

PEWAUKEE LAKE ELEMENTARY

BE HERE, BE YOU, BELONG



2023-24

HANDBOOK

436 Lake Street Pewaukee, WI 53072
(262) 695-5054, 695-5062 or 695-5055 Fax: (262) 695-5002

www.pewaukeeschools.org



Nondiscrimination Statement

In accordance with federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights, regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact the USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866)632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax:
(833) 256-1655 or (202) 691-7442; or
3. Email:
program.intake@usda.gov

This institution is an equal opportunity provider.

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PEWAUKEE LAKE ELEMENTARY SCHOOL

Brian Siegel, Principal

262-695-5063 | siegbri@pewaukeeschools.org

Beth Ingersoll, Associate Principal

262-695-5064 | ingeeli@pewaukeeschools.org

436 Lake Street, Pewaukee, WI 53072

Dear Parents and Students,

On behalf of the staff, we are pleased to welcome you back to school for the upcoming school year at Pewaukee Lake Elementary School! We are very excited for the experiences that all children will have this year. Our expectation is that with your support and participation, we will create a learning environment where all children flourish.

We have prepared this handbook to help answer many questions parents have regarding the daily operations of our elementary school. You will find information regarding some of the school's policies and guidelines that are necessary in creating a safe learning environment that supports student growth and achievement. Please refer to this handbook throughout the school year. You are encouraged to review the contents of this handbook and share appropriate information with your child.

If you have questions or concerns, we are available to discuss and help resolve any situation. Feel free to contact us via phone or at the email listed below. Your child's successful education experience is our top priority.

Sincerely,

Brian Siegel

Principal

(262) 695-5063

siegbri@pewaukeeschools.org

Beth Ingersoll

Associate Principal

(262) 695-5064

ingeeli@pewaukeeschools.org

Staff Room/Extensions

To direct dial – 262-701- plus the extension

Four Year Old Kindergarten: First Grade:

Teacher, Rm #, Ext

Mrs. Kranick, X5502
Mrs. LaBlanc, X5499
Mrs. Maderski, X5501
Mrs. Reinowski, X5497
Mrs. Panka, X5490

Teacher, Rm #, Ext

Mrs. Bies, 316, X5444
Mrs. Falk, 313, X5494
Mrs. Gallagher, 319, X5579
Mrs. Joda, 105, X5489
Mrs. Moncada, 107, X5517
Mrs. Riehle, 103, X5488
Mrs. Schellhaas, 102, X5487
Mrs. Reich, 107, X5486
Mrs. Toth, 322, X5472
Mrs. Wymer, 101, X5476

Special Ed Team:

Teacher, Rm #, Ext

Ms. Cullen, 617, X5632
Ms. Cooper, 319/322, 5444
Ms. Krupinski, 227/231, X?
Mrs. Peterson, 113, X5495
Mrs. Rachow, 508/518, 5516
Mrs. Zacharias, 111, X5462
Mrs. Meisel, 220/226, 5455
Mrs. Vick, 222, X5452
Mrs. Sasada, 222, X5457
Ms. Metz, 222, X5452
Mrs. Wirth, 213, X5460
Ms. Montayne, 225, X5593

Five Year Old Kindergarten: 2nd Grade:

Teacher, Rm #, Ext

Mrs. Beck, 604, X5477
Ms. Cecchettini, 517, X5492
Mrs. Elger, 508, X5498
Mrs. Simon, 600, X5474
Ms. Hoefler, 520, X5471
Ms. Matthiesen, 602, X5489
Mrs. Sobieski, 522, X5491
Mrs. Bishop, 518, X5500
Mrs. Vullings, 608, X5473

Teacher, Rm #, Ext

Mrs. Bogard, 226, X5458
Mrs. Brandl, 110, X5459
Ms. Cording, 108, X5461
Mrs. Ziarek, 304, X5467
Mrs. Heiman, 118, X5465
Mrs. Marks, 227, X5718
Mrs. Seeger, 231, x466
Mrs. Torbenson, 220, x5455
Mrs. Zahn, 109, x5463

Intervention Team:

