
TOMAH AREA SCHOOL DISTRICT



ELEMENTARY PARENT/STUDENT HANDBOOK

2020-2021

Si necesita Ud. ayuda en la traducción de este documento, por favor llama la especialista de ELL del distrito a 374-7014.

www.tomah.education

TOMAH AREA SCHOOL DISTRICT
Public Notification of Nondiscrimination Policy

It is the policy of the Tomah Area School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity) or physical, mental, emotional, or learning disability ("Protected Classes") as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973, and the ADA of 1990.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Tomah Area School District.

Any questions concerning this policy should be directed to:

Dr. Charles M. Hanson II, District Administrator
Tomah Area School District
129 West Clifton Street
Tomah, WI 54660
(608) 374-7004

Questions concerning s. 118.13, Wis. Stats., or Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Dr. Paul Skofronick, Title IX Coordinator
Tomah Area School District
1310 Townline Road
Tomah, WI 54660
(608) 374-7011

Inquiries related to Section 504 of the Rehabilitation Act of 1973 or the ADA of 1990, which prohibits discrimination on the basis of handicap, should be directed to:

Dr. Paul Skofronick, Section 504 Coordinator
Tomah Area School District
1310 Townline Road
Tomah, WI 54660
(608) 374-7011

All career and technical education (CTE) courses and programs are offered without discrimination. For a summary of courses, please see www.tomah.education.

TOMAH AREA SCHOOL DISTRICT

129 West Clifton Street
Tomah, Wisconsin 54660-2507
Phone 608-374-7004

September 2020

Dear Parents and Students:

Welcome to the Tomah Elementary Schools! We are looking forward to an exciting and successful school year. We have prepared this handbook so we may bring about a better understanding between the school, parents and students. We ask your cooperation so we may provide our students with a more rewarding and enriching educational experience. Please take time to read this handbook carefully.

On behalf of the faculty and staff we would like to extend an invitation to parents to visit our school, attend programs and become active members of the PTOs and volunteer programs. We are very happy to have you with us in our elementary schools.

We sincerely hope this year will be a happy and productive year for your child. We hope you will take time to visit your school, become acquainted with your child's teacher, and find out about our educational program. We are proud of our schools and trust that your child will find this year to be a rewarding experience.

Sincerely,

Elementary Principals

Michelle Clark (La Grange)

Tim Gnewikow (Warrens/Wyeville)

TBD (Miller)

Nicki Pope (Lemonweir)

JoLynn Schmidt (Camp Douglas/Oakdale/Tomah Area Montessori School)



TABLE OF CONTENTS

Statement of Philosophy and Phone Numbers.....	1
Tomah Area School District Calendar.....	2
TimberPUPS 4K Calendar	3
Lemonweir Elementary School Calendar (45/15).....	4
Lemonweir Elementary 4K Calendar	5
Elementary Parent/Teacher Conference Schedule.....	6
4K Sites and Curriculum Information.....	7-8
General Information.....	8-10
• Arrival	
• Dismissal	
• Building Security and Visitors	
• In The Event of an Emergency	
• End of Day Pick-Up	
• Parental Custody	
• Tomah District Web Site	
• Contact Information	
• Questions and Concerns	
• Cold Weather Policy	
• School Closings/Late Starts and Early Dismissals	
• Dress Code	
• Lost and Found	
• Bicycles	
• Roller Blades and Skate Boards	
• Personal Items	
• Pets	
• Safety Patrol	
Academics.....	11-13
• Tips for Success	
• Program of Studies	
• Curriculum/Library Materials	
• Care of Materials	
• Student Records	
• Report Cards	
• Grading Scale	
• Student Promotion Retention	
• Testing	
• Special Services	
• Title 1	
• Rural Virtual Academy	
Attendance and RtI/PBIS.....	13-14
Health and Medical.....	15-20
• Guidelines for Staying Home for Illness	
• Concussions	
• Medication and Medication Form	
• Head Lice-Prevention, Treatment, Absences Due To Head Lice	
• Accidents	
• Suicide Prevention Notice and Resources	
Food Service.....	20-22
Transportation.....	22-23
Annual Notices and Select TASD Policies.....	23-38



TOMAH AREA SCHOOL BOARD

STATEMENT OF PHILOSOPHY

The Board of Education believes that the school, as an educational institution of our social system, has been organized to promote the aims and objectives of our democratic society. The Board believes that each person should be accepted into the educational program as is, and that she/he should be provided with a stimulating environment and opportunities for learning experiences designed to promote behavioral development that will effect continuing satisfactory adjustments to life.

We believe each child is unique, and that the school must offer varied experiences and a wide range of acceptable standards to take these differences into account.

We believe the school must provide experiences with regard for their effect upon all aspects of the learner's development—intellectual, emotional, physical and social.

We believe that since our society is a democracy, the school must provide the students with experiences which will: (1) help them achieve academic competence; (2) help them to become sensitive to problems of common welfare in the family, the school and the community, the nation and the world; (3) teach them to work with others in the solution of these problems; (4) develop their feelings of individual responsibility for the common welfare; and (5) help them to act in harmony with what he/she says or believes.

We must believe that each child has worth and dignity, and that the school must continue to develop in the students, the understanding that with the privilege of public education, goes the acceptance of responsibility for participating in the improvement of society.

PHONE NUMBERS

Office of the Superintendent (Mike Hanson)	374-7004
Office of Business Manager (Greg Gaarder)	374-7005
Pupil Services (Paul Skofronick)	374-7011
Transportation Services (Jeff Moody)	374-7377
Robert Kupper Learning Center	374-7391
Camp Douglas Elementary	374-7091
LaGrange Elementary	374-7057
Lemonweir Elementary	374-7847
Miller Elementary	374-7026
Oakdale Elementary	374-7081
Summer PACK	374-7057
Tomah Area Montessori School	374-5406
Warrens Elementary	374-7800
Wyeville Elementary	374-7826

If You Believe, You Will Achieve

TOMAH AREA SCHOOL DISTRICT

Traditional 2020-2021 (Revised 6/29/2020)

JULY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

COLOR CODE

- First/Last Day of School
- No School
- End of Quarter

- 26-Back to School Activities
- 27-Work Day/Meetings

- 1-FIRST DAY OF SCHOOL
- 7-No School LABOR DAY

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 8-PM P/T CONFERENCES
- 9-No School - AM P/T CONFERENCES
- 23-No School COLLABORATION/TRAINING

- 5-End of Quarter 1
- 6-No School COLLABORATION/TRAINING
- 23-27 No School THANKSGIVING

- 23-31 No School WINTER BREAK

JANUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 1-Winter Break
- 15-End of Quarter 2
- 18- No School COLLABORATION/TRAINING

- 13-No School COLLABORATION/TRAINING
- 23-PM P/T CONFERENCES
- 26-No School - AM P/T CONFERENCES

- 23-End of Quarter 3
- 26-No School COLLABORATION/TRAINING

APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- 1-Early Dismissal/Teacher Training
- 2-6 SPRING BREAK

- 7-No School COLLABORATION/TRAINING
- 29-THS Graduation
- 31-No School MEMORIAL DAY

- 2-Last Day for Students
- 3-Last Day for Teachers
- Inclement weather days will be added to the end of the school year as needed.

TOMAH AREA SCHOOL DISTRICT

4K Traditional 2020-2021 (Revised 6/29/2020)

JULY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

COLOR CODE

- First/Last Day of School
- No School
- End of Checkpoint

- 26-Back to School Activities
- 27-Work Day/Meetings

- 1-FIRST DAY OF SCHOOL
- 7-No School LABOR DAY

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 24- Checkpoint 1 Ends
- 25-27 No School THANKSGIVING

- 23-31 No School WINTER BREAK

JANUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 1-Winter Break
- 18- No School COLLABORATION/GRADING

- 15-No School COLLABORATION/TRAINING

- 4- Checkpoint 2 Ends

APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

- 1- No School Teacher Training
- 2-6 SPRING BREAK

- 7-No School COLLABORATION/TRAINING
- 27-Last Day of School for 4K Students/
End of Checkpoint 3
- 31-No School MEMORIAL DAY

- 1-Make Up Day for 4K if needed
- 2-Last Day for K-12 Students
- 3-Last Day for Teachers
- *Inclement weather days are added on at the end of the school year.

