



**2024-2025  
STUDENT AND PARENT  
HANDBOOK**

# Forward

The entire staff of Valley View Elementary School is excited to have you be a part of our family this year! We are confident that you will find Valley View to be a wonderful place to learn, explore, imagine, wonder, and dream.

This student and parent handbook was developed to answer many of the commonly asked questions that you may have during the course of the school year. The handbook summarizes many of the official policies and administrative guidelines of the Board of Education of the Ashwaubenon School District as well as the laws of the State of Wisconsin. To the extent that the handbook may seem ambiguous or in conflict with policies, guidelines, or law, the policy, guideline, or law shall control. This handbook is effective immediately and supersedes prior handbooks.

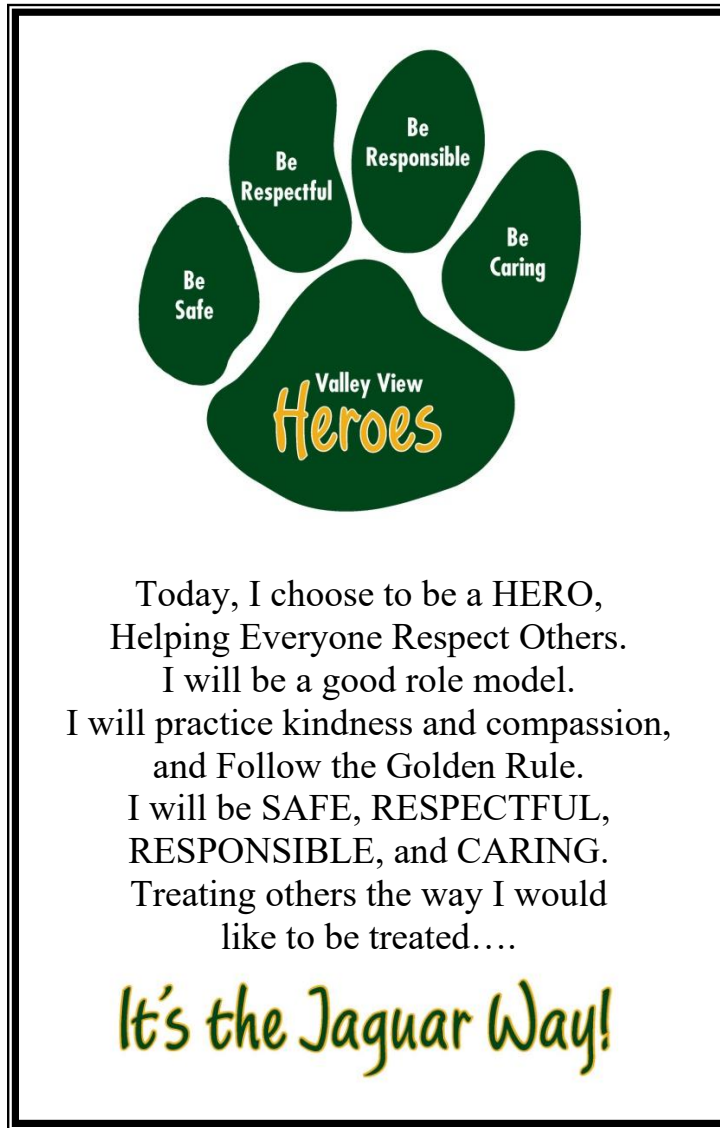
Because this handbook also contains information about student rights and responsibilities, all students and parents are responsible for knowing its contents. Please take some time to become familiar with the following information. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise.

Should you have any questions that are not covered in this handbook, please contact one of us.

Sincerely,

Mr. Doug Pieschek  
Principal  
920-492-2935 ext. 3002  
[dpieschek@ashwaubenonk12.org](mailto:dpieschek@ashwaubenonk12.org)

Mr. Jason Fisch  
Associate Principal  
920-492-2935 ext. 3003  
[jfisch@ashwaubenonk12.org](mailto:jfisch@ashwaubenonk12.org)



### **The Valley View Vision.....**

To provide a nurturing environment that fosters life-long learning skills, designed to meet the needs of a diverse population.

### **The Valley View Mission.....**

To engage in innovative practices within a child-centered community that empower our students to become responsible and caring citizens of tomorrow's world.

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## TEACHER DIRECTORY

School Office: 492-2930  
To reach a teacher directly: 492-2935, enter extension when prompted  
\* Please note that outside calls to classrooms go directly to voicemail during instructional times.

<b>Kindergarten</b>	<b>Room Number</b>	<b>Phone Ext.</b>	<b>E-mail Address</b>
Mrs. Cassie Shallue	Room 103	3103	<a href="mailto:cshallue@ashwaubenonk12.org">cshallue@ashwaubenonk12.org</a>
Mrs. Krista Arellano	Room 105	3105	<a href="mailto:karellano@ashwaubenonk12.org">karellano@ashwaubenonk12.org</a>

<b>Grade 1</b>	<b>Room Number</b>	<b>Phone Ext.</b>	<b>E-mail Address</b>
Mrs. Carrie Corcoran	Room 219	3219	<a href="mailto:ccorcoran@ashwaubenonk12.org">ccorcoran@ashwaubenonk12.org</a>
Mrs. Ashley Gonwa	Room 216	3216	<a href="mailto:agonwa@ashwaubenonk12.org">agonwa@ashwaubenonk12.org</a>
Mrs. Heather Folkman	Room 214	3214	<a href="mailto:hfolkman@ashwaubenonk12.org">hfolkman@ashwaubenonk12.org</a>
Mrs. Jennifer Johnson	Room 218	3218	<a href="mailto:jjohnson@ashwaubenonk12.org">jjohnson@ashwaubenonk12.org</a>
Mr. Matt Schreiter	Room 212	3212	<a href="mailto:mschreiter@ashwaubenonk12.org">mschreiter@ashwaubenonk12.org</a>
Mrs. Amanda Rotter	Room 211	3211	<a href="mailto:arotter@ashwaubenonk12.org">arotter@ashwaubenonk12.org</a>

<b>Grade 2</b>	<b>Room Number</b>	<b>Phone Ext.</b>	<b>E-mail Address</b>
Mrs. Lauren Fisher	Room 121	3121	<a href="mailto:lfisher@ashwaubenonk12.org">lfisher@ashwaubenonk12.org</a>
Mrs. Amanda Johnson	Room 117	3117	<a href="mailto:ajohnson@ashwaubenonk12.org">ajohnson@ashwaubenonk12.org</a>
Mrs. Amanda Paul	Room 122	3122	<a href="mailto:apaul@ashwaubenonk12.org">apaul@ashwaubenonk12.org</a>
Mrs. Molly Roethle	Room 120	3120	<a href="mailto:mroethle@ashwaubenonk12.org">mroethle@ashwaubenonk12.org</a>
Ms. Sarah Scott	Room 124	3124	<a href="mailto:sscott@ashwaubenonk12.org">sscott@ashwaubenonk12.org</a>
Ms. Trisha Vertz	Room 118	3118	<a href="mailto:tvertz@ashwaubenonk12.org">tvertz@ashwaubenonk12.org</a>

<b>Grade 3</b>	<b>Room Number</b>	<b>Phone Ext.</b>	<b>E-mail Address</b>
Mrs. Alycia Johnson	Room 203	3203	<a href="mailto:ajohnson@ashwaubenonk12.org">ajohnson@ashwaubenonk12.org</a>
Mrs. Amanda Kammer	Room 213	3213	<a href="mailto:akammer@ashwaubenonk12.org">akammer@ashwaubenonk12.org</a>
Mr. Rodney Millett	Room 205	3205	<a href="mailto:rmillett@ashwaubenonk12.org">rmillett@ashwaubenonk12.org</a>
Mrs. Brenda Ourada	Room 202	3202	<a href="mailto:bourada@ashwaubenonk12.org">bourada@ashwaubenonk12.org</a>
Mrs. Katie Senger	Room 204	3204	<a href="mailto:ksenger@ashwaubenonk12.org">ksenger@ashwaubenonk12.org</a>
Mrs. Christen Steele	Room 103	3103	<a href="mailto:csteele@ashwaubenonk12.org">csteele@ashwaubenonk12.org</a>
Ms. Andrea Ciha	Room 201	3201	<a href="mailto:aciha@ashwaubenonk12.org">aciha@ashwaubenonk12.org</a>

<b>Grade 4</b>	<b>Room Number</b>	<b>Phone Ext.</b>	<b>E-mail Address</b>
Mrs. Kirsten Marto	Room 305	3305	<a href="mailto:kmarto@ashwaubenonk12.org">kmarto@ashwaubenonk12.org</a>
Mr. Sean Quinlan	Room 313	3313	<a href="mailto:squinlan@ashwaubenonk12.org">squinlan@ashwaubenonk12.org</a>
Mr. Cole Huber	Room 307	3307	<a href="mailto:chuber@ashwaubenonk12.org">chuber@ashwaubenonk12.org</a>
Mrs. Dyan Whitney	Room 311	3311	<a href="mailto:dwhitney@ashwaubenonk12.org">dwhitney@ashwaubenonk12.org</a>
Mrs. Michelle Yurek	Room 309	3309	<a href="mailto:myurek@ashwaubenonk12.org">myurek@ashwaubenonk12.org</a>