Teacher, Rm #, Ext

Mr. Duss, 513, X5480
Mrs. Flesch, 408, X5485
Mrs. Fulfer, 510, X5543
Mrs. Hassman, 406, X5518
Mrs. Howard, 415, X5049
Mrs. McNamara, 406, 5518
Mrs. Ridolfi, 515, X5481
Ms. Rogers, 408, X5485
Mrs. Breitrick, HZ, X5528
Mrs. Rooney, 413C, X5680
TBA, 408, X5484

Encore:

Library, Rm #, Ext

Mrs. Gull, 413B, X5441

Phy Ed Teacher, Rm #, Ext

Mrs. Gill, 728, X5504

Mr. Opie, 728, X5504

Spanish Teacher, Rm #, Ext

Ms. Loepfe, 406, X5514

Art Teacher, Rm #, Ext

Mrs. Moede, 305, X5454








Mrs. Purney, 309, X5505

Music Teacher, Rm #, Ext

Ms. Cybela, 306, X5506

Ms. Purdy, 308, X5507

Board of Education

	<p>Stacey Newcomer, Board President Term: 2020-2024</p> <p>Contact information: Phone: 262-695-2451 Email: boe-snewcomer@pewaukeeschools.org</p>
	<p>Bren Sawall, Board Vice President Term: 2022-2025</p> <p>Contact information: Phone: 262-366-3262 Email: boe-bsawall@pewaukeeschools.org</p>
	<p>Larry Dux, Board Clerk Term: 2002-2025</p> <p>Contact information: Phone: 262-544-4700 Email: boe-ldux@pewaukeeschools.org</p>
	<p>Jeanne Witthun, Board Member Term: 2012-2024</p> <p>Contact information: Phone: 262-424-4552 Email: boe-jwitthun@pewaukeeschools.org</p>
	<p>Jane Flammang, Board Treasurer Term: 2022-2024</p> <p>Contact Information: Phone: 714-376-4362 Email: boe-jflammang@pewaukeeschools.org</p>
	<p>Ashley Ross, Board Member Term: 11/2022-2026</p> <p>Contact information: Phone: 414-791-5511 Email: boe-aross@pewaukeeschools.org</p>
	<p>Mary Larson, Board Member Term: 2023-2026</p> <p>Contact information: Phone: 262-523-1644 Email: boe-mlarson@pewaukeeschools.org</p>

Class Schedules

Children should not arrive at school before 8:25 a.m. Those who arrive earlier than scheduled create a supervision problem. There is no adult supervision for students until **8:25 a.m.**; therefore, we cannot accept liability. The school cannot make exceptions.

- 4K AM = 8:35 a.m. to 11:15 a.m.
- 4K PM = 12:55 p.m. to 3:35 p.m.
- 5K - 2nd grade = 8:35 a.m. to 3:35 p.m.

*Please note all buses might be running late for the first several days of school. We do not dismiss buses until we are sure all students are on the right bus and everyone has a seat.

5K-2nd Grade Encore/Recess Schedule

5K: 11:00-11:45 - Lunch Recess and Lunch
12:20-2:00 - Encore
2:40-3:00 - PM Recess (15 minutes)

1st gr: 9:50-11:30 - Encore
12:15-1:00 - Lunch Recess and Lunch
2:15-2:35 - PM Recess (15 minutes)

2nd gr: 8:50-9:55 - Morning Encore
11:35-12:20 - Lunch Recess and Lunch
1:30-1:50 - PM Recess (15 minutes)
2:20-3:25 - Afternoon Encore



2023-2024 Family Calendar

**PEWAUKEE
SCHOOL DISTRICT**

2023

August 31-Sept 5 Elementary Great Start Conferences (K-5)
September 4 Labor Day (H)
September 5 First Student Day (6-12)
September 6 First Student Day (K-5)
September 7 First Student Day (4K)
October 26 Virtual Learning Day/
Parent Teacher Conferences
October 27 (PD), 30 No Students/Fall Break
November 22, 23, 24, 27 (PD) Thanksgiving Break
December 25 - January 2 Holiday Break