TOMAH AREA SCHOOL DISTRICT CALENDAR

Lemonweir 45/15 2020-21 (Revised 7/20/2020)

JULY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

7-Building Meeting
 14-Work Day
 15- First Day of School
 30- APTT (PM P/T CONFERENCES)

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20- PM P/T CONFERENCES
 26- No School District Back to School Activities

SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7- No School LABOR DAY
 18- End of First Quarter
 21-23- No School BREAK
 28-30 - Intercession I

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-9 - Intercession I
 23-No School COLLABORATION/TRAINING

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

6-No School COLLABORATION/TRAINING
 23-27- No School THANKSGIVING

DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

11-End of Second Quarter
 14-22- Intercession II
 23-31- No School WINTER BREAK

JANUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1-Winter Break
 18- Early Dismissal- COLLABORATION

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

13-No School COLLABORATION/TRAINING
 23-PM P/T CONFERENCES
 26-No School - AM P/T CONFERENCES

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

12-End of Third Quarter
 13-23- Intercession III
 26-No School COLLABORATION/TRAINING
 29-31- No School BREAK

APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1- No School BREAK
 2-6- No School DISTRICT SPRING BREAK

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

7-No School COLLABORATION/TRAINING
 31 - No School MEMORIAL DAY

JUNE

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

2-Last Day for Students
 3-Last Day for Teachers

No Class
 End of Quarter
 First Day/Last Day
 Intercession Days
 Days Off for Lemonweir Only

TOMAH AREA SCHOOL DISTRICT CALENDAR

Lemonweir 4K 45/15 2020-21 (Revised 7/20/2020)

JULY

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

7-Building Meeting
 14-Work Day
 15- First Day of School
 30- APTT (PM P/T CONFERENCES)

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20- PM P/T CONFERENCES
 26- No School District Back to School Activities

SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7- No School LABOR DAY
 18- End of First Quarter
 21-25- No School BREAK
 28-30 - Intercession I

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-9 - Intercession I
 23-No School COLLABORATION/TRAINING

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

6-No School COLLABORATION/TRAINING
 23-27- No School THANKSGIVING

DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

11-End of Second Quarter
 14-22- Intercession II
 23-31- No School WINTER BREAK

JANUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1-No School NEW YEARS DAY
 18- Early Dismissal- COLLABORATION

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

13-No School COLLABORATION/TRAINING
 23-PM P/T CONFERENCES
 26-No School - AM P/T CONFERENCES

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

12-End of Third Quarter
 13-25- Intercession III
 26-No School COLLABORATION/TRAINING
 29-31- No School BREAK

APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1- No School BREAK
 2-6- No School DISTRICT SPRING BREAK

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

7-No School COLLABORATION/TRAINING
 27-Last Day for 4-K
 31-No School MEMORIAL DAY

JUNE

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

2-Last Day for All Other Students
 3-Last Day for Teachers

No Class
 Intercession Days

First Day/Last Day
 Days Off for Lemonweir Only

PARENT-TEACHER CONFERENCES

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teachers concerning his or her progress. This year, Parent-Teacher Conferences are scheduled for mid-quarter 1st quarter and mid-quarter 3rd quarter. This allows for early intervention so that, working together, parents and teachers can help students become even more successful.

Please refer to the Parent-Teacher Conference schedule below for dates and times of scheduled conferences. Individual conferences may be scheduled at other times during the school year when needed. Please call your child's teacher to make an appointment for a conference at any time during the school year. Due to Covid-19 protocols, Parent-Teacher Conferences may need to be done virtually, through phone call, or through email.



2020-21 School Year Parent Teacher Conferences

Lemonweir Elementary School

First Semester

Thursday, August 20 3:45- 7:30 p.m.
Friday, August 21 8:00-11:30 a.m.

Second Semester

Thursday, February 25 3:45- 7:45 p.m.
Friday, February 26 8:00- 11:30 a.m.

Camp Douglas Elementary School

First Semester

Thursday, October 8 3:30- 7:30 p.m.
Friday, October 9 8:00- 11:30 a.m.

Second Semester

Thursday, February 25 3:30- 7:30 p.m.
Friday, February 26 8:00- 11:30 a.m.

LaGrange, Miller, Oakdale, Warrens, and Wyeville Elementary Schools

First Semester

Thursday, October 8 3:45- 7:45 p.m.
Friday, October 9 8:00- 11:30 a.m.

Second Semester

Thursday, February 25 3:45- 7:45 p.m.
Friday, February 26 8:00- 11:30 a.m.

Tomah Area Montessori School

First Semester

Thursday, October 8 3:15- 5:45 p.m.
Friday, October 9 8:00- 11:00 a.m.
Thursday, October 15 3:15- 5:45 p.m.

Second Semester

Thursday, February 25 3:15- 5:45 p.m.
Friday, February 26 8:00- 11:00a.m.
Thursday, March 4 3:15- 5:45 p.m.

Tomah Middle School

First Semester

Thursday, October 8 4:15- 8:15 p.m.
Friday, October 9 8:00- 11:30 a.m.

Second Semester

Thursday, February 25 4:15- 8:15 p.m.
Friday, February 26 8:00- 11:30 a.m.

Tomah High School

First Semester

Thursday, October 8 4:15- 8:15 p.m.
Friday, October 9 8:00- 11:30 a.m.

Second Semester

Thursday, February 25 4:15- 8:15 p.m.
Friday, February 26 8:00- 11:30 a.m.

Robert Kupper Learning Center

First Semester

Thursday, October 8 4:00- 8:00 p.m.
Friday, October 9 8:00- 11:30 a.m.

Second Semester

Thursday, February 25 4:00- 8:00 p.m.
Friday, February 26 8:00- 11:30 a.m.

4K SITES

Lemonweir Elementary
711 N Glendale Avenue
Tomah, WI 54660
608-374-7847

Class Times
AM Session: 7:50-11:00 a.m.
PM Session: 11:50-3:00 p.m.

LaGrange Elementary
600 Straw Street
Tomah, WI 54660
608-374-7057

Class Times
AM Session: 7:55-11:05 a.m.
PM Session: 11:50-3:00 p.m.

Noah's Ark Christian Preschool
1105 Butts Ave.
Tomah, WI 54660
608-372-4543

Class Times
AM Session: Not offered
PM Session: 12:00-3:10 p.m.

Oakdale Elementary School
217 S. Oakwood St.
Tomah, WI 54660
608-374-7081

Class Times
AM Session: 7:50-11:00 a.m.
PM Session: 11:50-3:00 p.m.

Tomah Area Montessori School
1720 Academy Ave.
Tomah, WI 54660
608-374-5624

Class Times
AM Session: 7:55-11:05 a.m.
PM Session: Not offered

Tomah School of Childhood
115 W. La Crosse St.
Tomah, WI 54660
Kimberly Eckelberg-Director
608-372-2969

Class Times
AM Session: 7:55-11:05 a.m.
PM Session: 12:00-3:10 p.m.

Warrens Elementary School
409 Main St.
Warrens, WI 54666
608-374-7800

Class Times
AM Session: 7:50-11:00 a.m.
PM Session: Not offered

4K Curriculum

The Tomah Area School District has selected the **Creative Curriculum for Preschool** as the main framework for the Timber PUPS Program. **Handwriting Without Tears** and the **Second Step Program** are additional curriculums that will be used by the 4K teachers. The teachers will use these curriculums in conjunction with the **Wisconsin Model Early Learning Standards** to create an environment and lessons that are play based and developmentally appropriate for preschool children. These curriculums are explained more below.

Creative Curriculum: Children are viewed as active learners. They learn through play. The classroom is set up with many interest centers for children to explore. Each center contains a wide variety of learning materials to meet the needs of a wide range of skills and interests found in a group of typical preschool children. The daily schedule is balanced with a mix of teacher-led and child selected activities and experiences. The focus is on *child development* rather than academic content areas. The areas of child development include: social/emotional, motor, cognitive, and language. Teachers gather information about children by observing and recording child observations over time, collecting work samples and gathering information from the child's family. The teachers then use this information to plan for lessons/activities/experiences and to inform families of their child's progress.

Handwriting Without Tears: This is a developmentally appropriate program where children learn: small and large muscle control, color and shape awareness, letter and number recognition and counting. Multisensory materials are used to teach children in a large group, small group or individually.

Second Step: This is a social/emotional curriculum that teaches children to: recognize feelings, understand another's point of view, show care and understanding, deal with anger and resolve problems. The children learn through discussions of actual situations and role playing. Children are encouraged to apply the knowledge learned to actual situations that occur in the classroom.

General Information

ARRIVAL

Classes for K-5 students begin at 8:00 A.M. for all elementary schools except Camp Douglas, which starts at 7:45 A.M. For those students who walk or ride by private transportation, we ask that they **arrive at school between 7:45-7:55 A.M.** Please note that the school **does not** provide supervision of students arriving prior to 7:30 A.M. If you drop off your children in the morning, please remember not to block the lanes of traffic at the school. Students arriving after classes begin must check in at the school office for attendance and lunch count.

DISMISSAL

Students will be dismissed from school at 3:00 P.M., except Camp Douglas, which is dismissed at 2:45 P.M. Students who ride a bus are expected to go directly to the loading area. Students who walk or leave by private transportation are expected to leave school grounds promptly. Students are not to remain in the school nor linger on the playground after school. Please note that the school **does not** provide supervision for students after dismissal. Students may remain at school for special programs, extra work or discipline only if prior arrangements have been made with the child's teacher or other school personnel.

BUILDING SECURITY and VISITORS

****Due to Covid-19, we will be significantly reducing visitors. Any visitors allowed in the building will be at the discretion of the building principal and school staff. During the school day, while school is in session, all doors will be locked. Students are not permitted to bring other children to school as guests. For the safety and security of students, staff and guests, visitors are expected to follow the procedure below:**

- Visitors during the school day must enter through the main entrance to sign in and get a visitor's pass.
- Once identified, visitors may sign in and enter the building to go to a specific location for a specific purpose.
- Once your visit is complete, all visitors must exit the building through the main entrance and sign out verifying they have left the building.

IN THE EVENT OF AN EMERGENCY

Should an emergency situation arise in our community and/or one of our schools while school is in session, we want you to be aware the schools have made preparations to respond effectively and appropriately to such situations. The Tomah Area School District has a detailed, all-hazards emergency plan that has been formulated to provide direction to its staff and students during such an incident.

In the event of an emergency, we ask for your cooperation in the following procedures:

1. **Please do not telephone the school.** Telephone lines must be kept available for emergency communication.
2. **Please do not come to the school** unless requested to pick up your child.
3. ***In the event of an emergency that requires us to evacuate and relocate,*** students may be picked up at a designated reunification location by an identified, responsible adult who has been identified through the student's emergency contact information as recorded in our student information system "Infinity".
4. Emergency contact information must be designated by parents/guardians at the beginning of the school year and **kept updated as needed through "Infinity Parental Access" or by contacting the District Office.**

When authorizing another person to pick up your child, please consider the following requirements:

- He/she is at least 18 years of age.
- He/she is usually available during the day.
- He/she could walk/drive to your child's school, if necessary.