<b>Grade 5</b>	<b>Room Number</b>	<b>Phone Ext.</b>	<b>E-mail Address</b>
Mrs. Elizabeth Wichlacz	Room 335	3335	<a href="mailto:ecisewski@ashwaubenonk12.org">ecisewski@ashwaubenonk12.org</a>
Mr. Connor Dreves	Room 336	3336	<a href="mailto:cdreves@ashwaubenonk12.org">cdreves@ashwaubenonk12.org</a>
Mr. Ethan Vanden Plas	Room 337	3337	<a href="mailto:evandenplas@ashwaubenonk12.org">evandenplas@ashwaubenonk12.org</a>
Mr. Adam Mommaerts	Room 334	3334	<a href="mailto:amommaerts@ashwaubenonk12.org">amommaerts@ashwaubenonk12.org</a>
Ms. Megan Larson	Room 333	3333	<a href="mailto:mlarson@ashwaubenonk12.org">mlarson@ashwaubenonk12.org</a>

<b>ELL</b>	<b>Room Number</b>	<b>Phone Ext.</b>	<b>E-mail Address</b>
Mrs. Alexis Zegers	Room 217	3217	<a href="mailto:azegers@ashwaubenonk12.org">azegers@ashwaubenonk12.org</a>
Mrs. Kristen Albers	Room 115	3115	<a href="mailto:kalbers@ashwaubenonk12.org">kalbers@ashwaubenonk12.org</a>

<b>Special Education</b>	<b>Room Number</b>	<b>Phone Ext.</b>	<b>E-mail Address</b>
Mrs. Allison Averbek	Room 106	3106	<a href="mailto:aaverbeck@ashwaubenonk12.org">aaverbeck@ashwaubenonk12.org</a>
Mr. Jon Brecklin	Room 343	3343	<a href="mailto:jbrecklin@ashwaubenonk12.org">jbrecklin@ashwaubenonk12.org</a>
*Mrs. Stephanie Guerts	Room 341	3341	<a href="mailto:sguerts@ashwaubenonk12.org">sguerts@ashwaubenonk12.org</a>
Ms. Allison Dart	Room 329	3329	<a href="mailto:adart@ashwaubenonk12.org">adart@ashwaubenonk12.org</a>
Mrs. Jennifer Kahler	Room 101	3101	<a href="mailto:jkahler@ashwaubenonk12.org">jkahler@ashwaubenonk12.org</a>
Mrs. Stephanie Skinkis	Room 104	3104	<a href="mailto:sskinkis@ashwaubenonk12.org">sskinkis@ashwaubenonk12.org</a>
*Ms. Raeann Bennett	Room 107	3107	<a href="mailto:rbennett@ashwaubenonk12.org">rbennett@ashwaubenonk12.org</a>
Mrs. Amber Manion	Room 101	3101	<a href="mailto:amanion@ashwaubenonk12.org">amanion@ashwaubenonk12.org</a>
*Mrs. Heidi Stubb	Room 107	3110	<a href="mailto:hstubb@ashwaubenonk12.org">hstubb@ashwaubenonk12.org</a>
Mrs. Mariah Vanden Plas	Room 206	3206	<a href="mailto:mvandenplas@ashwaubenonk12.org">mvandenplas@ashwaubenonk12.org</a>
Ms. Karisa Paul	Room 304	3304	<a href="mailto:kpaul@ashwaubenonk12.org">kpaul@ashwaubenonk12.org</a>

<b>Math Coach</b>	<b>Room Number</b>	<b>Phone Ext.</b>	<b>E-mail Address</b>
Ms. Lisa Sanderfoot	Room 361	3361	<a href="mailto:lsanderfoot@ashwaubenonk12.org">lsanderfoot@ashwaubenonk12.org</a>
Mrs. Erin Wagner	Room 123	3123	<a href="mailto:ewagner@ashwaubenonk12.org">ewagner@ashwaubenonk12.org</a>

<b>Literacy Coaches</b>	<b>Room Number</b>	<b>Phone Ext.</b>	<b>E-mail Address</b>
*Mrs. Ann Brennenstuhl	Room 142	3142	<a href="mailto:abrennenstuhl@ashwaubenonk12.org">abrennenstuhl@ashwaubenonk12.org</a>
Mrs. Deb Patterson	Room 142	3042	<a href="mailto:dpatterson@ashwaubenonk12.org">dpatterson@ashwaubenonk12.org</a>
Ms. Stacie Schabow	Room 142	3041	<a href="mailto:sschabow@ashwaubenonk12.org">sschabow@ashwaubenonk12.org</a>
Mrs. Sheryl Stathas	Room 301	3301	<a href="mailto:ssstathas@ashwaubenonk12.org">sstathas@ashwaubenonk12.org</a>
Mrs. Renee Vandenberg	Room 109	3109	<a href="mailto:rvandenberg@ashwaubenonk12.org">rvandenberg@ashwaubenonk12.org</a>

<b>ENCORE</b>	<b>Room Number</b>	<b>Phone Ext.</b>	<b>E-mail Address</b>
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*Mrs. Dawn Austin	LMC	3314	<a href="mailto:daustin@ashwaubenonk12.org">daustin@ashwaubenonk12.org</a>
Mrs. Clarissa Brisk	Room 327	3327	<a href="mailto:cbrisk@ashwaubenonk12.org">cbrisk@ashwaubenonk12.org</a>
*Mrs. Brenda Conradt	Room 144	3144	<a href="mailto:bconradt@ashwaubenonk12.org">bconradt@ashwaubenonk12.org</a>
Mr. Kameron Kryzanski	Gym	3360	<a href="mailto:kkryzanski@ashwaubenonk12.org">kkryzanski@ashwaubenonk12.org</a>
*Mrs. Amy Kopp	Room 325	3325	<a href="mailto:akopp@ashwaubenonk12.org">akopp@ashwaubenonk12.org</a>
Mrs. Jennifer Nelson	Room 308	3308	<a href="mailto:jnelson@ashwaubenonk12.org">jnelson@ashwaubenonk12.org</a>
Mrs. Julie Patzke	Gym	3362	<a href="mailto:jpatzke@ashwaubenonk12.org">jpatzke@ashwaubenonk12.org</a>
Ms. Amanda Rodenhauser	Room 310	3310	<a href="mailto:arodenauser@ashwaubenonk12.org">arodenauser@ashwaubenonk12.org</a>
Mr. Barry Severson	Room 146	3146	<a href="mailto:bseverson@ashwaubenonk12.org">bseverson@ashwaubenonk12.org</a>

<b>Pupil Services</b>	<b>Room Number</b>	<b>Phone Ext.</b>	<b>E-mail Address</b>
*Mrs. Lori Cavil	Room 319	3319	<a href="mailto:lcavil@ashwaubenonk12.org">lcavil@ashwaubenonk12.org</a>
Mrs. Kristie Kaiser	Room 317	3317	<a href="mailto:kkaiser@ashwaubenonk12.org">kkaiser@ashwaubenonk12.org</a>
*Mrs. Megan Diedrick	Room 209	1015	<a href="mailto:mdiedrick@ashwaubenonk12.org">mdiedrick@ashwaubenonk12.org</a>
*Officer Jackie Dunlap	Room 361	3007	<a href="mailto:jdunlap@ashwaubenonk12.org">jdunlap@ashwaubenonk12.org</a>
*Mrs. Meegan Kaster	Room 110	3110	<a href="mailto:mkaster@ashwaubenonk12.org">mkaster@ashwaubenonk12.org</a>
Mrs. Kristy Sutrick	Room 316	3315	<a href="mailto:ksutrick@ashwaubenonk12.org">ksutrick@ashwaubenonk12.org</a>
Ms. Andrea Pasqualucci	Room 323	3323	<a href="mailto:apasqualucci@ashwaubenonk12.org">apasqualucci@ashwaubenonk12.org</a>

Staff members with an \* near their names are shared with other buildings and are not at Valley View each day

## **STUDENT RESPONSIBILITIES**

**Appropriate conduct in school, at school functions, and on the bus:** Students are responsible for observing all school rules and procedures. Behavior Expectations and Student Code of Conduct information sections are included in this Handbook.

**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. Please review the policy on Student Dress in this Handbook for more specific information.

**Homework:** Students are responsible for completing assignments and homework. Specific information is in the School and Board Policy section of this Handbook.

**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, and polio.

**Attendance:** Parents are responsible for their child's attendance at regularly scheduled classes. If a child is to be absent because of illness or death in the family, the parent must notify the school.

**Notification:** Parents are responsible for notifying the school of any change of address, custody, designated persons in case of student accident or illness, etc.

**Conferences:** Because teachers and parents form a valuable partnership in the education of a youngster, parents are expected to participate in parent-teacher conferences.

**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. Tornado and fire 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 on a trimester system three times per year (every 12 weeks) in grades 1-5. Mid-term reports in core academic areas are available on-line. Parents may access their child's progress on-line through Power School throughout the school year. Parents can refer to the Power School Reminders at the end of this Handbook.

**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 or national origin.

**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.

## **GENERAL SCHOOL INFORMATION**

### **I. ENROLLMENT AND EMERGENCY INFORMATION:**

It is imperative that the office have up to date phone numbers and contact information in the event of an emergency involving your child. Please notify the office immediately if there are any changes in your work phone number, home phone number, address, 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.

**Enrolling at Valley View:** Students generally enroll at the school located within the neighborhood in which they live, within the district in which they live. However, the Board of Education will release a student who is accepted as a student in another district under the district's open enrollment program.

Students that are new to Valley View are required to enroll with their parents or legal guardians unless they are 18 years of age. When enrolling, the parents are required to bring:

- A. a certified copy of the birth certificate or similar document
- B. proof of residency
- C. proof of immunization and/or appropriate waivers
- D. custody papers from a court (if appropriate)

In some cases, a temporary enrollment may be permitted. If that occurs, parents will be informed what records are still needed to complete the enrollment process and when the documents are needed by.