2024

January 15 Martin Luther King, Jr. Observation
January 22 (PD) No Students
February 23 (PD), 26 No Student Mid-Winter Break
March 25-April 1 Spring Break
March 29 Good Friday (H)
May 3 (PD) No Students
May 27 Memorial Day (H)
June 7 High School Commencement
June 11 Asa 8th Grade Promotion
June 12 PLE & HZ Last Student Day 1/2 Day
June 13 Asa & PHS Last Student Day 1/2 Day (ACP Conferences & Make Up Assessments)
Quarter 1 Ends November 6, 2023
Trimester 1 Ends (PLE & HZ) November 28, 2023
Quarter 2/Semester Ends January 19, 2024
Trimester 2 Ends (PLE & HZ) March 8, 2024
Quarter 3 Ends April 5, 2024
Trimester 3 Ends (PLE & HZ) June 12, 2024
Quarter 4/Semester 2 Ends June 13, 2024

Teacher Work Days (TWD)

Professional Development (PD)/No Students

August 29, 30, 31
October 27
November 27
January 22
February 23
May 3

Mission Statement

Through its unique all-campus setting, Pewaukee School District will open the door to each child's future.

We are:

- Passionate about academic excellence
- Committed to fostering positive student citizenship
- Dedicated to inspiring all students to flourish

Board approved: January 10, 2022
Revised: November 1, 2022 &
June 12, 2023

Visit us on the web @ www.pewaukeeschools.org

July 2023				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2023				
M	T	W	TH	F
				1
H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	V
V	31			

November 2023				
M	T	W	TH	F
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6	7	8	9	10
13	14	15	16	17
20	21	V	H	V
V	28	29	30	

December 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
V	V	V	V	V

January 2024				
M	T	W	TH	F
H	V	3	4	5
8	9	10	11	12
H	16	17	18	19
V	23	24	25	26
29	30	31		

February 2024				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	V
V	27	28	29	

March 2024				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
V	V	V	V	H

April 2024				
M	T	W	TH	F
V	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
M	T	W	TH	F
		1	2	V
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
H	28	29	30	31

June 2024				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Academics, Assessments & Grading

Parent / Teacher Conferences: We hold parent/teacher conferences in fall and spring. Great Start Conferences are held prior to the start of the school year and formal parent/teacher conferences are held in fall. In spring, parent/teacher conferences will be scheduled, but may have a different format than conferences in the fall. Other conferences may be scheduled during the school year as needed.

During each school year our goal is to help each student develop new skills and to become excited about learning.

Report cards, conferences, and ongoing contacts between school and parents/guardians help us to communicate and support each student during their elementary school years.

- Log onto the District Website at www.pewaukeeschools.org
- Click on "Parents"
- Scroll down under the Quick links section and
- Use Skyward Family Access to enter the site
- The password is the same as used for on-line registration
- If you have forgotten the password, you will be asked to click on the forgotten password and the system will forward you a new one

Standard Based Grading System: Pewaukee Lake Elementary uses a standards based format for our grading system and report cards. In standards based systems, teachers plan instruction around grade level learning goals that are aligned to the State Standards in Literacy (Reading, Writing, Language, Speaking & Listening) and Math. The specific standards in each content area are considered critical for student success and college and career readiness. The content standards, which span Kindergarten through 12th grade, clearly define end of year expectations for academic achievement in a particular grade level. The content standards are rigorous, and aligned with the state accountability initiatives.

A standards based system monitors student progress and growth related to the content standards by evaluating evidence of student learning through formal and informal assessment. Information is gathered relative to the standards being assessed, and student progress toward attaining proficiency in those standards. Standards based classrooms focus on three critical questions:

What are the expectations of the standards? How will teachers know when the student has met the standards? How will teachers remediate or accelerate instruction to meet his/her needs?

The Skyward grading system has been changed to reflect the standards in reading, writing, language, and math as well as the evidence that is being collected to reflect proficiency related to those specific standards. When communicating information to be used in determining grades, all classroom teachers in kindergarten through second grade, and Encore staff will use the following ratings:

- 4 – ADVANCED** - Consistently exceeds expectations
- 3 – MEETING** - Consistently meets expectations
- 2 – APPROACHING** - Partially meets expectations
- 1 – BELOW** - Does not yet meet expectations
- M - MODIFIED** - Modified curriculum
- NA - Not assessed at this time**
- IE - Insufficient evidence (only used during virtual learning)**

Assignments, tests, and daily work are still sent home so that you are able to keep track of how your child is doing. Further communication regarding your child's progress will be shared on proficiency scales report cards and during parent/teacher conferences. Our goal is to provide families with consistent, accurate, and meaningful feedback regarding learning

If you have questions about the grading system or the progress reports, please do not hesitate to contact your child's teacher, Mr. Siegel or Mrs. Ingersoll.