- He/she is known to your child.
- He/she is both aware of and able to assume this responsibility.
- He/she is able to provide proper identification to school officials in order to confirm status as an emergency contact.

You can expect the District to respond in the following manner:

- a. For weather-related incidents, turn your radio to emergency announcements for weather updates
- b. Information regarding day-to-day school operations will be available on our district web site and other methods of mass communication including local media. Updates will be made as appropriate.

Please impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

END OF DAY PICK-UP OF STUDENTS

The end of the day is a difficult time to monitor as students leave the building and go to their buses, seek out parents who may be picking them up, or start walking home. If you will be deviating from the normal routine for your child (i.e. sending someone new to pick him/her up, having your child walk to a friend's house and not ride the bus, etc...), please send a note with your child or call the school's main office before 2:00 p.m. In the case of someone new picking up your child, we can have your child remain in the office until your designee arrives to pick him/her up. Please notify the office if that is what you wish to occur.

PARENTAL CUSTODY

In cases of separation or divorce, the school needs to be informed concerning custody and other circumstances that may require duplicate report cards and school mailings. **If one parent is legally restrained from access to a child, the school requires legal confirmation of such actions to be on file.**

TOMAH DISTRICT WEB SITE

Parents are encouraged to log on to the District Web site at www.tomah.education. At the site visitors can find the names and e-mail addresses of teachers and administrators, check the current school calendar, and locate interesting information about each district school. With a password issued by the District, a parent is able to check on things like lunch account, attendance, etc.

CONTACT INFORMATION

Please notify the school if you change addresses or telephone numbers during the year. It is very important that we are able to reach you or your designee in the event of an emergency.

QUESTIONS AND CONCERNS

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more effectively. The following steps should be followed if you have a concern about district personnel or procedures:

- Step 1 Contact the staff member directly responsible.
- Step 2 Contact the building principal.
- Step 3 If the complaint is not satisfactorily resolved in Step 1 or 2, it may be submitted in writing to the District Administrator.

COLD WEATHER POLICY

Students should dress appropriately for cold weather. Unless the weather is extreme, all children will be expected to remain outside during arrival times and recesses. Please do not send your child to school if he or she is too ill to participate in the outdoor recess activities unless prior arrangements have been made with the classroom teacher. The school will contact the parents of any child who frequently dresses inappropriately for the weather. Students will remain outdoors in the morning and will go out to recess when weather conditions permit. A temperature of 0° F is used as a guideline to determine if children should be out or in during recesses. However, the wind chill is a factor that will alter the 0° F guideline.

SCHOOL CLOSINGS/LATE STARTS AND EARLY DISMISSALS

In case of school closings or early dismissals, please be sure to listen to the local radio and TV stations. **Please do not call the school.** Notice of school closings will be made on radio stations WBOG-AM 1460 (Berry 94); WXYM-FM 96.1 (Mix 96.1); WTMB-FM 94.5; WCOW-FM 97.1; (Cow Country) and WIZM-FM 93.3 (Z-93). The information

will also be sent to TV WKBT Channel 8, WXOW Channel 19, the local PEG channel, and the school district web page: www.tomah.education

SAFETY PATROL

Safety Patrol membership is a fifth grade privilege. Students on Safety Patrol should be trustworthy and capable of proper conduct at all times. It should be considered an honor to be a member of this organization. In recognition for their work as Safety Patrols, students may go on a field trip to Wisconsin Dells in May. Students may also choose to go on the Monroe County Safety Patrol trip to Washington, D.C. in late April or early May at their family's expense. Please note that this trip is not a school sponsored event. As with all privileges, Safety Patrol membership carries responsibilities. Students are expected to have good behavior and good grades to remain on the Safety Patrol throughout the year. Students may be suspended or removed from the patrol for not meeting these academic and behavioral expectations.

DRESS CODE

It is the policy of this School District that students shall dress in a manner, which is appropriate for an effective educational environment. Safety and belonging are important components of a positive school culture. The dress code policy is focused on promoting both. Students may dress in any style they desire and may present themselves in a way that is consistent with their identity, as long as their chosen attire does not cause a disruption or compromise safety in the school environment.

PROHIBITIONS include but are not limited to:

1. Clothing or accessories that cover your face,
2. Clothing or accessories that may be used as a weapon,
3. See-through clothing,
4. Clothing or accessories with statements or images that are vulgar, obscene, or promote illegal drugs, alcohol, sex, violence, weapons, or gang activities,
5. Clothing or accessories that expose private areas,
6. Clothing or accessories with words, pictures, or caricatures based on stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation, or disability, additionally the wearing or display of the Confederate flag during the school day and on school property is not allowed, and
7. Hats, caps, beanies, bandanas, visors, hoods, sunglasses, and other head coverings. Students are expected to place such items in their lockers where they should remain until the end of the day. Students wearing "hoodie" sweatshirts are not allowed to wear the hood during the school day and will be asked to remove the sweatshirt if they do not comply.

The Building Administrator or designee may identify additional dress code requirements to address the specific needs within their respective building or for a specific activity.

Additionally students are required to wear shoes or other footwear in school buildings.

District policies on harassment and bullying have implications for the student dress code.

Students that feel a hostile learning environment is being created or feel negatively impacted by another student wearing clothing with words, pictures, or caricatures based on negative stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation or disability should report their concerns to an adult staff person. Staff shall intervene and advise the student wearing the image that their conduct is having a negative impact on their peers. If the student continues to wear the image, despite the awareness of the impact it is having on the reporting students, that student may be subject to discipline under District policies.

ROLLER BLADES & SKATE BOARDS

Roller blades and skateboards should not be brought to school nor used on school property. Unlike bicycles, there is no adequate storage area for these and their use has been determined to be hazardous.

PERSONAL ITEMS

Due to Covid 19 safety procedures, we will not be allowing personal items such as toys and electronic items. Exceptions may be made on special activity days or field trips per the building administrator.

PETS

Children are not to bring pets or other animals to school unless prior arrangements have been made with the classroom teacher and principal. If a pet or other animal is brought to school for a special presentation, the school will need advanced notice in order to be able to inform parents of children with allergies. If a pet is allowed to come to school, a parent must bring the pet to school, carry the pet for the presentation, and take the pet home. Pets are not permitted on

school buses. If a student brings an animal without prior permission, the parent will be called to school to pick it up. Wild animals are strictly forbidden, except under the supervision of a licensed adult.

Academics

TIPS FOR SUCCESS

- Provide a place, the kitchen table for example, for your child to do his/her homework and check to see that it is completed daily. You may help your child plan when to do his/her homework, explain directions, and make sure that he/she has the necessary materials, but your child should do the actual work.
- Talk to your child about the papers he/she brings home from school and what he/she is learning.
- If your child is in kindergarten, first, or second grade, read to your child or listen to him/her read to you on a daily basis. If your child is in third, fourth, or fifth grade, make sure he/she has a library book to read. Talk to your child about what he/she is reading.

PROGRAM OF STUDIES

Students will have classes in the following subjects:

Languages Arts	Math	Guidance	Writing
Social Studies	Music	Exercise and Sports Science (Physical Education)	
Science and Health	Art	Library Skills	

A variety of instructional materials are used to teach the subject areas listed above. Textbooks, trade books, software and instructional games are but a few of the materials. Parents are encouraged to review materials being used in their child's classroom. If strong concerns exist, a parent should contact the classroom teacher to discuss alternatives.

CURRICULUM/LIBRARY MATERIALS

School Board policy 9130 provides for a parent's right to request that his or her child not have to use a given material, provided a written request is made to the appropriate building principal.

The Board of Education has adopted the following policy when dealing with censorship or books and other materials.

1. That the final decision for controversial reading matter shall rest with the Board of Education after careful examination and discussion of the book or media materials with the Media Materials Review Committee or anyone else the Board may wish to involve.
2. That no parent or group of parents has the right to determine the reading matter for students other than their own children.
3. The Board does, however, recognize the right of an individual parent to request that his/her child not have to use a given material, provided a written request is made to the appropriate building principal.
4. Any person or group who wishes to request reconsideration of the use of any media material in the school must make such a request in writing on forms provided through the building principals.

CARE OF MATERIALS

Students are responsible for all textbooks and library materials issued to them during the school year. All lost or damaged books and other school materials must be paid for. All money collected for damaged property is recorded by the office and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

STUDENT RECORDS

An accurate record shall be maintained for all students attending the Tomah Area School District. Student records are an essential part of the educational process and are maintained in the interest of the student to assist the school in providing appropriate educational experiences. These records shall be collected and maintained under the supervision of the building principal. In accordance with state and federal law, the Tomah Area School Board has developed an extensive written policy regarding the content, accessibility and confidentiality of student records. A copy of this policy is available upon request from the building principal. Copies of student records may be released to eligible students, or parents, or guardians of minor students under the following conditions:

- A. A written request is received.
- B. All behavioral records are interpreted by a qualified person prior to release.
- C. The school has 45 days to respond to the request.
- D. A reasonable charge shall be paid for copies.

REPORT CARDS

Parents will be kept informed of their child's progress through report cards and progress reports. Report cards are issued for academics to all students at the end of each quarter. Report cards for music, art and physical education are issued at the end of second and fourth quarters only. Progress reports indicating good or poor work may be sent to parents during the fifth week of each quarter. Please check the school calendar for dates of the end of each quarter. Fourth quarter report cards will be mailed home.