Students enrolling from another school will have records forwarded from that school. Those attendance and grading records are evaluated by the school counselor and administration.

Homeless students who meet the Federal definition of homelessness may enroll and will be under the direction of the district homeless liaison with regard to the enrollment process.

**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. Efforts to contact parents will continue.

**Moving During the School Year:** 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 so that we are able to make contact in the case of an emergency.

If you move out of the Ashwaubenon School District during the school year and you wish to have your child continue school at Valley View 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 Valley View 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 so they may continue to attend Valley View.

Tuition Waiver will allow your student to continue to attend school in Ashwaubenon for the remainder of the school year, as well as the next school year. However, during the open enrollment window (February-April) of the final school year of tuition waiver, parents must apply for Open Enrollment and be accepted, in order to continue to attend school in the Ashwaubenon School District.

The open enrollment application window for the **2025-26** school year will open on Monday, February 3, 2025 and will close on Wednesday, April 30, 2025. 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. By state law, the deadline for the 2025-26 open enrollment period cannot be extended beyond the date published. Applications must be returned no later than April 30, 2025 at 4:00pm to be considered for open enrollment during the application window.

## **II. SCHOOL HOURS/ATTENDANCE/PROCEDURES/SECURITY**

Morning playground supervision begins at **7:45 a.m.**

Entry Bell - **8:08 a.m.**

Tardy Bell - **8:15 a.m.** Students not **in their classroom** at 8:15am are considered tardy

Regular school day hours - **8:15 a.m. – 3:15 p.m.**

**Before School Supervision:** Morning playground 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 program, Y program) or have an admission slip from a staff member. In inclement weather, students will be allowed to enter the building and wait in their designated areas beginning at 7:45am.

PLEASE KEEP IN MIND THAT SINCE PLAYGROUND SUPERVISION DOES NOT START UNTIL 7:45 A.M., STUDENTS SHOULD NOT BE AT SCHOOL BEFORE THAT TIME unless participating in a specific program or co-curricular that is supervised by a staff member. **Parents who regularly drop off students prior to 7:45 may be contacted by a school liaison officer or school administrator to discuss other supervision options.**

**Breakfast Program:** Breakfast is served in classrooms when the day starts.

**Building Security:** For the safety of the students and staff, the building is secured during the hours of 7:45am – 3:15pm. All doors will remain locked during this time. The first set of front doors is open. Parents are not allowed to enter the building during these hours unless they have a scheduled meeting, volunteer opportunity, or appointment. All visitors entering this door must sign in at the office window and pick up a “Volunteer” or “Visitor” badge in order to be “buzzed” into the building. Upon leaving, visitors are asked to sign out at the office window.

Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building “Volunteer” or “Visitor” badge. They are also encouraged to question people who are in the building after school hours. Please understand that this is not meant to be rude or to make you feel unwelcome. It is simply meant to ensure the safety of students and staff members and the security of the building.

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 information. The school will not release any student to a person who is not listed on the emergency information. We appreciate your keeping this up to date.

**Bus Stop Behavior:** When at their bus stop students are considered representatives of our school district and their family. Appropriate behavior is expected of bus students at the bus stop at all times. Parents are expected to instill appropriate behavior in their children at the bus stop.

At no time are students to be on the property of others, chasing each other around, playing in the street, throwing things, or causing a disruption for community members. Because bus stops are located off school property, if inappropriate or dangerous behavior is observed by a community member or homeowner, they have the right to contact Ashwaubenon Public Safety and request assistance.

The help of our Police School Liaison Officer will be enlisted if students at a bus stop refuse to behave acceptably. If persistent behavior problems continue at a particular bus stop, the school district and the bus company reserve the right to move the bus stop or eliminate it.

**Bus Students:** Buses will drop bus students off in the morning on the southwest end of the school building. Students getting off the buses are then to go to their appropriate playground area until the first bell rings. At the end of the day bus students will get on their bus at the same southwest area as they were dropped off at in the morning. Any changes pertaining to which bus your child rides must be made with Lamers Bus Lines.

**When buses leave at the end of the day, traffic traveling both north and south on True Lane is asked to stop to allow the buses to exit the school driveway so they may keep their route times.**

**Drop Off and Pick Up Procedures:** As a result of a traffic safety study conducted in 2001, the following procedures were established to help ensure the safety of all Valley View students, parents and staff. Everyone's cooperation will help make it a safe year for all our children!

For the safety of our students, please obey all the signing around our school as it is posted. **Please do not stop in the traffic lane on True Lane to drop off or pick up students since this is extremely dangerous for students to walk between the cars waiting or moving in line and it causes serious traffic problems.**

**Fire Lane:** The entire circular blacktop drive in the front of the school is a designated “Fire Lane” and is signed as such. Before and after school, students use this blacktop area to walk up to and from the school. If someone else is dropping off or picking up your child, please communicate this to them. Violators will be ticketed and /or towed.

During the hours of **8:30am and 3:00pm**, parents may drop off and pick up their child in the fire lane. This is intended as a convenience for parents and is for the purpose of picking up or dropping off for appointments ONLY. Parents should be parked in the fire lane for only a few minutes as they check their child out in the office.

The fire lane is occasionally used during other hours by “**authorized vehicles**” as the sign states which include district delivery trucks/van, PSL Officer, emergency vehicles, fire inspector, and **only those vehicles which have permission from building administration.**

If there is a special need that may require your use of this driveway either before or after school please contact building administration in advance, if possible. Parents picking up an ill or injured child will be given permission

to use this drive during all times **except** for from 8:00am-8:30am and 3:00pm-3:30pm. During these times, this drive is used as a walking path for students entering and exiting the building.

The walkway leading to the main entrance of the school provides walking access to our building and is NOT a driveway for vehicles.

For the safety of all, please do not stop or park within 10 feet of crosswalks.

The drive at the south end of the school is only for our buses to enter and leave during school hours and until 3:45pm. Vehicles may use this entrance after 3:45 p.m. to park behind the building for activities scheduled for after school hours.

Students transported by parents may be dropped off on the NORTH side of the building on Marvelle Lane or on the WEST side of True Lane. Please be aware that the west side of the street is signed- Drop Off Zone 7:00- 3:30. Unattended vehicles will be ticketed. The area between the NO PARKING signs directly in front of the school are also an area where no stopping, dropping off, or parking is allowed. Violators will be ticketed.

Students may not be dropped off or picked up on the EAST side of True Lane (by the Staff Parking Lot) as this is a No Parking, Stopping, Standing 7:00 – 3:30 area on school days. Vehicles stopping here can be ticketed by Ashwaubenon Public Safety.

Students may enter the building between 8:08-8:15am. Students may enter through the grade level entrance at the back of the building or through the main entrance. Students dropped off prior to 8:08am should be dropped off behind the building to play on the playground because there is no supervision in front of the building.

For safety sake, students are to be picked up along the sidewalk in front of Valley View on the west side of True Lane. Once again, it is asked that no vehicles be left unattended while waiting to pick up students in this area because it totally disrupts the traffic flow. (This area is signed this way.)

Students and parents are not allowed to cross the street at the drive at the south end of the school (where buses enter and leave). Crossing the street at this location is very unsafe because of bus traffic and because vehicles on True Lane are not expecting people to be crossing here. Pedestrians must cross only at crosswalks following the directions of the Safety Patrol and Village Crossing Guards.

**Day Care Vans:** Some day care vans drop off and pick up students in front of the building and others drop off and pick up in the back. Please check with your day care to ensure your child knows where he or she should expect the van.

**Parking Lot:** Drivers wishing to leave their vehicles can park in the staff parking lot. All vehicles must be parked in a parking spot and are not allowed to park in other areas. Parents are asked to then walk their child to the cross walk and assist their child in crossing through the parking lot. Please note that for everyone's safety students are not allowed to cut across the parking lot on their own.

At the end of the day, parents who park in the lot are asked to walk to the sidewalk on the school side of True Lane to meet their child. Please note that students are not allowed to cut across the parking lot on their own to reach vehicles in parking lot and will be instructed about this by teachers and administrators.

**As per administrator and Safety Patrol Advisor instructions, Safety Patrol students will not cross students unaccompanied by an adult.**

Parents parking in the parking lot are also asked to obey the signed spaces for "Handicapped Parking" and "Permit Required Parking". Vehicles parking in these spaces must have the appropriate signage and/or license plates. Ashwaubenon Public Safety may ticket or tow vehicles parked in the spots without appropriate permits.

**Attendance:** Attendance in school is required by Wisconsin State Statute. Regular attendance is a responsibility that should be shared by parents, student, teacher and school. Wisconsin State Statute only allows students to compile 5 unexcused absences (absence for all or part of a school day) per semester. When a student has more than 5 unexcused absences, this information is shared with the school liaison officer, who may contact the parent, issue a written warning, or issue a citation to the parent for contributing the truancy of a minor.

An absence of several days can be costly in terms of learning missed. Student participation in the school day, class discussions, activities such as experiments and demonstrations, and cooperative and hands on learning activities cannot be recaptured when missed. While state law does provide for excused absences (see below), please give serious consideration to the learning, school work and activities missed when your child is tardy or absent from school for reasons other than those allowed by state law.

It is very important for students to arrive at school on time- which means they should be **in their classroom** no later than 8:15am. Being tardy makes daily organization difficult because the time allotted to the class for organization is past. Tardy students also miss important announcements and directions for the day's activities. They may also miss the opportunity to begin special classes (Music, Art, Physical Education, and World Language) which are scheduled as early as 8:30am.