Report Cards

Report Cards: Pewaukee Lake Elementary (PLE) follows a twelve week grading period. At the end of each trimester you will receive notification of your child's progress. Following is a description of the academic performance levels used to indicate a student's proficiency in achievement on their progress reports and report cards.

4	Advanced - Consistently demonstrates in-depth and advanced understanding of academic knowledge and skills drawn from grade-level content standards.
3.5	
3	Meeting - Consistently meets grade-level expectations. Consistently demonstrates competency in academic knowledge and skills drawn from grade-level content standards.
2.5	
2	Approaching- Partially meets grade-level expectations. Demonstrates some competence in academic knowledge and skills drawn from grade-level standards.
1.5	
1	Below - Does not meet grade-level expectations. Demonstrates limited academic knowledge and skills drawn from grade-level content standards.
M	Modified curriculum
NA	Not assessed at this time
IE	Insufficient evidence (only used as a part of virtual learning)

Success Skills are reported on the report in the following manner. This area is broken into four categories – Prompt and Prepared, Polite and Positive, Productive, and Persistent. Success skills reflect the same 1-2-3-4 system as academic achievement grades. The rubric below provides descriptors for each trait and performance expectations for each level.

Prompt and Prepared – prepares, organizes, and completes assignments and projects on time.

Polite and Positive – respects people and property, demonstrates self-control, follows rules, demonstrates appropriate use of technology.

Productive – participates in class, works independently and collaboratively, uses time appropriately.

Persistent – advocates for self, takes ownership for learning, perseveres with challenging tasks, and demonstrates productive risk-taking.

4 Advanced – Demonstrates appropriate skills beyond grade level expectations. May be demonstrating creative and innovative thinking in skill development.

3 Meeting – Consistently demonstrates grade-appropriate skills important for success.

2 Approaching – Demonstrates grade-appropriate skills with support and/or inconsistently

1 Below – Infrequently demonstrates grade-appropriate skills.

Commitments & Expectations

Arrival / Departures from School:

4K/5K drop off: 5K/AM 4K - 8:25 am / **PM 4K** - 12:50 pm students enter through the main PLE entrance. **Parents** - when dropping off your child(ren) please use the inner loop off of school street, and drop your child off at the boulevard/curb area between the two main parking lots in the middle of campus. Staff members will assist your child(ren) across the street to the front doors.

1st-2nd graders AM Drop Off: Students should be dropped off between 8:25 and 8:35 am. **Parents** - when dropping off your child(ren) please use the inner loop off of school street, and drop your child off at the boulevard/curb area between the two main parking lots in the middle of campus. Staff members will assist your child(ren) across the street. Students should proceed along the sidewalk in front of the building towards the west entrance at the end of the 1st/2nd grade hallway.

4K-2nd graders PM Pick Up: After buses depart at approximately 3:45, parent pick up will begin. The parent pick up line will be split in front of the High School. Parents that pick up students from both elementary schools will form a line starting in front of the middle and high schools. Parents picking up PLE students only, will be diverted into the smaller, inner loop (West of the boulevard/curb area). Please look for signs, barricades, and traffic directors to assist you. If picking up your child during the school day, you **MUST** stop by the Pewaukee Lake Elementary office and sign them out on the chromebook at the front desk. They will then be called to the office to meet you. *This policy is in place for the safety of all children.*

After School Activities: When scheduling after school activities, please keep in mind that dismissal takes time, so if you are picking up at the end of the school day you can expect to be off campus between 3:50-4:05.

Attendance/Reporting an Absence: Parents are asked to phone Pewaukee Lake Elementary School at (262) 695-5054 **by 8:30 a.m. each day** your child is absent. Voicemail is activated 24 hours a day so a message may be left at any time that is convenient for you. The school day starts at 8:35 a.m. A student arriving after 8:40 am is considered tardy and must have their parent/guardian sign them in at the main office before reporting to class. Students are allowed three tardies per semester prior to having the tardies being marked as an unexcused absence. Regular school attendance helps students succeed. It is our goal at PLE to achieve 96% attendance per year. We follow the Wisconsin Statute 118.16 and School Board Policy 5100.04. If students are absent or tardy, there needs to be an acceptable excuse for missing school.