GRADING SCALE

The grading scale has been developed by the Tomah Area School District for elementary school use. The grading system used for 4K-5th grades reflects the system used by the State of Wisconsin for its testing program: Advanced, Proficient, Basic and Minimal. The elementary report card is a standard based report card. This format helps you better understand your child's achievement of essential skills based on the Wisconsin Department of Public Instruction State Standards. These standards specify what students are expected to learn and be able to do at each grade level. For a more detailed explanation, talk with your child's teacher.

STUDENT PROMOTION/RETENTION

GRADE ADVANCEMENT NOTIFICATION

The promotion of students from the eighth to ninth grade is affected by State Statutes (ss.118.33)(6)(a). Beginning on September 1, 2002, no student may be promoted from the fourth grade to the fifth grade and from the eighth grade to the ninth grade unless the student satisfies the criteria for promotion in the Board of Education Grade Advancement Policy (5410). **Effective September 1, 2003, the Grade Advancement Policy was expanded to all students in grades kindergarten through eighth.**

Grade advancement decisions will be based on the four criteria below:

- A. **Student's Academic Performance**—The student must perform at a basic level or above or have made adequate progress on seventy-five percent (75%) of the standards-based grade level skills. **OR**
- B. **Student score on the State Standardized Assessment**--Students must receive a score of proficient in the reading and math subtests of the State standardized assessment. **AND/OR**
- C. **Teacher Recommendations**—Secure a consensus recommendation from the grade advancement committee using the K-8 Grade Advancement Criteria Form. The grade advancement committee will consist primarily of teachers from whom the student has taken courses and can attest to the student's knowledge, academic performance and skill levels. **OR**
- D. **Other Academic Criteria Specified by the School Board**— Parent involvement is encouraged in the retention decision; however, the final decision rests with the School Board.

TESTING

The State of Wisconsin requires that elementary students be tested with standardized tests. All third, fourth, and fifth graders will take an online state assessment in the spring. Your child's teacher and school will notify you as to the specific times and dates for this test.

General guidelines to follow which will help your child do his or her best include making sure your child has plenty of rest and a good breakfast during the testing period. We ask that doctor or dental appointments, or family vacations not be scheduled during testing periods, as make-up test are difficult to schedule.

Results of these tests are mailed to parents once the state releases them to schools. Parents having questions about the tests should contact their child's teacher or building principal.

SPECIAL SERVICES

In keeping with the philosophy of serving every child's needs, the Tomah Area School District provides many special services. The expertise of many persons is considered in the placement of your child: Guidance Counselors, Speech & Language Therapists, School Psychologists, Talented & Gifted Coordinator, and Exceptional Education Needs Teachers.

TITLE 1

The Tomah Area School District is privileged to receive federal funds to provide additional assistance for students in grades K-5 who need special help with their language arts (reading, writing, speaking, and listening) and math skills. Trained reading personnel during the regular school day provide small group instruction and "hands-on" experiences individual plan. Title 1 instruction is provided in addition to the student's regular classroom instruction. Please note that the

Title 1 program is not part of special education services, though it can be used to supplement those services if called for in an Individual Educational Plan (IEP).

Students meet in small groups or receive specialized assistance for a minimum of thirty minutes per school day or one hundred-fifty minutes per school week. Since there is a limit on the number of students per full-time teacher, those most in need of the services receive them first. Other qualifying students are placed on a waiting list. If a student in the program leaves, the student next in line on the waiting list is eligible to take his or her place.

If you have any questions concerning the Title 1 program, please feel free to contact your child's principal or your school's Title 1 teacher.

RURAL VIRTUAL ACADEMY

The Tomah Area School District is an invested member of the Rural Virtual Academy (RVA) which provides us with the ability to deliver a variety of online class options. If a family wishes to educate their child at home using online curriculum with instruction from a certified teacher or if a high school student is looking for an elective course not offered at Tomah High School but is available through a virtual classroom, RVA provides a solution. Students involved in RVA are still enrolled in the Tomah Area School District making them eligible for participation in many co-curricular activities. Contact your school principal or counselor for more details on how to access options available through the Rural Virtual Academy.

Attendance

ATTENDANCE

The Board of Education believes it is the shared responsibility of the school and the home to assist the students in developing desirable habits of punctuality and attendance. The Board expects that every step will be taken by school personnel to implement this philosophy.

All children are expected to be in attendance each day unless they are ill or a family emergency arises. **A telephone call must be made by 8:30 a.m. to the school office each day a student is absent. Parents may call their child's school twenty-four (24) hours a day, seven (7) days a week. At the elementary level, if a call is not received by 8:30 a.m., school secretaries will begin contacting parents to determine the well-being/location of the child. The absence will then be marked unexcused unless a written note is submitted within two (2) days.** If we do not receive a written excuse or a phone call indicating the reason for the absence, we have no choice but to consider the child truant from school.

The only excused absences are those due to student illness, death or serious illness in the family, doctor's or dentist's appointments, or absences which, in the principal's opinion, are in the child's best interest. Unexcused and habitual absences are punishable by law and will be reported to the proper authorities. Board policy does allow for pre-arranged absences for such things as vacation or confidential family business, provided the parent(s) complete the required paperwork. The forms are available in each school office.

Every child is expected to attend school punctually. Tardiness interrupts your child's instructional time. A note should accompany your child to explain the reason for his or her tardiness. Continued tardiness without sufficient excuse is in the same category as unexcused absences and may be reported to the proper authorities.

In cases where it is necessary for the child to arrive at school late, it is very important that the school be notified that the child is coming late. This is particularly important if the student is going to eat hot lunch. Lunch orders are electronically transmitted to the senior high kitchen prior to 8:30 A.M. Only food for those meals ordered is sent to the school.

We encourage you to try to schedule your child's doctor and dental appointments after school hours. If this is not possible, students will not be allowed to leave school during the school day without one of the following four conditions being met:

1. Written or verbal confirmation of the appointment by parent or guardian.
2. Excusable reason for leaving.
3. Provisions for makeup work.
4. The parent/guardian is required to report to the office to pick up their children in case of excused absences.

RtI/PBIS

RESPONSE to INTERVENTION and POSTIVE BEHAVIOR INTERVENTION AND SUPPORTS

RtI (Response to Intervention) is a systematic approach to providing every student with the additional time and support needed to learn at high levels. RtI's underlying premise is that schools should not wait until students fall far enough behind to qualify for special education to provide them with the help they need. Instead, schools should provide targeted and systematic interventions to all students as soon as they demonstrate the need. In Tomah, our main goal is to provide every student with the skills and knowledge needed to be self-sufficient and successful by the time he/she graduates from high school.

PBIS (Positive Behavior Intervention and Supports) is a systems change method based on a Response to Intervention (RtI) model that promotes positive behaviors in students. In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and recognizing students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. At the elementary level the behavioral expectations consist of Valuing Self, Valuing Others, and Valuing Learning. For more information, log on to www.PBIS.org.

Health and Medical

Notification to Parents/Guardians to Check Your Child's Head

School will be starting soon and students will be once again in close quarters. We need your help in keeping our schools free of head lice. Lice outbreaks are common among school children and even the cleanest child can become infested. Lice is mainly spread through head-to-head contact, but sharing clothing, bed linens, combs, brushes and hats can also aid in the spread. Lice do not hop, jump, or fly!

Please check your child's head on a regular basis using these guidelines:

- Put your child in bright light such as sunlight or under fluorescent lighting.
- Look for signs of irritation such as sores or bites on the scalp.
- Look for 'nits' (eggs), especially in the hair behind the ears, on the back of the neck, and on the crown of the head. Nits are tear-drop shaped and are 'glued' to the hair shaft.
- Look for any tiny bugs in your child's hair.

If you find nits or lice here is what you need to do:

- Don't panic!
- Check the hair and scalp of everyone who lives in your house.
- Use lice shampoo only on the people who have head lice or nits. This is available at local pharmacies.
- Vacuum all floors, furniture, cars, and rugs thoroughly.
- Wash all recently used bedding, clothing, towels, hats, caps, and scarves in hot water and dry in a hot dryer for at least twenty (20) minutes.
- Retreat in seven to ten (7-10) days or as recommended on the lice product used.
- Let the school know if you find nits or lice and refer to the Parent/Student Handbook for District policy and procedures.

Fall notice

GUIDELINES FOR STAYING HOME

Here are some recommended guidelines for parents and staff to follow when determining whether a child should stay home from school.

YOUR CHILD SHOULD STAY HOME if he/she:

- **HAS A FEVER** greater than 100 degrees, it is also recommended that a student should be fever free for 24 hours prior to returning to school.
- **HAS BEEN VOMITING** within the last 24 hours.
- **HAS HAD DIARRHEA** within the last 24 hours.
- **HAS A RASH WITH A FEVER** greater than 100 degrees F.
- **HAS A RASH WITHOUT A FEVER** that is open and draining.
- **HAS STREP THROAT or IMPETIGO** and has not been on medication for 24 hours.

Under some circumstances, a child may have to stay home if s/he has PINK EYE.

Also, these communicable diseases need to be reported to the school nurse at 608-374-7015.

- | | |
|-----------------|--------------|
| • Chicken pox | Lyme Disease |
| • Fifth Disease | Ring Worm |
| • Head Lice | Scabies |
| • Impetigo | Shingles |
| • Mono | Strep Throat |
| • Pneumonia | |

If your child is going to be absent, please call the attendance office at 608-374-7078 prior to 8:30 a.m.

Thank you for your assistance in ensuring the health of our Students & Staff!



