework recommendations:

1. Provide a place for study that has favorable conditions and minimal possibility of distraction or interruption.

2. Help your child set aside time for homework every day. If there are no assignments on any day, this is a good time for reading. Long-term assignments and preparation for examinations are more successful if done in segments over a period of time.
3. Encourage your child to strive for quality and the completion of each assignment, starting with the assignment considered most difficult and proceeding to the easier ones will help.
4. Assist your child while encouraging independence.
5. Show an interest in homework assignments by praising good study habits, fine quality work, and the completion of assignments.
6. Remind your child to seek make-up work after an absence from school.
7. Assist your child and reinforce the efforts of the school by supporting homework.
8. Contact the teacher if there is a problem.

Promotion/Grade Advancement: Following state law, the Ashwaubenon School Board has established a Promotion Policy for elementary students. Students demonstrate their learning proficiency and earn points based on report card and results of standardized achievement tests (at applicable grade levels). For promotion to the next grade, students need to accumulate a minimum number of points. For those students not earning a sufficient number of points, other academic criteria and/or teacher recommendation will be considered. In these cases, an educational board of review will determine promotion or retention on an individual basis.

Student Dress: Students should take pride in their appearance. Any form of dress or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Informal beach or play wear, going barefoot, or going stocking footed are not considered appropriate for school. Items of clothing which are not considered acceptable include: tube tops, halter tops, cut-off athletic type T-shirts or shirts that reveal the abdomen, and shirts referring to alcohol, drugs, gangs, or those with obscene and questionable double meanings printed on them. Outdoor attire (jackets, vests, hats, etc.) are not permitted in the classroom.

Recess Dress: During outdoor recess we want to ensure students are warm and safe. We have two temperature expectations. We encourage jackets to be worn if it is 40 degrees or cooler. We encourage that shorts can be worn when it is 30 degrees or above. Thank you for dressing your child for the weather.

Student Records / Student Privacy: Student records are maintained to assist students, their parents/guardians and the school district in achieving their educational goals. These records are accumulated, maintained, released, transferred, and destroyed by the building principal or designee in accordance with state and federal laws. Only those individuals or agencies specifically authorized by state and federal law shall be granted access to a student's records. Exceptions shall only be made when the student's parent/guardian grants permission. Parents/guardians may inspect student records kept by the school in accordance with Board policy and established procedures.

Parents or adult students may challenge the content of student records if they believe they are inaccurate or misleading. Complaints regarding the content of student records may be made to the building principal who will make arrangements for a hearing to review the challenged record. If the complainant is not satisfied with the hearing officer's decision, he/she may file a complaint with the Family Policy and Regulations Office of the U.S. Department of Education.

Further, Ashwaubenon Board of Education has designated the following student record information as directory data: student's name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently attended by the student. This information may be disclosed to any person **unless** the adult student, or the parent or guardian of a minor student, informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent or guardian. Refusal of such release shall be made to the school not later than two weeks after the opening of school or of enrolling in school in the case of those entering the Ashwaubenon School District after the school year has started.

Bicycles/Skateboard/Roller Blades/Scooters: Bicycles must be parked in the bicycle racks provided. It is strongly recommended that all bikes be locked. Bicycle riding on school grounds is not allowed between 7:45 A.M. and 3:15 P.M. On reaching the school grounds, riders should dismount and walk their bikes to the racks. On leaving, riders should walk bikes to the end of school property. No bicycles should be ridden over the grass areas surrounding the school. Skateboards, scooters, and roller blades may not be used on school property during school time. Students who use them as transportation to school must keep them in their lockers.

Student Transportation: Riding a school bus is a privilege rather than a right. Please note that only regularly scheduled bus students are to ride the school buses to and from school. Parents of students not in the regular busing areas may contract with Lamers to transport their child(ren). Below are the Jaguar Way Bus procedures and expectations:

Be Safe	<ul style="list-style-type: none"> ● Stay seated ● Keep feet on the floor ● Only open windows halfway ● Hands and feet to self
Be Respectful	<ul style="list-style-type: none"> ● Use voice level 1 or 2 ● Quiet hands and feet ● Share seat ● Use kind words
Be Responsible	<ul style="list-style-type: none"> ● Follow adult directions ● Keep the bus clean ● Close windows when exiting

The district Student Conduct on School Buses Policy [5500.02](#) will also be followed.

Bus Consequences

1st bus incident: principal will determine what is necessary to correct the situation and communicate to parent/guardian.

2nd bus incident: principal informs the parent/guardian of the incident and student will be denied transportation for 5 school days.

3rd bus incident: principal will inform the parent/guardian of incident and student will be denied transportation for 30 school days.

Any further incidents: will result in denial of transportation for the balance of the school year.

Electronic Communication Devices: Ashwaubenon Public School District students are prohibited from using electronic paging or two-way communication devices (cell phones, walkie-talkies, etc.) during the school day. Principals may allow for the use or possession of such devices if the principal determines that the device's use will be for a legitimate medical, educational, or other legitimate purpose. Any student given such permission will be required to have written evidence of such permission. The district is not liable for loss or theft.