Excused Absences: Student attendance will be monitored by the school daily, and students are required to attend school every day unless there is a need to be absent for one of the following reasons:

1. Personal illness of the student
2. Serious illness of a member of the immediate family causing the student to be needed at home
3. Doctor or dental appointment
4. Sudden emergencies
5. Pre-planned absences (maximum of ten days per school year)
6. Approved educational opportunities
7. Suspension from school

There are many legitimate reasons to excuse your child from school such as serious illness, family vacation, etc. While it is a parental right to legally excuse your child from school up to ten days per school year without a medical excuse, students who have ten or more absences in a school year

may have an impact on their learning. Therefore, it is our practice to send out a letter reminding parents when their child is at or approaching ten days. Depending on attendance, subsequent letters may follow. If a child is absent too frequently a doctor's excuse may be required. An unreported absence is considered an unexcused absence.

Unexcused Absences: The Board of Education does not distinguish between being truant or unexcused. All absences not covered under the excused absences list above will be considered unexcused and have the same meaning as "truancy" under Wisconsin Statutes. A student who is absent from school without an acceptable excuse for part or all of five (5) days or more on which school is held during a semester will be considered a "Habitual truant" (Board of Education Policy #5100.04).

Truancy: Truancy (Wisconsin Statute 118.15) means any absences from school for part (including tardiness) or all of one or more school days without an acceptable excuse for students between the ages of 5 and 18. Students that are found to be truant, may be referred to the Waukesha County Department of Health and Human Services as a habitual truant if the pattern persists.

Appointments: Families are encouraged to make doctor/dental and other personal appointments after school hours. When that is not possible and you need to pick your child up during the school day, please send a note with your child stating the time and reason he/she needs to be excused. Parents must both sign out and sign in their child for all appointments.

Attendance Tiers and Action Steps: Please refer to the following table for more information regarding absences and our action steps to support positive school attendance.



PLE Attendance Tiers and Action Steps

Attendance Concern	Tier 1.5	Tier 2	Tier 3	
Tardies	<p>5 Tardies</p> <p><u>Action Step:</u></p> <ul style="list-style-type: none"> Email sent to guardians 	<p>10 Tardies</p> <p><u>Action Step:</u></p> <ul style="list-style-type: none"> Tardy letter sent to guardians 	<p>15 Tardies</p> <p><u>Action Step:</u></p> <ul style="list-style-type: none"> Tardy letter sent to guardians 	
Excused Absence	<p>5 Excused Absences</p> <p><u>Action Step:</u></p> <ul style="list-style-type: none"> 5 day attendance letter 	<p>10 Excused Absences</p> <p><u>Action Steps:</u></p> <ul style="list-style-type: none"> 10 day attendance letter Email to guardians 	<p>15 Excused Absences</p> <p><u>Action Steps:</u></p> <ul style="list-style-type: none"> 10+ day attendance letter Medical Excuse Required Phone call to guardians 	<p>20 Excused Absences</p> <p><u>Action Steps:</u></p> <ul style="list-style-type: none"> 10+ day attendance letter Meeting with guardians Attendance contract Notify Student Services
			<p>25 Excused Absences</p> <p><u>Action Steps:</u></p> <ul style="list-style-type: none"> 10+ day attendance letter Meeting with guardians Attendance contract Habitual truancy letter * Truancy citation * 	
Unexcused Absence	<p>3 Unexcused Absences</p> <p><u>Action Step:</u></p> <ul style="list-style-type: none"> Unexcused email sent 	<p>5 Unexcused Absences (Semester)</p> <p><u>Action Steps:</u></p> <ul style="list-style-type: none"> Meeting with guardians Habitual Truancy letter * Truancy citation * 	<p>5 Unexcused Absences (Year)</p> <p><u>Action Steps:</u></p> <ul style="list-style-type: none"> 5 unexcused letter Phone call to guardians 	<p>5+ Unexcused Absences (Year)</p> <p><u>Action Steps:</u></p> <ul style="list-style-type: none"> Meeting with guardians Habitual Truancy letter * Truancy citation *

*as determined by building administration, school psychologist and district social worker



**ATTENDANCE
Works**



reachoutandread.org

Help Your Child Succeed in School:
Build the Habit of Good Attendance Early
School success goes hand in hand with good attendance!

DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school - and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

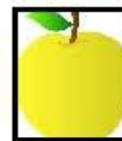
WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help him/her transition.
- Don't let your child stay home unless he/she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make him/her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

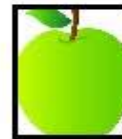
When Do Absences Become a Problem?



CHRONIC ABSENCE
18 or more days



WARNING SIGNS
10 to 17 days



GOOD ATTENDANCE
9 or fewer days

Note: These numbers assume a 180-day school year.

For more on school readiness, visit attendanceworks.org and reachoutandread.org

Virtual Learning: In the case of school closure, whether for a day or an extended period of time, students will continue their learning through a virtual platform. Communication about accessing the virtual platform will be done through classroom teachers. Students will be expected to engage in class meetings as well as complete assigned tasks during the virtual learning time. Participation in activities and assignments will be part of determining student grades. In the event of a virtual learning closure students in grades 4K – 1st will be offered a student Chromebook for at-home use. This communication will come through district communications. Engagement in virtual learning will also take the place of daily attendance records.

Dress Code: It's important that students come to school dressed in a manner appropriate for the weather and the school setting. Clothes that depict or promote violence, include or refer to discriminatory language, are disruptive to the educational environment, show undergarments, expose the body or are a health or safety risk are not acceptable.

Footwear should be chosen with safety in mind; shoes with retractable wheels are banned. We strongly recommend closed toed shoes. If wearing open toed shoes, we strongly recommend that the shoes have a back strap.

Outdoor Clothing Guidelines: For safety reasons, we recommend that children do not wear flip flops on the playground equipment.

The child's day at Pewaukee Lake includes outdoor play. This means that every child in school should participate in all recesses. We wish to see every child in school every day, but an ill child should be kept at home until he or she can participate in the entire school program (including outdoor recess). Exceptions to this rule would include a doctor's written request.

We feel it is important for the students to spend some time outside during their breaks. In the winter, please see that your child has adequate clothing for outdoor play. A warm coat, snow pants, boots, mittens, and hat are important in winter. Snow pants and boots are required for snow play.

Students will be expected to go outside for recess unless the wind chill factor is 0° F or lower. All students attending school are expected to participate in recess. Your child is responsible for wearing the attire that you send. No one will be allowed on the grass covered areas of the playground without boots if it is wet/muddy or snow covered.

Labeling Personal Property: Please mark each student's outer clothing, play equipment, lunch boxes, and book bags with his/ her full name and homeroom number. This will facilitate the return of lost items.

With the number of children in the building it is not always possible to find articles in the school when they are lost. Items found are placed in the **Lost and Found** containers located throughout the building. If your child has lost smaller items such as watches, keys, glasses, etc., they should check for their lost items in the office. **All items left in lost and found will be donated periodically to a local charity.** The school cannot be responsible for the child's personal belongings.

Responsive Classroom: The Responsive Classroom approach to teaching emphasizes academic, social, and emotional growth in a strong school community. We believe that how children learn is as important as what they learn, and that academic success is inextricably tied to building social-emotional competencies.

The four key domains of responsive classroom:

1. Engaging Academics - teachers create learning tasks that are active, interactive, appropriately challenging, purposeful, and connected to students' interests.
2. Positive Community - teachers nurture a sense of belonging, significance, and emotional safety so that students feel comfortable taking risks and working with a variety of peers.
3. Effective Management - teachers create a calm, orderly environment that promotes autonomy and allows students to focus on learning.
4. Developmental Awareness - teachers use knowledge of child development, along with observations of students, to create a developmentally appropriate learning environment.

Code of Conduct: Each student has the right to learn and play at Pewaukee Lake Elementary without disruption from other students. Our staff is committed to teaching and reinforcing appropriate student behavior through Responsive Classroom practices at both the classroom and building levels. Courtesy, respect, and problem-solving strategies are practiced by all staff members and students. Students are encouraged to consistently follow school rules of conduct, set a positive example for others, and help maintain our school as a safe place for everyone to learn and grow.