CONCUSSIONS

Due to increased awareness and understanding of the impact of a concussion which is a type of traumatic brain injury, parents who inform coaches and teachers that their child is being treated by a health care professional for a concussion will need to provide written clearance by a healthcare professional before being allowed to participate in any school-related physical activities. Any time a student is suspected of having or diagnosed with a concussion, written clearance for full participation will be required from a healthcare provider. For additional information, parents and students can refer to administrative guideline 5340A, Student Accident, Illness/Concussion

MEDICATION

School personnel cannot administer any medication without written consent from a parent. **A physician's signature and parent signature will be required for all prescription medication to be administered during the school day. Over-the-counter medication requires a parent/guardian signature only.**

The completion of the "School Medication/Procedure Form" and obtaining the physician's signature will be the **parent's responsibility**. Medication forms may be faxed to Tomah Middle School at 374-7303. Forms will be sent to the appropriate school. Students who need to take medication must have the "School Medication/Procedure Form" completed, signed and on file at the school. **The medication must be in the original container.** The medication forms (a sample form is on the next page) are available in each school and at area clinics. **Medications (prescription and over-the-counter) cannot be sent home with students. Parents must pick them up.**

Medication should only be given in school if absolutely necessary. Medication scheduled for three times a day should be given right before school in the morning, immediately after school at home and at bedtime. An exception would be medications prescribed for a specific time (e.g. Ritalin). We would like to discourage the excessive use of over-the-counter medications. Please have guidelines as to when your child should request an over-the-counter medication. Some students think they are "supposed to take it" because they know their parents have filled out the form and have the over-the-counter medication available at school. If you have any questions concerning this matter, please contact the school nurse at 374-7015.



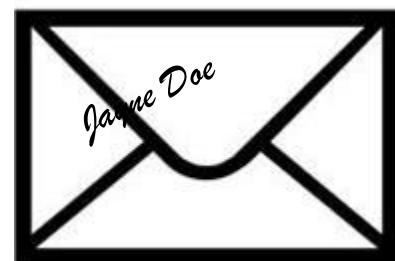
Whenever possible, please bring your child's medication to school and drop it off in the main office.

If you are unable to bring in the medication, it can be sent to school with your student, but it **MUST** be in a sealed envelope. On the **front** of the envelope please include: Student's Name, Teacher, School, and parent(s)/guardian(s) printed name. On the **back** of the envelope, seal the flap and put your signature across the flap. This procedure is in place for the safety of your children.

FRONT

John Doe Mrs. Buck ___ Elementary School Jayne Doe

BACK



SCHOOL MEDICATION/PROCEDURE FORM

STUDENT INFORMATION: (to be filled out by Parent/Guardian)

Form sent to
Nurse:

Student Name	Birthdate	School
Medication/Procedure	Dosage	Time/Frequency
Start Date	Stop Date	Student's Physician
Reason for Medication/Procedure		

**PHOTO ID
(optional)**

**Note: For prescription medication: Signed Parent Consent and signed Physician's Order required.
For over-the-counter medication: Signed Parent Consent required.**

PARENT CONSENT: Complete for EACH MEDICATION/PROCEDURE at school (Please review your school's handbook for specific information regarding the medication policy.)

I request that this medication/procedure be administered at school.

Medication will be supplied in its original, properly labeled container.

This order is in effect for this school year and Summer PACK unless otherwise indicated.

I will notify the school in writing for any changes and obtain a new physician's order.

I authorize school personnel to exchange information verbally or in writing with my child's physician regarding this medication or the condition for which it is prescribed.

I release the school district from any liability claims as a result of the administration of this medication or procedure as directed.

Date	Parent/Guardian Signature	Telephone #
------	---------------------------	-------------

PHYSICIAN ORDER: Complete for EACH MEDICATION/PROCEDURE at school.

The above medication procedure is to be administered during the school day in accordance with the above instructions.

Please contact me if the following symptoms occur: _____

Additional information: _____

Date	Physician's Signature	Telephone #
------	-----------------------	-------------

For Asthma inhalers ONLY – Student may carry inhaler in school **YES** **NO**

HEAD LICE PREVENTION AND TREATMENT

Between 10 and 12 million American school children are infested with head lice every year. It occurs in more children than all other communicable childhood diseases combined, except the common cold. Head lice can happen to anyone, and is not associated with a lack of cleanliness. The best way to confirm a lice infestation is to look for eggs, which are called "nits." Nits are small, silvery and oval shaped. They are firmly attached to the hair shaft at an angle. They will not shake loose like dandruff or sand. The actual louse is smaller than a sesame seed. They are wingless, flat and of varying colors.

Head lice are transmitted directly from one person to another, or by contact with articles that have been used by an infested person such as with combs, brushes, hats, scarves and bedding. Lice can live away from a human host for 2-3 days and nits can survive up to 12 days.

Generally, lice treated once can be eradicated. It is a matter of washing the hair with lice killing shampoo, and then carefully removing all nits. Removal of nits is sometimes made easier with special metal nit combs. To completely get rid of lice, it is important to also clean other areas where the lice might be, including: recently worn clothing, bedding, pillows, stuffed animals, couches, combs, brushes, other hair accessories and cars.

It is the responsibility of the parents to check children at regular intervals for lice. Watch for symptoms of infestation, especially itching. Look at the scalp in good light. Most nits will be in the hair around the ears or at the crown of the head. The lice move very quickly away from light. Parents should recheck their children for any symptoms of head lice 14 days after treatment.

If the shampoo fails more than once, parents should contact their physician. Recent studies have indicated that head lice are becoming resistive to current treatments. These shampoos are pesticides and can be very harmful if misused or overused. If you have any questions, feel free to contact the school district nurse at 374-7015.

ABSENCES DUE TO HEAD LICE

Students who have head lice or excessive nits will be sent home. Students will not be allowed to return to school until after being treated with a louse control shampoo and completing a required checklist (sample form is below). This list will be sent home with your child. The child will be checked upon return to school, and must be louse free to be readmitted.

- Each child will be rechecked at **7 and 14 days** for lice and/or nits.
- **Children will not be readmitted until louse free. After two repeat cases in a semester, it is considered an unexcused absence and could result in truancy.**
- **At third occurrence, a parent must be present when child is checked to be readmitted to school.**

HEAD LICE FORM AND PROCEDURES



Student _____ Grade _____ School _____

Dear Parents/Guardians:

Your child was sent home because live head lice and/or excessive nits were found. District procedures regarding students with head lice are as follows:

1. Students with head lice or excessive nits will be sent home and not allowed to return to school until after being treated with a louse control shampoo and completing the checklist below. The child will be checked upon return to school, and must louse free to be readmitted.
2. The child will also be rechecked at 7 and 14 days for lice/nits.
3. **Children will not be re-admitted until louse free. After the first day the child is absent for head lice in a semester, every absence thereafter can be considered an unexcused absence and could result in truancy.**
4. **After a child is sent home the second day, a parent must be present when child is checked to be readmitted for school. The child will not be allowed to ride the bus.**

These procedures have been developed in an attempt to control this nuisance condition. Your cooperation is essential, and is appreciated.

Checklist must be completed and returned with the student to be re-admitted to school:

- ___ Shampoosed with a louse control shampoo (Date _____ Product Name _____)
- ___ Combed dead nits and lice from hair with special nit comb. Remaining nits must be removed manually.
- ___ Vacuumed all floors, furniture, car and rugs thoroughly.
- ___ Washed all recently used bedding, clothing, towels, hats, caps and scarves in hot water (150 degrees) and dried in hot dryer for at least 20 minutes.
- ___ Combs, brushes and all hair accessories should be soaked in water (150 degrees for 10 minutes.
- ___ Personal items, stuffed animals and clothing that cannot be washed at high temperatures should be kept in air tight bags for 14 days.
- ___ I will shampoo again with louse control shampoo if directed by manufacturer's instructions.
- ___ Instructed child not to share clothing, combs, hats and scarves with other children.
- ___ Checked and treated all other family members for lice.

Parent/Guardian Signature

_____ Date sent home nits or lice	_____ Date returned to nits or lice	_____ 7 day Follow-Up nits or lice	_____ 14 day Follow-Up nits or lice
---	---	--	---

ACCIDENTS

If your child is injured at school, we will make him or her comfortable and then call you if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency number that you have provided.