According to Ashwaubenon School District Policy (5200) 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 for other reasons

**Absences:** All student absences must be reported to the school office by phone by **8:30 a.m.** on the day of the absence (492-2935, Press 1). The parent/guardian needs to identify himself/herself, give the student's name, teacher's name and the reason for absence. When absent, students are granted one day to make up missed work for each day the student was absent. For example, if a student is absent for 2 days, the student will be allowed 2 additional days to make up work before it is considered late.

**Pre-Excused 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), parents are encouraged to complete a Pre-Arranged Absence form. Forms for Pre-Arranged Student Absence may be picked up in the school office or accessed online. This form allows teachers to inform the child of work that will be missed.

**Late Arrival:** Students not in their classrooms by 8:15 a.m. need to report to the office for a tardy slip. This is necessary because teachers take morning attendance immediately after the bell rings and students will likely have been marked absent already if they arrive later than 8:15. Students arriving after 9:30 a.m. are recorded as one half day absent.

**Early Dismissal:** If a student leaves before 2:00 p.m. and does not return, one-half day of absence is recorded. If the student leaves after 2:00 p.m. and doesn't return, an early dismissal is recorded.

Students will only be released to parents and those people whose names are indicated on the school's emergency contact records completed by parents. It is important that parents keep this information up to date in PowerSchool. Requests for early dismissal for appointments or special parent requests for other reasons must be in written form. The note signed by a parent or guardian should indicate the time of departure, destination, and the name of the person transporting the student. Any student leaving before regular dismissal must be picked up by an adult in the school office. Before leaving, the student must first drop off the release form AND an adult must sign them out in the Sign-Out Book. If returning to school that same day, the student picks up the release form from the school office and returns it to the classroom teacher. **In no case should a student leave school during the school day without a parent or authorized adult signing the student out in the office.**

Arrival after 8:15am and before 9:30am	Tardy – Late Arrival
Arrival between 9:30am and 12:00pm	AM Absence
Leaving between 12:00pm and 2:00pm	PM Absence
Leaving after 2:00pm and before 3:15pm	Early Dismissal (recorded in the same way as late arrival)

**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 "habitually 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 includes a combination of unexcused absences and unexcused tardies. Habitual truancy may result in penalties under s.118.15(5) and/or a referral to Ashwaubenon Public Safety, 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. Per board policy parents will be kept informed of their child's attendance record by letter.

**Emergency School Closing Plan:** If it becomes necessary to close school after the start of the school day before the regular dismissal time, the announcement will be made on the local radio and TV stations. **The Ashwaubenon School District also utilizes the SCHOOL MESSENGER program to notify parents and guardians through computerized phone calls and emails when emergency school closings occur.** 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.

**Severe Weather Closing:** When Ashwaubenon Schools are closed due to severe weather, the announcement is made early in the morning on most local radio and TV stations. **The Ashwaubenon School District also utilizes the SCHOOL MESSENGER program to notify parents and guardians through computerized phone calls and emails of severe weather school closings.** If school is open during severe stormy weather, parents have the right and responsibility to decide whether their children can safely attend school.

**Snow Day Make-up Days:** If it is necessary to close schools for severe weather more than the two days allotted in the district calendar, make-up days will be scheduled starting the day after the last regularly scheduled day of school in June. If this becomes necessary, notices will be sent home via e-mail in the monthly school newsletter.

**Video Surveillance:** The Board of Education has authorized the use of video surveillance equipment at various points at Valley View. Any person who takes action to block, move, or alter the location/viewing angle of a video camera shall be subject to disciplinary action.

### **III. PARENT SCHOOL COMMUNICATION**

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

**Problem Solving:** Parent concerns can often be resolved with open communication between parent and teacher. We appreciate parents using the following procedure to answer questions and/or resolve issues.

1. Parents need to first contact the teacher. If parents contact that administrator first, parents will be encouraged to take this first step of speaking with the teacher. The administrator will inform the teacher when contacted by a parent with a concern. Likewise, teachers have a responsibility to inform the administrator of any concerns.

2. If after meeting with the teacher the matter is not resolved, it is then appropriate for the parent or the teacher to contact the administrator for the purpose of scheduling a conference involving the parent, teacher, child, and administrator, and/or other school personnel.

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.

**Report Cards:** Report cards are available on Power School after the end of each semester grading period in January and June. Parents who do not have an e-mail address on file with the school can request to have a report card mailed to them. Quarterly reports are available to parents in November and March. Parents may access their child's progress on-line through Power School throughout the school year. Information about accessing reports on line is included at the end of this Handbook or is available on the school website.

**Telephone:** School telephones are busy phones! 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. The office is extremely busy so it is difficult for our secretaries to deliver messages about a change of plans for students. We will not interrupt classes with phone calls 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 in class when you phone, you may leave a message on the teacher's voice mail. The teacher will return your call at her/his earliest opportunity.

**Visiting School:** We ask that you make arrangements with the classroom teacher in advance if you plan to visit since a special activity or schedule change may be taking place that could impact your visit. **When you arrive at school please remember to sign-in at the office** to receive a Visitor Pass before proceeding to your child's classroom.

**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 Valley View Parent Teacher Organization (PTO).

In accordance with district-wide procedures, those persons interested in volunteering are required to complete a Volunteer Agreement form prior to the date you plan to volunteer. Because you will be working with children, part of the agreement requires that volunteers maintain student confidentiality at all times. Background checks are conducted on all volunteers.

When coming in to volunteer at school, **please remember to sign-in at the office** and pick up a Volunteer Pass before continuing on to your volunteer assignment. Thank you! Your help is much appreciated.

**Wednesday Weekly:** Each Wednesday, a digital Wednesday Weekly envelope is placed on our school website. It can be accessed at this address: <http://www.ashwaubenonk12.org/valleyview/weeklyenvelope.cfm>. This digital envelope contains reminders from school, as well as information about various opportunities your child may be interested in participating in, both at school and in the community.

As a courtesy, e-mail reminders about the digital Wednesday Weekly are sent to the parent e-mail address on file. Parents who do not have access to the internet can request that a paper Wednesday Weekly envelope be sent home with their child each week.

## **IV. STUDENT INFORMATION**

**Behavior Expectations:** One of the most important life-long learning skills developed in school is self-discipline. The Ashwaubenon School District's Life-Long Learning Standards develop skills for success.

The following list of **Life Skills** is provided to guide students to an understanding of which social behaviors will enhance their success:

- INTEGRITY - To act according to what is right and wrong
- INITIATIVE - To do something because it needs to be done
- FLEXIBILITY - To alter plans when necessary
- PERSEVERANCE - To continue in spite of difficulties
- ORGANIZATION - To plan, arrange and implement in an orderly way
- SENSE OF HUMOR - To laugh and be playful without hurting others
- EFFORT - To do your best
- COMMON SENSE - To think it through
- PROBLEM SOLVING - To seek solutions in difficult situations
- RESPONSIBILITY - To be accountable for your actions
- PATIENCE - To wait calmly for someone or something
- FRIENDSHIP - To make and keep a friend through mutual trust and caring
- CURIOSITY - To investigate and seek understanding
- COOPERATION - To work together toward a common goal (purpose)
- CARING - To feel and show concern
- COURAGE - To act according to one's beliefs

Integrated into all aspects of our educational programs is our Character Education curriculum. The traits focused on during the year are: CONFLICT RESOLUTION/PROBLEM SOLVING, SELF-DISCIPLINE, RESPECT, CARING, SHARING, INTEGRITY/HONESTY, COOPERATION, FRIENDSHIP AND SPORTSMANSHIP. Several initiatives are in place to motivate students to give thought to the above traits and make sound decisions on ways to demonstrate those characteristics. These include our Jaguar Way Incentive Program, our Green Club Award, Gold Club Award, and Jaguar Club Award. These initiatives recognize students making good choices and demonstrating positive traits during the school day which we want to nurture and encourage students to continue to implement in their lives.

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
- 1. WHISPER voice
- 2. INSIDE voice
- 3. OUTSIDE voice
- NO Talking

### Line Basics

- Face the front
- Walk
- Stay a footstep apart
- Hands to your side
- Use appropriate rate, tone, and volume

### Body Basics

- Face the person who is speaking
- Use appropriate posture
- Use eye contact
- Use friendly facial expressions



# Jaguar Way Behavior Matrix

***Be Safe \* Be Respectful \* Be Responsible \* Be Caring \* It's the Jaguar Way!***

	Be Safe	Be Respectful	Be Responsible	Be Caring
classroom	<b>DEVELOPED INDIVIDUALLY BY EACH CLASSROOM TEACHER</b>			
cafeteria	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Stay in your seat while eating</li> <li>-Keep your feet on the floor</li> <li>-Eat only your own food</li> <li>-Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words</li> <li>-Speak at voice level 1 or 2</li> <li>-Listen to supervisors</li> <li>-Raise your hand if help is needed</li> </ul>	<ul style="list-style-type: none"> <li>-Have your lunch card ready in hand</li> <li>-Be prepared</li> <li>-Follow directions</li> <li>-Keep your area clean</li> </ul>	<ul style="list-style-type: none"> <li>-Be helpful to friends</li> <li>-Include everyone</li> </ul>
hallway	<ul style="list-style-type: none"> <li>-Walk at all times</li> <li>-Use line basics</li> <li>-Always walk on right side of stairs</li> <li>-Stay in order in line</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words</li> <li>-Close lockers quietly rather than slamming</li> <li>-Use voice level 0</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hallways clean</li> <li>-Take charge of your belongings</li> </ul>	<ul style="list-style-type: none"> <li>-Smile to friends</li> <li>-Help those in need</li> </ul>
playground	<ul style="list-style-type: none"> <li>-Use equipment appropriately</li> <li>-Stay in designated areas</li> <li>-Get help when it is needed</li> <li>-Keep snow and ice on the ground</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words</li> <li>-Take turns</li> <li>-Solve problems with kindness</li> </ul>	<ul style="list-style-type: none"> <li>-Dress for the weather</li> <li>-Line up when asked to</li> </ul>	<ul style="list-style-type: none"> <li>-Include others</li> <li>-Share</li> </ul>
bathroom	<ul style="list-style-type: none"> <li>-Quietly wait your turn</li> <li>-Wash hands with 1 pump of soap and water</li> <li>-Make sure water stays in the sink</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words</li> <li>-Use voice level 0 or 1</li> </ul>	<ul style="list-style-type: none"> <li>-Come in and get out</li> <li>-Keep the bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>-Give others their privacy</li> </ul>
line up	<ul style="list-style-type: none"> <li>-Stay in designated area</li> <li>-Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words</li> <li>- Use voice level 0 or 1</li> <li>-Quiet hands and feet</li> </ul>	<ul style="list-style-type: none"> <li>-Line up when asked to</li> <li>-Stay in order</li> </ul>	<ul style="list-style-type: none"> <li>-Change from 'me first' attitude to 'me second' Attitude</li> </ul>