Technology: Technology is the property of the Ashwaubenon School District and is provided for students to help achieve excellence in education. Technology includes computer hardware and software, phone and voicemail systems, audio/video equipment, networks, telecommunications, and related services. Complying with the Children’s Internet Protection Act, technology protection measures/internet filters are used to block access to inappropriate information. In addition, members of the Ashwaubenon District staff supervise and monitor usage of the online computer network and access to the Internet.

Using technology is a privilege, not a right. Users are responsible for their behavior and communications while using district technology. They are also responsible for reporting occurrences of unacceptable use. User accounts may be treated like school lockers in that technology administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Unacceptable use of technology includes such things as sending or displaying offensive messages or pictures, using offensive or obscene language, harassing, insulting, threatening or attacking others, damaging equipment, violating copyright laws, using other's passwords, trespassing in other's files, or intentionally wasting resources. Unacceptable use of technology may result in loss of access and/or files as well as additional disciplinary action. When applicable, law enforcement agencies may be involved.

Use of Video, Audio, and Photographs: The video recorder, video camera, and photographic as well as computer cameras have become very important and useful tools in teaching. Throughout the school year teachers may choose to make video, audio, or take pictures of student work or activities, class projects or performances. The resulting tapes or pictures are used for instructional purposes within the school building.

Our educational cable channel or local TV stations occasionally request to video groups of students on the playground, in their classrooms, etc. They may be asked by the school to publicize certain events or activities recognizing the accomplishments of our students. These videos may then appear on our educational cable channel or local TV news shows. Any parents who object to their child participating in any or all of these types of activities should notify the school in writing.

Theft/Vandalism: It is against the law as well as school rules for students to take or destroy the property of others. Theft and vandalism may be reported by the administration to Ashwaubenon Public Safety when appropriate. Disciplinary action may include restitution (complete or partial), loss of privileges or suspension.

Weapons: No student may possess, use, or store any weapon or look alike on school premises, school buses, or at any school related activity. A weapon is defined as a gun (rifle, shotgun, pistol, revolver, air gun, BB gun, or pellet gun), knife, razor, karate stick, nunchuck, pepper spray, or any object which, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm. Any student violating this policy will be suspended and may be recommended for expulsion from school. In addition, the student or person may be referred to the Ashwaubenon Public Safety Department and be subject to penalties outlined in village, state, and federal law.

VI. Lunch Program

Procedures: A computerized lunch system is used in our District. A pre-deposit of lunch money is made into a family lunch account. Students eating hot lunch or purchasing milk for cold lunch will be given their Lunch Scan Card by the classroom teacher prior to going to lunch each day. The card is then given to the cashier, and the amount of the purchase is subtracted from the balance in the family account. The district provides the students with one specially laminated lunch card that is expected to last for the school year. In the event a student needs a replacement card, there will be a charge made to the family lunch account to cover the cost.

Lunch/milk payments are paid online through Meal Magic Family Portal at: <https://ashwaubenon.familyportal.cloud/>

Lunch times:

Kindergarten	11:00-11:20	Recess: 11:20-11:45	Grade 3	11:20-11:40	Recess: 10:50-11:20
Grade 1	11:05-11:25	Recess: 11:25-11:55	Grade 5	12:10-12:30	Recess: 12:30-1:00
Grade 2	12:15-12:35	Recess: 12:35-1:05			

Free or Reduced Lunch: Application for free or reduced price meals for the district's lunch program are sent home with each student at the beginning of the school year. Parents will be notified of approval or denial as soon as possible after returning the application to school. Applications are accepted anytime during the school year.

Breakfast: A breakfast program is available and is served from 7:45-8:10 a.m. in the Multi-Purpose Room. Please contact Kaitlin Tauriainen at 492-2905 ext. 1009 for details, prices, and sign-up information.

VII. School Insurance

Medical insurance is available online through our PowerSchool e-registration process. Participation in this voluntary student insurance program is optional.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Ashwaubenon School District does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. The Board is also committed to equal employment opportunity in its employment policies and practices.

The Board designates the following individuals to serve as the District's Compliance Officers for discrimination complaints; including Title IX complaints:

Tammy Nicholson	Keith Lucius
Title IX Coordinator	Title IX Coordinator
Director of Pupil Services	Assistant Superintendent
920-492-2905 x1010	920-492-2905 x1005
tnicholson@ashwaubenonk12.org	klucius@ashwaubenonk12.org

The Ashwaubenon School Board's Nondiscrimination and Title IX policies and grievance procedures can be located at <https://www.ashwaubenon.k12.wi.us/district/policies.cfm>. To report information about conduct that may constitute discrimination of a protected class or to make a complaint of sex discrimination under Title IX, contact Tammy Nicholson or Keith Lucius or complete and return a complaint form.

Discrimination Complaint Form: <https://docs.google.com/document/d/1K78smaXB4xq8wHT1G0wcrNX-vnGGkXcpXLITN9ef9HI/copy>
Title IX Complaint Form: <https://docs.google.com/document/d/1bFCKYHeJl8U-Tncww4UhJsRUTpTau2wRfYYgICkqo/copy>

*Handbook revised 7.3/2024