SUICIDE PREVENTION NOTICE AND RESOURCES

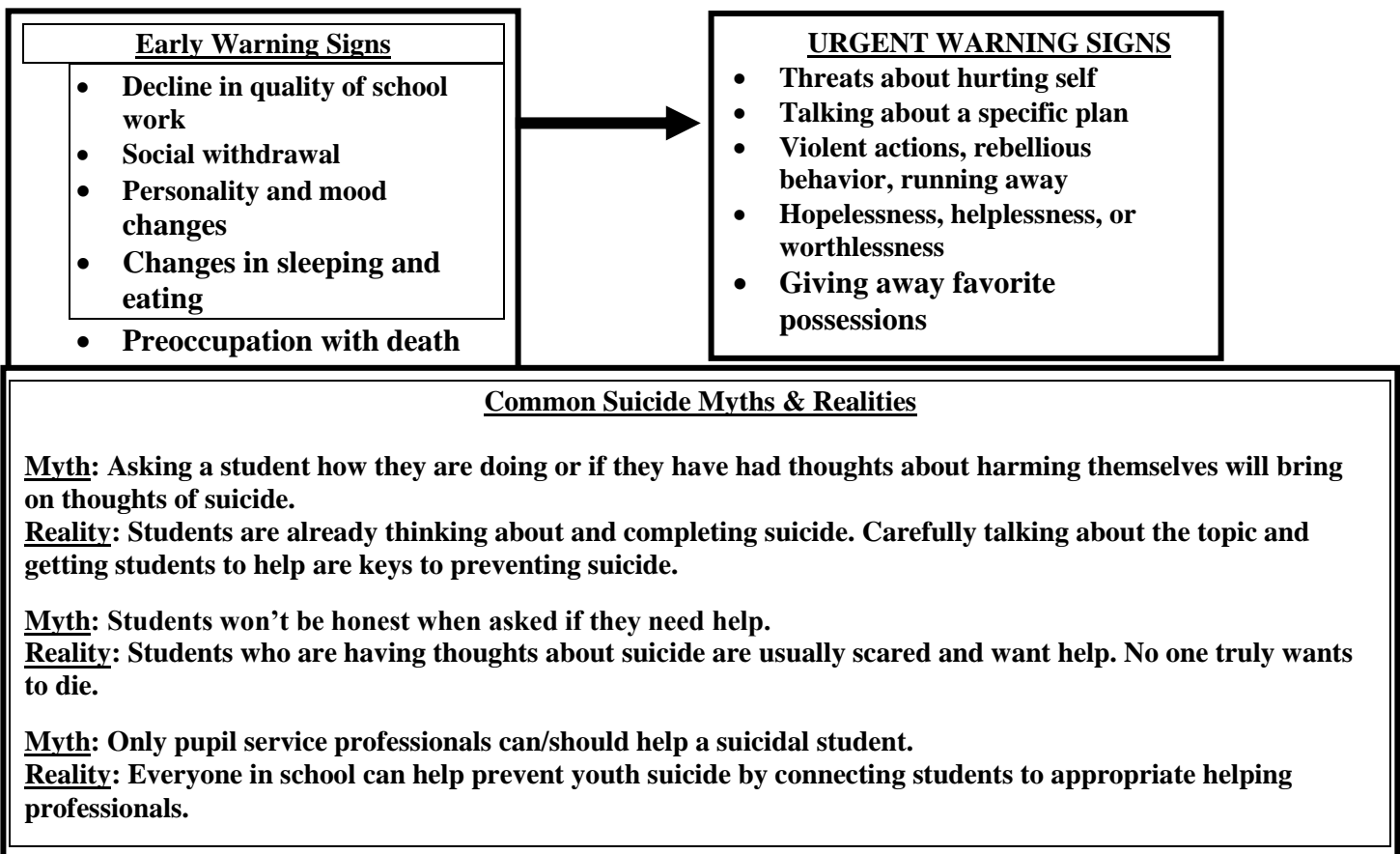
For many years there has been a high rate of youth contemplating suicide in Wisconsin. State law requires that school staff members be notified annually of DPI's youth suicide prevention resources. In addition to the resources listed below, T ASD Board Policy exists for suicide. There is a link to the T ASD website for School Board Policies online.

Why should we worry about youth suicide? Are many kids really depressed or suicidal?

- Suicide is the second leading cause of death among youth in Wisconsin.
- One in six deaths overall among Wisconsin youth are self-inflicted, one in five injury-related deaths.
- For youth ages 10-19, we have the 13th highest rate in the US, 42% higher than the U.S. average.
- For students ages 10-14, Wisconsin's suicide rate is fifth highest in the U.S.
- More than one in five Wisconsin high school students report symptoms of depression annually.

Suicide can be prevented—we're already making progress, but there is much more to do.

- Wisconsin has seen a downward trend in completed youth suicides from 2005-2007. This is very promising; school staffs are instrumental for continued support of prevention strategies.
- Mental health concerns, such as depression and anxiety, usually contribute to attempted and completed suicides. These concerns are treatable, but they must be recognized.
- Everyone in a school community can identify and help students at risk for attempting suicide.



SUICIDE PREVENTION NOTICE AND RESOURCES Continued...

What can you do if you are concerned about a student?

Teachers and other school staff are well-positioned to observe student behavior and to **ACT** if there is a suspicion that a student may consider self-harm. Young people lack the perspective of time. Suicide is a permanent solution to a temporary problem, but for kids, their problems can seem endless at this stage. If we get them through the crisis, there is a 90% chance that they will never attempt suicide. ACT stands for **Acknowledge, Care, and Tell**.

Acknowledge feelings rather than minimizing them.

- “I’m sorry to hear about this. It sounds really hard.”
- Telling a student to “get over it” or “move on” is not realistic for a person with depression.

Show Care and Concern for the student by taking the next step.

- “I’m worried about you. I don’t want anything bad to happen to you or for you to be hurt.”

Tell a member of your crisis team.

- “Let’s go talk with someone in the counseling office. They know how to work with students who have concerns like these.”

These steps (Acknowledge-Care-Tell) are a central component of the “Signs of Suicide” program (SOS), an evidence-based school-wide intervention program. SOS kits for middle school and high school are available through your local CESA.

State law protects school district employees and volunteers from civil liability for their acts and omissions when trying to intervene in a student’s suicide. It’s safe to ACT!

What youth suicide prevention resources are available from DPI?

DPI provides a wide variety of training and resources at: dpi.wi.gov/sspw/suicideprev.html

What other resources should school staff be aware of?

- American Foundation for Suicide Prevention, www.afsp.org
- Suicide Prevention Resource Center, www.sprc.org
- Mental Health America of Wisconsin, www.mhawisconsin.org
- Helping Others Prevent and Educate about Suicide, www.hopes-wi.org

Local resources:

- National Suicide Prevention Lifeline 800-273-TALK (8255): Suicide hotline 24/7 free and confidential www.suicidepreventionlifeline.org
- Kristin Brooks Hope Center 800-SUICIDE (784-2433): Suicide prevention hotline www.hopeline.com
- National "YOUTH" Crisis Helpline: 800-999-9999
- Person of Deaf/Hard of Hearing Hotline: TTY: 1-800-799-4TTY (4889)
- Spanish Suicide Hotline: 877-SUICIDA (784-2432) or 888-628-9454
- La Crosse – serving Buffalo, Crawford, Grant, Jackson, La Crosse, Monroe, Richland, Trempealeau & Vernon Counties: Suicide Crises Line Gunderson-Lutheran Medical Center & La Crosse Area United Way 24/7 608-775-4344
- Great Rivers 211 help & crisis line

Food Service

FOOD SERVICE

The Tomah Schools Food Service offers breakfast and lunch at each of the elementary schools. Children are encouraged to participate in the hot meal program. Students may also bring their own lunches from home. At the beginning of each month the monthly lunch and breakfast menu will be sent home with your child. If you wish to join your child for lunch, please call the school office by 8:30 a.m.

Start the day off with a nutritious breakfast beginning at 7:30 a.m.- 7:55 a.m. each day in the cafeteria. The meal changes daily and will consist of delicious foods such as: Waffles, French Toast, Pancakes, Omelets, Scrambled Eggs, Sausage, Yogurt, Apples, Grapes, Bananas, Oranges and Milk & Cereal.

The breakfast, lunch, and milk program are operated with a computerized account system. A lump sum of money may be deposited in a student’s account on the first day of school. This account will stay with the student through graduation. If a child moves between schools, the account will remain with the child. If a child moves from the district, money deposited may be withdrawn and a check issued upon request. Parents will be notified when their child’s account is nearly depleted. Parents have the ability to view activity on their child’s account via Parental Access.

The Tomah Area School District has an online lunch payment system, SchoolPay. SchoolPay is a safe and quick way to deposit money in your student’s lunch account. You can pay with your credit/debit card, however there is a usage fee for this service. Cash and checks are also accepted at your student’s school. You will find a link for the system in the Parent Infinity system.

The price of breakfast, lunch, and milk for milk break time, is determined by the School Board annually, and is as follows:

Full Pay Breakfast	\$1.75	Full Pay Lunch	\$2.90	Milk Break	\$0.50
Reduced Breakfast	\$0.30	Reduced Lunch	\$0.40		

During the first week of school, all children will be given an application for free and reduced lunches to take home. We encourage parents to fill these forms out. Please keep in mind we are required to provide every parent with the opportunity to apply. If you qualify for free or reduced lunch, you also qualify for a free or reduced breakfast. Milk break, however, needs to be paid by each student, regardless of breakfast/lunch status. Please take advantage of this opportunity from our food service staff to help your child get off on the right foot for an alert and healthy day.

Meal Account Policy

Good Standing Balance - Any account that has a monetary value greater than the low balance amount set will be considered to have a Good Standing Balance.

Low Balance – A Low Balance will be any High School or Middle School account equal to or less than \$5.00 and any Elementary School account equal to or less than \$3.00.

1. All students will be given a low balance notice when their account is equal to or less than the low balance value set by the District.
 - a. Students will be instructed to give the low balance notice to their parents/guardians.
2. The building administrator or designee at each elementary school building will run a low balance report every day, Monday through Friday, when school is in session.
3. High school and middle school students will receive a low balance notice at the point of service from the computer operator daily as they come through the breakfast or lunch line.
4. Parents/guardians can also set up a low balance email notices through their students’ Infinity account.

Ala Carte/Extra Items

1. Ala Carte/Extra Items are food items sold separately and are not part of a federally reimbursable complete meal.
 - a. Examples include milk consumed during milk break, extra milk, extra entrees, water, and juice.
2. Any account that has less than or equal to \$0.00 shall not be permitted to purchase ala carte items.
3. Cash can only be used to purchase ala carte items if the account is equal to or greater than \$0.00.

Negative Balance – A Negative Balance will be any account that is equal to or less than negative one cent (-\$0.01).