	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Caring</b>
<b>bus</b>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Stay in your seat</li> <li>-Keep feet on the floor</li> <li>-Only open windows half way</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words</li> <li>-Use voice level 1 or 2</li> <li>-Quiet hands and feet</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions</li> <li>-Keep the bus clean</li> <li>-Don't eat or drink</li> </ul>	<ul style="list-style-type: none"> <li>-Share seat</li> <li>-Ask others to sit with you</li> </ul>
<b>indoors –am</b> (poor weather)	<ul style="list-style-type: none"> <li>-Walk to designated Area</li> <li>-Sit down</li> <li>-Keep coats and other outdoor clothing on so others don't trip on them</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words</li> <li>-Use voice level 1 or 2</li> <li>-Quiet hands and feet</li> </ul>	<ul style="list-style-type: none"> <li>-Follow directions of all adults</li> <li>-Keep materials in your space</li> </ul>	<ul style="list-style-type: none"> <li>-Help your friends</li> <li>-Make space for classmates</li> </ul>
<b>indoors –recess</b> (poor weather)	<ul style="list-style-type: none"> <li>-no running</li> <li>-follow classroom safety rules</li> </ul>	<ul style="list-style-type: none"> <li>-Use kind words</li> <li>-Take Turns</li> <li>-Quiet hands and feet</li> <li>-Listen to supervisors</li> </ul>	<ul style="list-style-type: none"> <li>-Put materials away correctly at end of recess</li> <li>-Keep track of materials</li> </ul>	<ul style="list-style-type: none"> <li>-Include everyone</li> </ul>

Valley View Staff have also adopted a school-wide instructional program of Social Skills. These serve to enhance a student's success not only in school but also for a lifetime.

## **SOCIAL SKILLS:**

### **How to Use Body Basics**

Face the person  
Eye contact  
Voice (Tone, volume, rate)  
Body Posture  
Facial expression

### **How to Accept Criticism/Consequences**

Body Basics  
Acknowledge  
Don't argue/interrupt  
If you don't understand ask calmly for a reason

### **How to Greet Someone**

Body Basics--stand up  
Greet/Introduce  
(Shake Hands)

### **How to Get Help**

Body Basics  
(Raise hand)  
Wait for acknowledgment  
Ask for advice/state problem  
Listen  
Thank the person

### **How to Interrupt Correctly**

Body basics  
Stand where the person sees you  
Wait  
Say excuse me  
Ask the question/make a statement  
Listen  
Thank the person

### **How to Resist Peer Pressure**

Body Basics  
Remove yourself/ignore  
Ask the person to stop  
Give a reason to stop  
If the person stops, say thanks  
If the person continues:  
-change the topic  
-get help

### **How to Follow Instructions**

Body Basics  
Acknowledge  
Do task immediately  
Check back after completing task

### **How to Stay On Task**

Body Basics  
Get materials out quickly/quietly  
Begin working immediately  
If stuck, get help

### **How to Stay On Task (cont.)**

Stay working until finished  
(Take home if not complete)  
Turn in when done

### **How to Listen**

Body Basics  
Acknowledge  
Ask a question if needed

### **How to Participate in a Group**

Body Basics  
Listen to others/take your turn  
Take an active part  
Work together

### **How to Problem Solve**

Body Basics  
State the problem clearly  
Give rationales  
Choose a solution  
Evaluate your choice

**Behavior Consequences / Discipline Referrals:** It is suggested that any student having a problem should speak with a supervisor, teacher, counselor, or administrator. These people are here to help all students.

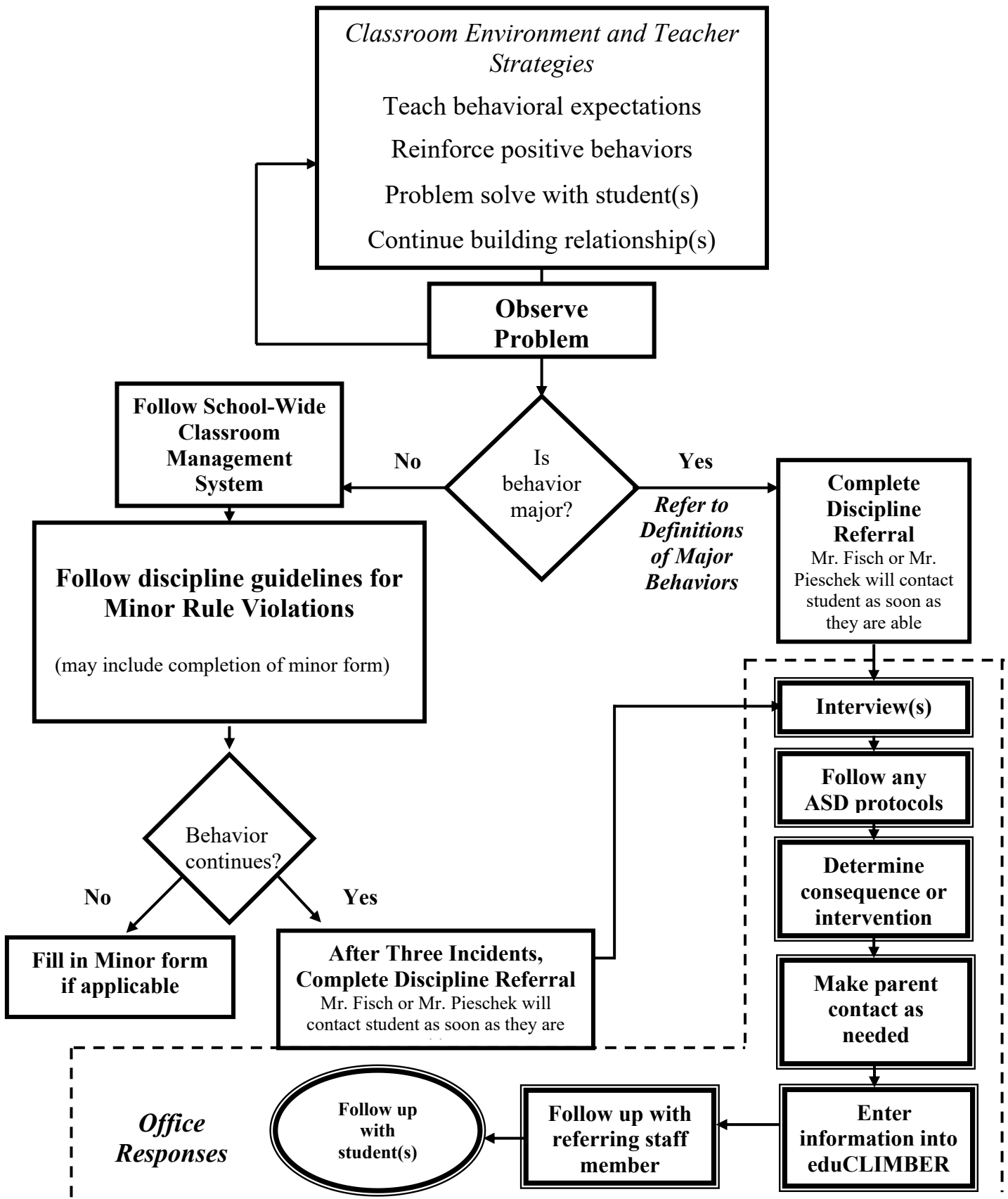
Periodically, it may be necessary for teachers or principals to discuss behavioral matters with parents so we may work together to provide guidance for your child in appropriate social skills. The following guidelines are available for assisting in handling these matters.

1. For the first offense, the student and teacher will work together to resolve the situation.
2. In cases where the behavior concern arises once again, the teacher will contact parents. The associate principal will also be informed of the matter.
3. If a student commits a serious infraction or repeatedly refuses to comply with behavior expectations, a discipline referral to the associate principal or principal will be made. Further disciplinary action will be taken which, depending on the circumstances, may include consequences such as loss of recess or loss of other privileges. In-school suspension, out-of-school suspension, or expulsion may also be considered as required by board policy. Parents will be contacted. The matter will be referred to the Police School Liaison Officer when appropriate and in accordance with board policy.

The district also has a Student Code of Conduct (Policy 5500) which is included in the School and District Policy section of this handbook for more information.

# VALLEY VIEW DISCIPLINE PROCEDURE FLOWCHART

*Be Safe \* Be Respectful \* Be Responsible \* Be Caring \* It's the Jaguar Way!*



**Co-curricular Activities:** Students are encouraged to participate in the co-curricular activities program offered to students at Valley View School. Participation in activities and programs offered is in accordance with established school district activity codes. Activities involving performances require payment of a \$10 Activity Fee for participation. The activity fee covers all activities which require fee, so that a student must only pay one fee per school year. 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 through their school years at Valley View include:

**Bold – requires activity fee of \$10.00**

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

Delta Kappa Gamma Writer's Contest (Gr.3-5 Oct -Dec.)

Spelling Bee (Gr. 3-5 Oct. – Mar.)

World Culture Club (Gr. 1-5, Sept. – June)

**Winter Musical (Gr. 4-5, Sept.-Dec.)**

\*Intramural Basketball Club (Gr. 3-5, Jan. – Feb.)

\*Student Council (Gr. 3-5, Oct. 5, Oct. - Nov.)

\*Math Olympiad (Gr. 4-5, Oct-May)

**Destination Imagination (Gr. 1-5, Oct. - Apr.)**

Sting Cancer (Gr. 1-5, Oct.-May)

STEM Club (Gr. 4-5, Oct. – May)

**Spring Musical (Gr.4-5, Jan. - May)**

\*Safety Patrol (Gr. 5 Sept. – June)

Love 2 Run (Gr. 1-5, April – May)

**Intervention/Enrichment:** All students at Valley View participate in a 30-minute WIN time for math and literacy each day. During this time, teachers work with students to provide interventions for students who have demonstrated trouble mastering a specific skill, additional practice for students who are working towards mastery, or enrichment activities for students who have mastered the skill. During IE time, no new material is taught. Students work on mastery or expansion of the lessons being taught during core instruction.

**Fire Drills/ Tornado Drills/Emergency 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 which they may be in. Specific information for fire drills is posted in each room and will be explained by teachers. State Law requires that ALL people in a building leave during a fire drill. This includes visitors and volunteers. For their personal safety, visitors and volunteers are also asked to follow building procedures for tornado and other emergency drills.

Tornado drills are announced over the public address system. Teachers will instruct students on proper procedures.

Procedures for Emergency Lock Down or Evacuation will be explained by teachers. These types of drills are announced over the public address system. Procedures have been developed to prepare students and staff in the event of emergencies such as chemical spills in the community, serious accidents in the community affecting school operations, bomb threats, intruders, etc., by the District Safety Committee in collaboration with the Ashwaubenon Public Safety Department. Procedures for school evacuation are typically practiced once per year so that students are familiar with the evacuation process and how to reach our evacuation safe site.

**Lost and Found:** If students find something that does not belong to them, they are asked to take it to their teacher or the school office. Bulky articles such as clothing, lunch boxes, etc., will be placed in the "Lost and Found" area, which is located near the gym and consists of a hanging rack and cubbies. Small articles such as rings, bracelets, wallets, etc. will be placed in the school office. This includes all 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. Parents are welcome to periodically check the Lost and Found area for items their child has lost. On occasion, items in the lost and found will be donated to a local charity so as the Lost and Found area does not become overly cluttered.

**Personal Belongings in School:** Students are **NOT** to bring valuable possessions to school and on the bus because of the distractions they cause in a learning environment and more importantly, the risk of these items getting lost or stolen. This includes but is not limited to: hand held video games, I-Pads, cell phones, extra money, games, toys, trading cards, etc. The school cannot be responsible for students' personal items that are lost or stolen.

Please see Electronic Communication Devices Policy which is included in the School and District Policy section of this handbook for more information.

**Pets at School:** Since some of our students have moderate to severe allergies to the dander in pet hair and fur, we request that no animals with hair or fur be brought into the building. We want to keep our environment safe and comfortable for all our students. While we realize that in the past many children liked to bring their pet when they were the "special person", we're sure that when they understand the reason why, they will be content to bring in pictures instead. 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 not children with allergies in the class.

**This policy also applies to parents bringing pets on school grounds after school for dismissal.** Because some students are fearful of animals, parents are asked to stay off of school grounds with pets. 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 by state statute. 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. Remember that sports games are to be played according to the rules learned in physical education class. Tackling, pushing, pulling, "play fighting", shoving, wrestling or similar behaviors are not allowed. No games where students are targets (such as ball tag, wall 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, students are not to throw snowballs, dig tunnels into snow piles, play on snow piles, or slide on ice.

It is important to follow these rules so all students can play safely and have an enjoyable time at recess. Safe play and respect for others and their belonging are expectations at all times.

**Problem Solving:** It is suggested that any student having a problem should first attempt to solve it by approaching the other student in a calm, respectful manner as they are taught in guidance classes, and talking it out with the other student involved. If that doesn't work, the next step is to use the Stop! Walk! Talk! procedures taught to all students. The final stage of this procedure is to talk to an adult such as a supervisor, teacher, counselor, or administrator. These people are here to help all students. At no time is it acceptable to 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 of your teacher, counselor, or principal.

**Safety Patrol:** Student crossing guards are on duty for your protection before and after school. Students are to obey the patrol members and to cross only at their direction. Safety Patrol students will not cross students unaccompanied by an adult into the parking lot.

Students refusing to obey safety patrol members will be given a warning by the Safety Patrol member. Students who consistently refuse to obey the Safety Patrol will be referred to the building administration. Parents will also be contacted.

**Use of School Materials/Equipment:** Students are responsible for the care of all school materials/equipment assigned for their use. Lost or stolen items will be assessed a fee. Damage to school property such as student desks, lockers, bathroom stalls, playground equipment, computers, electronic devices, etc. is considered vandalism. Appropriate consequences will be given to the student which may include restitution. Parents will be contacted.

The school has a well-equipped media center 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 iPads, Chromebooks, play-aways, and reference materials are available for student use while in the school.

Textbooks, reading books, and library books are supplied by the Board of Education and are the property of the school. Each student is expected to take the very best care of the books issued to them. Students are responsible for these books at all times and must pay for lost or damaged books.

Lockers are provided for student use for keeping their coats, jackets, boots, backpacks, and phy. ed. clothing, 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, totes, and lockers when there is suspicion or concern for what the student may have on school property that is unacceptable, illegal or that which may pose a danger to the student or others.

**World Language Program:** A World Language Program is available for all students in the Ashwaubenon School District. Students are required to continue taking Spanish as a part of our required curriculum throughout elementary school. At the middle school level, students may register for either German or Spanish at the level appropriate for them if they so choose.



## 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, be under the influence of, or exchange (sell, purchase, receive, distribute, or give away) alcohol, tobacco, mood altering drugs not prescribed by a physician, or to be in possession of related drug paraphernalia on school property or at school related activities.

In addition no student is allowed to possess or exchange (sell, purchase or distribute) across the counter medications or medications prescribed by a physician for a particular person to other students. Parents with children who need to use over the counter medications or medication prescribed by a physician are expected to follow the Prescription Drug and/or Other Medications Policy found later in this Handbook.

If any student violates this AODA policy, he/she will receive an automatic three-(3) 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.

School property includes the property on which Valley View Elementary School is constructed on and the parking lot across the street on True Lane. For violation of this policy, Ashwaubenon Public Safety can ticket adults.

**Bicycles/Skateboards/Roller Blades/Scooters:** Bicycles must be parked in the bicycle racks provided. It is strongly recommended that all bikes be locked. Bicycle, scooter, skateboard riding and rollerblading on school grounds are not allowed between 7:30 A.M. and 3:40 P.M other than on the bike paths leading to bike racks. On reaching the school grounds, riders should dismount and walk their bikes to the racks. On leaving, they should walk their bike to the curb. Bike riders are to enter and leave by the nearest True Lane driveway only. Roller blades must be removed prior to arriving on school property and carried onto school grounds. No bicycles, skateboards, roller blades or scooters should be used on the grass areas surrounding the school. Skateboards, scooters and roller blades must be kept in the student's **locker and remain there until dismissal**. Shoes with retractable rollers are prohibited.

**Electronic Communication Devices:** Students in the Ashwaubenon School District elementary schools are prohibited from turning on or operating cell phones, walkie-talkies, etc. during the school day or while participating in school events.

Any student found violating this policy shall surrender the communication device and be subject to disciplinary action at the discretion of the building administrators and the parent will be notified. After the first offense, the device will be returned to the student, but continued misuse will result in the device being kept until it is picked up by a parent.

Because cell phones are quite expensive, students are discouraged from bringing them to school. However, if a student does bring a cell phone to school to be used after school, the district is not liable for loss, theft, or damage. Students will be required to ensure they are turned off and kept someplace out of sight.

Students may use such devices during the school day only if the principal determines that the device is used for medical, school, educational, vocational or other legitimate purpose.

**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. Going on a field trip is also a privilege for our students. Because field trips are school sponsored events, students are expected to demonstrate appropriate behaviors on field trips as they would in school.

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.

If parents deny their permission for their student to attend a field trip, students are expected to attend school on the day of the trip. Board policy assures that an appropriate alternative experience will be provided at school. A student's non-participation in a field trip will not affect their grades.

Parents may also be asked by teachers to accompany the children as chaperones to provide additional supervision. Field Trip Chaperone Responsibilities are included at the end of this handbook for all Valley View families. Parents will find this information helpful when chaperoning field trips. We are certain it will make your experience more enriching to you and the students.

Because chaperones are responsible for the supervision of our students during the trip, younger siblings at home may not accompany chaperones. All chaperones must have completed a Volunteer Form prior to the day of the field trip so a background check can be conducted. Parents, legal guardians are eligible for chaperoning field trips. With written parental permission grandparents or immediate caregivers may also chaperone.