1. Accounts will be allowed to reach a negative value of five (5) times the cost of a high school lunch.
 - a. For example if the cost of a high school lunch meal is \$3.00, then a negative balance of \$15.00 can be incurred. ($3.00 \times 5 = 15.00$)
 - b. Family accounts will be considered one account.
2. Once an account reaches the allowed negative value, the building administrator or designee will contact the parents/guardians of the account using phone or email, in addition to mailing a letter home to inform them the account/s must be in Good Standing.
 - a. At this time the building administrator or designee will determine if the family of the negative account holder is in need of assistance to help cover cost.
 - i. Examples of assistance are:
 1. Providing a free and reduced meal application to see if they qualify. Note: This will help to cover future costs but will not cover the current value owed.
 2. Apply for money from the Krecji Fund.

3. Accessing any account setup by the building or district to help cover food service costs.
3. If assistance is not available, the parents/guardians of the account will be asked by the building administrator or designee to send a meal with their student until the account is in Good Standing.

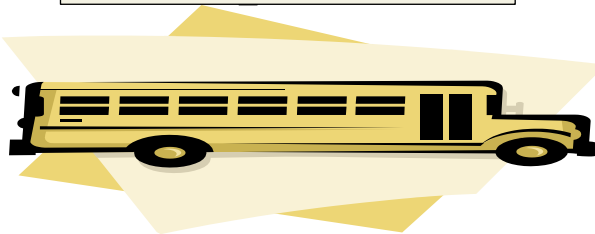
Delinquent Debt – Delinquent Debt will be any account that has reached the negative value of ten (10) times the cost of a high school lunch or more (example: $-\$3.00 \times 10 = -\30.00 or more).

1. Once an account is Delinquent the following procedures will be put in place until the account is in Good Standing:
 - a. Elementary School Students will be directed to the school office by the building administrator or designee before meal service to pick up a snack pack (a grain, fruit, protein, beverage) if they have not brought a meal.
 - b. Middle School Students will be directed to the Middle School office by the building administrator or designee before lunch to pick up a snack pack if they have not brought a meal.
 - c. High School Students in the morning will be directed to the school office by the building administrator or designee and informed of one of the options:
 - i. in order to eat a school provided meal they must pay in full, or
 - ii. provide a meal from home, or
 - iii. pick up a snack pack in the High School office before lunch.
2. The Delinquent Debt account will be passed onto the District Office for collection when it is delinquent for 30 days.

General Federal USDA Child Nutrition Program Information

1. The National School Breakfast and National School Lunch Programs, are programs the school district chooses to offer, to help reduce the cost of meals for families, it is not a required program for the district to participate in.
2. Families not meeting federal income guidelines for free meals are expected to pay the cost of the meals consumed by their children
3. The NSB and NSL Programs do not require children with an outstanding balance on their meal account be served a meal
4. Students who qualify for free meals shall not be denied a reimbursable meal even if they have a Negative Balance or Delinquent Debt.
5. No children will have a Federally Reimbursable Meal taken from them once they have been served.

Transportation



TRANSPORTATION SERVICES

For questions related to transportation, please call the Transportation Department at 374-7377.

Bus transportation to school is a service provided by the school district to students meeting specific distance requirements. **Bus riding is considered a privilege and an extension of the school day.** In order for a student to retain this privilege, he/she must conform to the following regulations:

1. Remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus.
3. Remain in the seat assigned to him/her.
4. Act respectfully. Scuffling, fighting, and obscene language will not be tolerated.
5. Do not litter on the bus. Help keep the bus clean by picking up litter including food or other debris on the bus.

6. Pay for damage to the bus which results from inappropriate behavior (i.e. other than regular usage).
7. Be at the authorized loading place and prepared to board at the scheduled time, morning and afternoon.
8. Follow the recommended procedure when crossing the roadway. When leaving the bus, stand 10 to 12 feet out in front of the bus and cross only when the driver signals you to do so.
9. Inform the bus driver, if possible, when he/she will be absent.
10. Cooperate with the bus driver at all times.
11. Follow any rules set up by their specific driver.
12. Cell phone usage is permitted at the discretion of the driver. Ring tones are to be turned off and taking pictures is prohibited.
13. Obtain permission to ride a different bus. No student will be allowed to ride a bus other than his/her assigned bus without permission. A note, written and signed by the parent/guardian, must be sent to school for the principal, or designee, to sign and then the note should be given to the bus driver.

DISCIPLINARY PROCEDURES FOR BUS TRANSPORTATION

Inappropriate behavior on a school bus can be potentially dangerous and must be dealt with in a consistent manner on a timely basis. The disciplinary procedures are:

1. Written warning to student, with a copy sent to parent/guardian.
2. Principal and Transportation Director meet with the student and call parent/guardian. Student receives up to a one day bus suspension, a copy of the report is sent to the parent/guardian.
3. Principal, Transportation Director, and driver meet with the student and call parent/guardian. Student receives up to a two day bus suspension, a copy of the report is sent to the parent/guardian.
4. Principal, Transportation Director, driver, and parent/guardian meet with the student to develop a plan to correct the behavior. Student receives up to a 3-5 day bus suspension. A copy of the report is sent to the parent/guardian.
5. Principal, Transportation Director, driver, and parent/guardian meet with the student to develop a plan to correct the behavior. Student receives up to a 3-15 day bus suspension. A copy of the report is sent to the parent/guardian.

The Transportation Director or Principal may increase the disciplinary action if he/she finds the inappropriate behavior to be of a serious nature. Also, the bus driver and/or Transportation Supervisor may be asked to participate in the mandatory conference. In the event of inappropriate behavior by an EEN student, the Director of Pupil Services must be consulted if removing bus-riding privileges for more than three (3) days is being considered as the disciplinary action.

Please Note: Video cameras are used on school buses to help insure the safety and well-being of all passengers. Videotapes may be used as part of the disciplinary procedure.

Annual Notices and Select TASD Policies

EDUCATION OF HOMELESS CHILDREN AND YOUTH

Homeless children and youth must have equal access to the same free, appropriate public education as provided to other children residing in the district and be provided with comparable services. Homeless children /youth cannot be required to attend a separate school or program for homeless children and must not be stigmatized by school personnel. The school district's designated liaison for homeless children and youth is Dr. Paul Skofronick, Director of Pupil Services.

CHILD NUTRITION PROGRAMS

Every student receives an annual notice and application form informing parents/guardians of the child nutrition programs offered in the district and the eligibility requirements for free or reduced price meals/milk. Notices are distributed at the Elementary Open Houses, Middle School Fall Rally, and at the High School on the first day of school when class schedules are distributed.

HUMAN GROWTH AND DEVELOPMENT INSTRUCTION

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that, in the event a student is excused, that student will still receive instruction under Wis. Stat. 118.01(2)(d)2 c unless exempted and under Wis. Stat. 118.01(2)(d)8. See Board Policy 2414.

NON-EMERGENCY, INVASIVE PHYSICAL EXAMINATIONS OR SCREENINGS

Parents will be notified in advance of any non-emergency, invasive physical examination or screening which is required as a condition of attendance, administered by the school, or not necessary to protect the immediate health and safety of the student or other students (i.e. vision testing, scoliosis testing, vaccinations).

DIRECTORY DATA

For middle and high school purposes, directory data includes those records which contain the student’s name, address, telephone number, participation in officially recognized activities and sports, weight, height (if a member of an athletic team), dates of attendance, date of graduation, or awards received. The form to request withholding student directory information is available upon request in the school office. A sample form follows. You do **NOT** need to complete this form unless you are requesting that your child’s data be withheld.

Tomah Area School District Request To Withhold Directory Information 129 W. Clifton Street Tomah, Wisconsin 54660 Phone: (608) 374-7004			SAMPLE
Student’s Last Name	Student’s First Name	M.I.	
School	Grade	Name of Parent/Guardian	
I request that the following directory information not be released about my child, or self in case of an adult student, during the current school year: (check all that apply)			
<input type="checkbox"/> Name <input type="checkbox"/> Date of Birth <input type="checkbox"/> Address <input type="checkbox"/> Telephone Number <input type="checkbox"/> Participation in Officially Recognized Activities and Sports <input type="checkbox"/> Weight, Height (if a member of an athletic team) <input type="checkbox"/> Dates of Attendance <input type="checkbox"/> Date of Graduation <input type="checkbox"/> Awards Received			
Parent/Guardian Signature: _____ Date: _____			
<u>FOR SCHOOL USE ONLY</u> School official receiving request: _____ Date of Notification: _____ Form of Notification: <input type="checkbox"/> Annual Notice <input type="checkbox"/> At time of Enrollment			

2330 – HOMEWORK (Adopted 12/15/05)

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be prepared outside of the school by the student.

The District Administrator shall develop administrative guidelines for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- D. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- E. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- F. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

AG2416 - PROCEDURES FOR INSPECTION OF SURVEYS, ADMINISTERED OR DISTRIBUTED TO STUDENTS (Updated 3/1/18)

This guideline describes the procedure for parents to use when requesting a survey created by a third party or a survey containing any one (1) or more of the following items:

- A. political affiliation(s) or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents;
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Parents who want to inspect a survey should report to the school office where a copy of the survey is kept and provided for parents to review. The survey may not be copied or removed from the school office.

Where written consent is not required prior to administering or distributing the survey, the parent shall submit any objections to having their child participate in the survey to the building principal within five (5) days of inspecting the survey. The parent may also submit any concerns or complaints about the survey as provided under Policy 9130 and AG 9130A.

5136 - PERSONAL COMMUNICATION DEVICES (Revised 10/15/18)

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

While students may possess PCDs in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours and during after school activities (e.g., extra-curricular activities).

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

High school students may use PCDs before and after school, during their lunch break, and in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent picks it up, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

5200 – ATTENDANCE (4/20/20)

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Notification Required

The District Administrator shall require, from the parent or guardian of each student who has been absent for any reason an oral or written statement stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each absence.