**Homework:** Homework is an important part of the educational process. Practicing reading, learning sight words and basic math facts, and studying for spelling and other content area tests 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	20-40 minutes
Grades 4 & 5	30-50 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.**

#### **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 you 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.

Parents should remember that students learn and progress at individual rates. Comparing students with each other, exerting excessive pressure or doing homework for the student will not encourage growth in knowledge, skill, independence and responsibility.

**Laser Pointers:** The Ashwaubenon School Board prohibits any student from possession and using laser pointers at any time on school property, or at any school-sponsored activity either home or away. Laser pointers may only be used for instructional purposes by teachers or lecturers and shall not be loaned or checked out by students for their private use. Students in possession of laser pointers shall be subject to disciplinary rules and regulation procedures established by the Ashwaubenon School District Code of Conduct.

### **Nutrition Policy:**

In the 2004-2005 school year, the Ashwaubenon School District formed a Nutrition Task Force to address wellness and nutrition concerns. As a result of the task force's work several nutrition recommendations were presented to the Ashwaubenon School Board, which were subsequently adopted by the board. These recommendations encouraged parents and schools to work together to teach children about nutrition and making healthy choices in their selection of food, snacks and treats.

The Ashwaubenon School Board has adopted a recommendation which encourages parents to provide foods that are commercially prepared, individually wrapped or prepared by a licensed food vendor for birthday treats and special celebrations. Based upon the Nutrition Task Force recommendations adopted by the Ashwaubenon School Board, the following belief statements were developed by the Valley View Building Leadership Team with input from staff and administrators.

- a) Valley View staff and administrators believe that the focus of nutritional guidelines should be on the "teaching" part of nutrition as opposed to the "policing" of what students are bringing to school. As students grow and develop into adults, it is important to learn how to practice self-discipline.
- b) The staff at Valley View believes that by teaching students to make good decisions when it comes to nutrition they will develop healthy eating habits. The message we want to share with students is that all foods are capable of providing some nutrition when moderation and quantity controls are exercised. Rather than giving the message that there are good and bad foods, we want to teach students to make positive decisions and choices when it comes to nutrition.
- c) Valley View teachers and administrators believe this is best accomplished by instruction and discussion at school and home about making smart choices in food/snack selection and raising the awareness of knowledgeable eating habits.

**Snacks/Treats/Soda:** Students have traditionally brought snacks for break. Teachers will determine an appropriate break time so as not to interfere with the students' lunch schedule. In keeping with our district Nutrition Policy we ask that any snacks brought to school be healthy choices such as fruit, raw vegetables, crackers, etc. Candy and food items with high sugar content are not acceptable as a snack. Parents are asked to please monitor the snacks your child brings to school.

Students bringing snacks are asked to bring them a day at a time. Classrooms do not have the proper storage for snacks over long periods of time and when kept in lockers snacks could invite little critters into the classroom and lockers causing other health and sanitary concerns.

For those students bringing a cold lunch to school, including soda as a beverage is highly discouraged. Students are asked to drink a healthier beverage with their lunch. One option is to purchase milk from the lunch program.

It is recommended that parents refrain from bringing fast food to school for their child to eat during the lunch period on a regular basis. However, we also recognize that there are some times when it is appropriate as a

special treat. If parents do choose to bring in a fast food lunch we ask that it is only shared with your child and not other children out of respect for what may be differing views of other parents about nutrition.

**Birthday Treats:** In promoting increased safety, inclusion, and healthy lifestyles we have implemented 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.

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 an 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. or a special trinket.

Balloons and flower bouquets will not be delivered to classrooms during the school day. If you send either to school, they will remain in the office until the end of the day for student pick up.

**Physical Fighting, Threats and/or Assaults:** Physical fighting, threats or assaults by a student toward a student, a district employee or a visitor are strictly forbidden. All physical fighting, threats or 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 will be subject to disciplinary action, possible suspension and/or expulsion.

**Prescription Drugs and/or Other Medications:** 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. They will be allowed to consume medication only in the school office. The only exception to this policy is for inhaler medication, and only under certain circumstances (see below). In compliance with school board policy and state laws 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 (This must be renewed annually or if there is any change).
2. Physician's Request for Medication Administration Form must be filled out and signed by the prescribing doctor for all prescription medication (This must be renewed annually or at any time the medication or dosage changes).
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. The child will go to the office at the specified time to receive his/her medication.
5. An accurate Medication Record will be established and maintained by office personnel.

According to state law 118.291, a pupil may possess and use a metered dose inhaler or dry powder inhaler while in school, at a school-sponsored activity or under the supervision of a school authority if all of the following are true:

- a. The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- b. The pupil has the written approval of the pupil's physician and, if the pupil is a minor, the written approval of the pupil's parent or guardian.
- c. The pupil has provided the school principal with a copy of the approval.

**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 upon a four point rubric report card and results of standardized achievement tests for grades 3-5. 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. A copy of this policy is at the end of this Handbook.

**Student Code of Conduct Policy 5500:** Because students have a right to learn and educators have a right to teach, the Ashwaubenon School District is committed to providing a safe and effective learning environment.

### **Student/Parent Responsibility**

The behavior and conduct of students attending the district schools shall reflect standards of good citizenship, high morality, self-discipline, responsibility for one's own actions and respect toward others.

This responsibility includes but is not limited to the following:

- Adhere to all district policies and to the individual rules of their school and classrooms.
- Work toward academic achievement by attending school and class regularly, bringing appropriate material (books, pencils, paper, etc.) and completing all assigned class work.
- Respectfully communicate with all adult staff members at all times.
- Peacefully resolve conflicts and disputes with others.
- Respect the rights and property of others
- Act responsibly with school property
- Return, replace, or reimburses the school for lost or damaged school property, books and equipment.

Parents should be aware of their children's activities, performance, and behavior in school and are asked to cooperate and consult with the school to prevent or address problems.

### **Staff Responsibility**

School personnel are responsible for using their training, experience, and authority granted under Rule 443, to create and maintain a positive learning environment.

### **District Responsibility**

The district has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs and/or behavior harmful to the educational environment.

In addition, the District seeks to provide its students the opportunity to attend school free from unnecessary and unwarranted distraction and disruption. Therefore a code of conduct shall be established for use in the District.

The code applies to all students when they are:

- Present in or on property of the school district.
- At any school-sponsored activity regardless of the location.
- Traveling to and from school on the bus.

### **Disciplinary Action (Policy 5500 continued)**

Students who decline to conduct themselves according to these rules will be subject to discipline, which may include one or more of the following:

- Removal from class and/or the bus.
- School suspension.

- Removal from school.
- Placement in an alternative education setting.
- Expulsion from the Ashwaubenon School District.
- Disciplinary action, subject to administrative and legislative procedures under the operation policies of the Board.
- Criminal acts will require police intervention.

Due process will be afforded all students as required by law. This includes due process procedures regarding discipline for all students with disabilities.

The Ashwaubenon School district shall not discriminate in standards and rules of behavior, including harassment, or disciplinary measure, including suspension and expulsion, on the basis of sex, race, national origin, color, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established complaint procedures.

The purpose of this policy is to maintain an appropriate educational environment for the class as a whole. If you would like a copy of the entire policy, please contact the school office.

**Student Harassment:** It is the policy of the Ashwaubenon School Board to maintain an educational environment free from all forms of harassment and to seek to provide a learning environment in which all students are treated with dignity, respect, and courtesy. Student harassment also includes sexual harassment. Therefore the district shall not tolerate any form of harassment or intimidation and shall take the necessary and appropriate action to eliminate it, up to and including discipline of offenders.

Harassment is engaging in any type of conduct, verbal or physical, that denies or limits a student's ability to participate in or benefit from the school's services, programs and activities, including in the school environment. Examples of such behavior include, but are not limited to:

- Physical contact including striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to unwanted and offensive physical contact, or attempting, coercing or threatening to do the same.
- Verbal or written comments or other expressions, including gestures and graphic material, which insult, degrade or stereotype any person because of sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical, mental, emotion or learning disability.
- Discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, anger or humiliation, or which interfere with the recipient's academic performance.
- Engaging in a course of conduct or repeatedly committing acts which intimidate, that is, to make a student timid or fearful, to frighten, or to compel or deter by or as if by threats.

Any student who violates this policy shall be subject to disciplinary action up to and including expulsion.

Retaliation against anyone reporting or thought to have reported discriminatory, including harassment behaviors, is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of harassment was substantiated. Encouraging others to retaliate also violates this policy. Disciplinary action will be taken in cases of retaliation.

Students who believe they have been subjected to harassment or any parents/guardians who believe their child has been subjected to harassment should report the incident(s) to the building principal, associate principal, or other staff member. Complete board policies and formal complaint procedures are available upon request.

**Student Dress:** Students should take pride in their appearance. The Ashwaubenon School Board recognizes that each student's mode of dress and grooming is a matter of personal style and individual preferences. The responsibility for personal appearances shall rest with the students themselves and their parents/guardians unless their choices interfere with the learning environment. Accordingly the following general guidelines have been established to promote discipline, maintain order, secure the safety of students and provide a healthy learning environment. Such guidelines shall prohibit student dress or grooming practices that:

1. Present a hazard to the health or safety of the student himself/herself or to others in the school
2. Interfere with school work, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property.
4. Prevent the student from achieving his/her own educational objectives because of restricted vision or movement.