A telephone call must be made by 8:30 a.m. to the school office each day a student is absent. Parents may call their child's school twenty-four (24) hours a day, seven (7) days a week.

At the elementary level, if a call is not received by 8:30 a.m., school secretaries will begin contacting parents to determine the well-being/location of the child. The absence will then be marked unexcused unless a written note is submitted within two (2) days.

At the middle and high school level, if a call is not received by 8:30 a.m., an automated phone message will go out to parents at 11:00 a.m. and again at 4:00 p.m. The absence will be marked unexcused unless a written note is submitted within two (2) days.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities required to perform by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Permission of Parent or Guardian

The student has been excused by a parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral of a relative
3. legal proceedings that require the student's presence
4. college visits

5. job fairs
6. vacations

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency - Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and parent or guardian agree that the student will continue to participate in such a program.

H. Child at Risk

The student is a "child at risk" as defined under State law and is participating on a part-time or full-time basis leading to high school graduation, as provided under State law.

I. Election Day Official

A high school student age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of his/her parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student **may** be excused from school, as determined by the School Attendance Officer, or designee, for the following reasons:

A. Quarantine

Quarantine of the student's home by a public health officer.

B. Illness of an Immediate Family Member

The illness of an immediate family member.

C. Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1) (a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. Notice shall be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if s/he fails to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his/her grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence, plus one (1) day, unless extended by the principal based upon extenuating circumstances.

District Administrator Guidelines

The District Administrator shall develop administrative guidelines concerning the attendance of students which:

- A. ensure a school session which is in conformity with the requirement of the law;
- B. ensure that students absent for an excusable reason have an opportunity to make-up work they missed;
- C. govern the keeping of attendance records in accordance with State law;
- D. facilitate implementation of the Truancy Plan;
- E. identify the habitual truant, investigate the cause(s) of such behavior, and consider modification of the student's educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.;
- G. provide that a student's grade in any course is based on performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, the student should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned;
- H. ensure that all parents and students are informed of the District's Attendance Policy and related guidelines;
- I. enable the School Attendance Officer to perform the duties under State law and this policy; and
- J. address unexcused absences.

Revised 12/17/18

5517.01 – BULLYING (Revised 10/20/14)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Definitions

"Bullying"

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of Bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. ""Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and

4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. hacking into or otherwise gaining access to another’s electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaint Procedures

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

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to inform parents, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be **annually** distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

5771 - SEARCH AND SEIZURE (Revised 9/18/17)

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender or in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, assistant principals, School Resource Officer, or a law enforcement officer when requested.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a

violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Under no circumstances shall a school official ever conduct a strip search of a student.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The District Administrator shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

5772 – WEAPONS (Revised 9/5/19)

The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921[a, 3]), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District representative will refer any student who violates this policy to the student's parents and may also make a referral to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition will never be approved; and
- C. theatrical props used in appropriate settings;
- D. a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the student's class work.

- E. firearms that are lawfully possessed on private property and are not brought onto school grounds, and that are used solely for the purposes of target practice for the Clay Target Club shall be permissible, provided that such use is in compliance with all applicable rules governing participation, conduct, supervision, proper handling, and safety.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

8800 - RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES (Revised 5/13/20)

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any student from the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

The flag of the United States shall be raised above each school and/or at other appropriate places during all school sessions, weather permitting. The flag shall be raised before the opening of school and taken down at its close every day.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student's objections or those of the student's parents to recite the Pledge or sing the National Anthem.

Every school in the District shall offer the Pledge of Allegiance or the National Anthem each school day in grades 1 through 12. District staff conducting these activities shall protect the rights and the privacy of a nonparticipating student.

AG 8800B - RELIGIOUS EXPRESSION IN THE DISTRICT (Revised 5/7/13)

The following guidelines apply to religious practices in the District in accordance with the "Statement of Principles" issued by the U.S. Department of Education.

Student Prayer and Religious Instruction

The Establishment Clause of the First Amendment does not prohibit purely private religious speech by students. Students have the same right to engage in individual or group prayer and religious discussion during the school day as they do to engage in other comparable activity. For example, students may read their Bibles or other scriptures, say grace before meals, and pray before tests to the same extent they may engage in comparable non-disruptive activities. Local school authorities possess substantial discretion to impose rules of order and other pedagogical restrictions on student activities, but they may not structure or administer such rules to discriminate against religious activity or speech.

Generally, students may pray in a non-disruptive manner when not engaged in school activities or instructions and subject to the rules that normally pertain in the applicable setting. Specifically, students in informal settings, such as cafeterias or hallways, may pray and discuss their religious views with each other, subject to the same rules of order as apply to other student activities and speech. Students may also speak to, and attempt to persuade, their peers about religious topics just as they do with regard to political topics. School officials, however, should intercede to stop student speech that constitutes harassment aimed at a student group or a group of students.

Students may also participate in before or after school events with religious content, such as "see you at the pole" gatherings, on the same terms as they may participate in other noncurriculum activities on school premises. School officials may neither discourage nor encourage participation in such an event.

The right to engage in voluntary prayer or religious discussion free from discrimination does not include the right to have a captive audience listen or to compel other students to participate. Teachers and school administrators should ensure that no student is in any way coerced to participate in religious activity.

Graduation Prayer and Baccalaureates: Under current Supreme Court decisions, school officials may not mandate or organize prayer at graduation nor organize religious baccalaureate ceremonies. If a school generally opens its facilities to private groups, it must make its facilities available on the same terms to organizers of privately sponsored religious baccalaureate services. A school may not extend preferential treatment to baccalaureate ceremonies and may in some instances be obliged to disclaim official endorsement of such ceremonies.

Official Neutrality Regarding Religious Activity: Teachers and school administrators, when acting in those capacities, are representatives of the State and are prohibited from endorsing particular religious beliefs. Teachers and administrators also are prohibited from discouraging activity because of its religious content and from soliciting or encouraging anti-religious activity.

Teaching About Religion: Public schools may not provide religious instruction, but they may teach about religion, including the Bible or other scripture: the history or religion, comparative religion, the Bible (or other scripture) as literature, and the role of religion in the history of the United States and other countries all are permissible public school subjects.

Similarly, it is permissible to consider religious influences on art, music, literature, and social studies. Although public schools may teach about religious holidays, including their religious aspects, and may celebrate the secular aspects of holidays, schools may not observe holidays as religious events or promote such observance by students.

Student Assignments: Students may express their beliefs about religion in the form of homework, artwork, and other written and oral assignments free of discrimination based on the religious content of their submissions. Such home and classroom work should be judged by ordinary academic standards of substance and relevance, and against other legitimate pedagogical concerns identified by the school.

Religious Literature: Students have a right to distribute religious literature to their schoolmates on the same terms as they are permitted to distribute other literature that is unrelated to school curriculum or activities. Schools may impose the same reasonable time, place, and manner or other constitutional restrictions on distribution of religious literature as they do on nonschool literature generally, but they may not single out religious literature for special regulation.

Religious Excusals: Subject to applicable State laws, schools enjoy substantial discretion to excuse individual students from lessons that are objectionable to the student or the students' parents on religious or other conscientious grounds. School officials may neither encourage nor discourage students from availing themselves of an excusal option.

Released Time: Subject to applicable State laws, schools have the discretion to dismiss students to off-premises religious instruction, provided that schools do not encourage or discourage participation or penalize those who do not attend. Schools may not allow religious instruction by outsiders on school premises during the school day.

Teaching Values: Although schools must be neutral with respect to religion, they may play an active role with respect to teaching civic values and virtue, and the moral code that holds us together as a community. The fact that some of these values are held also by religions does not make it unlawful to teach them in school.

Student Garb: Students may display religious messages on items of clothing to the same extent they are permitted to display other comparable messages. Religious messages may not be singled out for suppression, but rather are subject to the same rules as generally apply to comparable messages, subject to accommodation for religiously required attire, such as yarmulkes or head scarves.

8330 - STUDENT RECORDS (5/13/20)

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Address Confidentiality Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22 or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent, if the student is a minor, or the student, if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that his/her parents not be permitted access to personally identifiable information from his/her records.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis within five (5) days, upon condition that:
 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer); and
 2. the parent or eligible student, upon request, receives a copy of the record;
 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
 4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student if s/he is an adult or his/her parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release records and information in accordance with Federal regulations and state laws;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities. The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to

enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

The District will verify that the authorized representative complies with FERPA regulations.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY INFORMATION

Each year the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. address;
- C. telephone number;
- D. participation in officially-recognized activities and sports;
- E. height and weight, if a member of an athletic team;
- F. dates of attendance;
- G. date of graduation; or
- H. awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice.

Any parent or eligible student who refuses to allow disclosure of directory data and who participates in extra-curricular activity must complete the Athletics/Activities Consent Form which includes a limitation on the refusal to disclose directory information obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least five (5) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within two (2) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The District Administrator shall prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The District Administrator shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.



**Tomah School District
Annual Asbestos Notification
July 2020**

Asbestos Notification

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Tomah School District has an Asbestos Management Plan at the school district office. The plan is available for inspection by the public, parents, and district employees. The district performs six month periodic surveillance of asbestos in February and August and full re-inspections every three years. For more information please contact the district office.

**2009 Wisconsin Act 96
Indoor Environmental Quality Management Plan
Tomah Area School District
Annual Notice**

The Tomah Area School District would like to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) management plan. The plan was initially developed in 2013 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the [IEQ Coordinator](#). Copies of the plan are available at the district office for a fee. The district office is located at 129 West Clifton St, Tomah, WI 54660





Value Self



Value Others



Value Learning