In accordance with the above School Board Policy, Valley View Elementary School has the following guidelines for student dress:

1. Any form of dress or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and/or detrimental to the purpose or conduct of the school will not be permitted.
2. Items of clothing which are not considered acceptable include: informal beach wear, tube tops, halter tops, "spaghetti" type straps, baggy pants that display undergarments, cut-off type T-shirts, shirts referring to alcohol, tobacco, drugs, gangs, or with obscene and questionable double meanings printed on them, and clothing that depicts violence, offensive images or that are sexually suggestive.
3. Revealing and skin tight clothing, such as spandex, is not permitted.
4. All students are expected to wear attire that is safe and allows them to participate in all school activities without embarrassment to themselves and others. Therefore, clothing needs to cover the mid-riff and undergarments. This also applies to a student's mid-riff remaining covered when they bend forward or sit down.
5. If shorts are worn they need to be an appropriate length. "Short shorts" are unacceptable.
6. Outdoor attire (jackets, vests, hats, etc.) are not permitted in the classroom.
7. Going barefoot or stocking footed is prohibited by state health codes in public buildings.
8. Appropriate and safe footwear is expected because students have a very active educational day in the building and often have to navigate stairs several times a day. Safe footwear also protects children when playing at recess and on the playground equipment. Flip-flops, loose sandals and stacked heels are not recommended for elementary students and their daily activities because they can be extremely dangerous on playground equipment and for running games.
9. Shoes with retractable rollers are prohibited.

School staff reserves the right to disallow clothing articles considered to be too tight, revealing or suggestive. In such instances students will be asked to wear alternative clothing and will be advised not to wear the clothing item to school again.

Exceptions to student dress will be announced when special dress days are planned such as, school spirit day, favorite character day, crazy hat day, etc.

With cold Wisconsin weather, it is appropriate that students dress properly, wearing hats, mittens, and boots. It is important that students are dressed warmly so they may enjoy outdoor recess and noon hour periods. Students go outside for recess each day when the temperature is above 0 degrees at recess time. It is equally important that they dress warmly should there be a bus breakdown on a bitterly cold day.

**Student Records:** 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. Copies of the Board's student records policy and procedures are sent home at the beginning of each year and are also available upon request at the Ashwaubenon District Office at 1055 Griffiths Lane.

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.

**Student Transportation:** Riding a school bus is a privilege rather than a right. Only regularly scheduled bus students are to ride the school buses. Parents of students not in the regular busing areas may contract with Lamers to transport their child(ren). Bus rules are applicable to all students who ride the buses for field trips as well as for those students who use the bus as daily transportation to and from school.

The Ashwaubenon School District and the transportation contractor will have joint responsibility for the safety and conduct of the students from the time they board until they leave the buses. Parents and guardians will be responsible for the safety and conduct of the students prior to their boarding buses and after they leave the buses. Any misconduct regarding busing is subject to discipline by the school.

The following standards for student conduct are established to provide maximum safety to students while riding school buses and to effectively utilize the transportation system:

1. Students will conform to the same standards of conduct that are expected of them at school.
2. Students are expected to obey the bus driver. Refusal to obey the bus driver may result in a misconduct report and subsequent disciplinary action.



3. Damage done to seats or bus equipment by the student must be paid for by the student, parents, or guardian. Transportation may be suspended until restitution is made.
4. The bus driver has the authority to assign riders to designated seats.
5. Students should stand back in an orderly line at pick-up points until the bus comes to a complete halt, and opens the door.
6. Students are expected to be on time at designated bus stops. Buses will come to a full stop but will not wait for students.
7. Students must enter the bus in an orderly fashion, going directly to a seat and remain seated while the bus is in motion.
8. Prior to leaving the bus, students will remain seated until the bus is completely stopped. Then they may enter the aisle and go directly to the exit door.
9. The emergency door may not be used except in cases of emergency or safety drill.
10. Loud talking, scuffling, throwing objects, standing or changing seats are considered inappropriate student conduct.
11. Eating, drinking or tobacco use will not be permitted on the bus.
12. Profane or indecent language will not be tolerated from any student.
13. Horseplay will not be permitted on the bus.
14. Students will not extend head or limbs out of a window at any time, nor throw anything out of the window.
15. Students will be quiet when the bus approaches a railroad crossing to facilitate safe crossing.
16. Animals or pets are not permitted on the bus.
17. Pupils will not be picked up or discharged anywhere but at an approved stop location.
18. Requests for a change in a student's transportation must be accompanied by a note signed by a parent.

**Bus Disciplinary Procedures:** The following bus disciplinary procedures will be followed in cases of student misconduct:

The bus driver will fill out a misconduct report. This report must be given to the school office as soon as reasonably possible. The misconduct report will state the date of the offense and any previous misconduct warning, student's name, office committed, and driver's signature and route number. The driver will make a positive identification of the student or students involved, if requested.

After the issuance of a misconduct report, the following will occur:

**First offense** – Following a conference with the student(s), to determine the nature of the alleged misconduct, the principal, or designee, will inform the parent or guardian of the offense(s) and discuss what disciplinary measures are necessary to correct the situation.

**Second offense** - Following a conference with the student(s), to determine the nature of the alleged misconduct, the principal, or designee, will inform the parent or guardian of the offense and the student(s) may be denied transportation for up to five school days.

**Third offense** - Following a conference with the student(s), to determine the nature of the alleged misconduct, the principal, or designee, will inform the parent or guardian of the offense and the student may be denied bus transportation for an extended period of up to 30 days at the discretion of the administrator.

**Any subsequent offenses** may result in denial of transportation and shall be carried out consistent with State Law.

After holding a conference with the student(s) and determining that a major violation of student conduct occurred while on the school bus, the principal or designee may implement a disciplinary action specified for a second or third offense, regardless of any prior misconduct of the student.

**Technology:** Technology is the property of the Ashwaubenon School District and is provided for students and staff to help achieve excellence in education. Technology includes computer hardware and software, iPods and iPads, 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.

**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.

**Use of Video, Audio Recording, and Photographs:** Throughout the school year teachers may choose to make videos, audio recordings, or take pictures of students, student work or activities, class projects, or performances. The resulting recordings or pictures are used for instructional purposes within the school building or may be used on the school website or other school district publications.

Our educational cable channel or local TV stations occasionally request to tape 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, local TV news shows, or on the district's website.

Any parents who object to their child participating in any or all of these types of activities should notify the school in writing.

**Weapons:** The Ashwaubenon School Board is committed to providing a safe and secure learning environment for all district students. No one shall possess, use, threaten the use of, or store any weapon or look alike weapon on school property, in any school facility, in any school vehicle, in any school bus, or at any school-sponsored event or function.

A weapon is defined as any object that by its design or through its use is capable of threatening or producing bodily harm or property damage or intimidating other persons. The following are included but not limited to by enumeration in the definition:

1. A gun (rifle, shotgun, pistol, revolver, air gun, BB gun, paintball or pellet gun), knife, club razor, martial arts equipment, metal knuckles, or pepper spray.
2. A look-alike weapon such as a water gun, popper, non-working replica of a weapon, and a war souvenir.
3. Other object not designed as a weapon but used in the manner of a weapon, such as a chain, pencil, belt, spray, and laser pen.

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 school district, village, state, and federal law.

## **VI. LUNCH PROGRAM**

**Procedures:** A computerized lunch system is used at Valley View. A pre-deposit of lunch money is made into a family lunch account. Students eating hot lunch or purchasing milk for cold lunch in grades 1-4 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. Students in grade 5 are provided with a Lunch Pin Number that can be used to subtract from the balance in the family account. The district provides the students with one lunch card that is expected to last for the school year. In the event a student needs a replacement card a charge of \$1.00 may be made to the family lunch account to cover the cost.

Lunch/milk **pre-payments** may be made weekly, monthly or semi-monthly. Payments should be sent to school in a sealed envelope with the following information on the outside of the envelope: **Student's name, Teacher's name, Amount enclosed.** Payment envelopes can be given to the student's teacher or placed in the drop box located in the lobby area of the main entrance. Envelopes are also provided at the drop box.

Credit card payments are also accepted but must be made at the District Office located at 1055 Griffiths Lane. For more information on this program call the Business Office secretary at 492-2905, extension 1006.

### Lunch times

Kindergarten	11:20-11:45	Extended recess	10:45-11:15
Grade 1	10:50 - 11:15	Extended recess	11:15 - 11:45
Grade 2	11:20 - 11:45	Extended recess	11:45 - 12:15
Grade 3	11:50 - 12:15	Extended recess	12:15 - 12:45
Grade 4	12:20 - 12:45	Extended recess	12:45 - 1:15
Grade 5	12:50 - 1:15	Extended recess	1:15 - 1:45

**Free or Reduced Lunch:** Application for free or reduced price meals for families experiencing difficulty paying for school meals for their children 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 at Valley View School. Breakfast will be served to students who are interested. Please contact Kaitlin Taurean at 492-2900 for details, price, and sign-up information.

## **VII. SCHOOL INSURANCE**

Medical insurance is available to all students from Student Assurance Services. A packet will be sent home with each student the first week of school. Purchase of this program is optional; however, we ask that parents/guardians, who do not want the additional coverage, sign a waiver indicating their intent to decline purchasing the insurance.

### Ashwaubenon School District Student Non-Discrimination Policy

It is the Ashwaubenon School District's policy that no student may be denied admission to any public school in the district, be denied the benefits of, be denied participation in, or be discriminated against in any curricular, extra-curricular, student service, recreational or other programs or activities because of the student's sex, race, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 of the Wisconsin Statutes.

The Ashwaubenon School District also prohibits discrimination as defined by Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Title IX of the Educational Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap), Americans with Disabilities act of 1990 (disability). The District will provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to academic requirements.

The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

Informal resolution of complaints is encouraged under these policies. However, formal procedures are available to address allegations of violations.

Questions should be directed to: Tammy Nicholson  
Director of Pupil Services  
Ashwaubenon School District  
1055 Griffiths Lane  
Green Bay, WI 54304  
(920) 492-2900