All students will be treated with fairness, kindness and respect regardless of their background or differences. Discrimination or harassment of any kind will not be tolerated. Physical or verbal behavior that makes a student feel uncomfortable or unsafe at school, such as the use of racial, ethnic or religious slurs, offensive comments related to gender or sexual orientation, exclusion or any other behavior that seeks to demean, intimidate or harm others, is strictly prohibited. Our goal at PLE is to cultivate a nurturing and inclusive space where all of our young learners can develop their full potential, build lasting friendships and embrace our diverse world.

Students are responsible for:

- attending school on a regular basis and being on time.
- completing all academic work as assigned.
- following school/classroom rules.
- respecting the rights of others.
- their own actions.
- using appropriate language.
- respecting school property.

Students have the right to:

- an education.
- attend a safe school.
- physical safety and protection of personal property.
- not be discriminated against.
- fair and just treatment by school employees.

Discipline Policies: Here at Pewaukee Lake Elementary, our discipline practices focus on maintaining a safe learning environment for all students and staff. Recognizing the age of our learners, we use misbehavior as teachable moments to help students learn. We utilize a progressive discipline system which allows us to tailor our actions to the student(s) and situation. Progressive discipline looks at prior infractions to guide next steps moving forward with a goal to prevent recurrence of the negative behavior. This is why in disciplinary situations, our staff will work with both the student and guardian(s). School staff use the following guidelines to help make logical and appropriate decisions.

Actions taken for minor infractions may be, but are not limited to: taking a break in the classroom, taking a break in the office, loss of recess, completing a behavior reflection form, parent and/or principal notification, parent/teacher/student/ principal conference.

Actions taken for major infractions may be, but are not limited to: immediate notification of parent(s)/guardian(s), immediate notification of principal, in school or out of school suspension, parent/teacher/student/principal conference, expulsion from school. Prior to any suspension, the pupil will be advised of the reason for the proposed suspension and any supportive evidence. The pupil will be given the opportunity to explain his version of the facts if the pupil denies the charges. If it is determined that the student is guilty of the misconduct charge and that the suspension is reasonably justified, the student shall be suspended. The student and their guardian will be provided with the discipline referral outlining the suspension prior to leaving campus.

The suspended pupil or his/her parent/guardian may, within five school days following commencement of the suspension, have a hearing with the Superintendent or the Superintendent's designee who will be someone other than a principal, administrator, or teacher in the suspended pupil's school. If it is determined as a result of the hearing that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, the suspension reference on the pupil's school records will be expunged. Such determination will be made within fifteen days of the hearing.

Levels of Behaviors and Intervention Responses: Please refer to the following table for more information regarding behaviors and our action steps to support a positive school environment.

Pewaukee Lake Elementary
Levels of Behaviors and Interventions/Responses

Minors - Level 1 (Classroom Managed Behaviors)

Parents/Guardians could be contacted

<u>Behaviors</u> : Brief, Low Intensity or Non-serious	<u>Interventions/Responses</u>
<ul style="list-style-type: none"> ● Violation of Classroom or Building Expectations ● Disruption ● Disengagement from classroom activities ● Failure to be prepared for class ● Dishonesty ● Cheating ● Inconsiderate use of school property ● Physical aggression with no intent to do harm ● Profanity ● Dress code violation ● Disrespect to peers ● Disrespect to staff ● Theft ● Throwing snowballs or projectiles ● Technology violation ● Bus violation 	<ul style="list-style-type: none"> ● Verbal correction ● Staff member - student conference ● Reflection Form (4K-5K, 1st-2nd) ● Parent contact ● Loss of privileges ● Break from classroom ● Classroom or student restorative circles ● Reteaching expectations ● Confiscation of object ● Assigned bus seating

Majors - Level 2 (Classroom and/or Administrative Managed Behaviors)

Parents/Guardians must be contacted

<u>Behaviors</u> : Repeated, Severe, High Intensity, Serious	<u>Interventions/Responses</u>
<ul style="list-style-type: none"> ● Repeated level 1 violations ● Insubordination ● Profanity / verbal abuse ● Bullying ● Harassment ● Physical aggression with intent to do harm ● Verbal, nonverbal, written threat ● Theft ● Pornography ● Multiple technology violations 	<ul style="list-style-type: none"> ● Parent contact (call first, email second) ● Administrator conference ● Behavior / Technology contract ● Loss of privileges ● Bus suspension ● In-school suspension ● Out of school suspension (up to 3 days) ● Any other appropriate disciplinary actions determined by administration ● Social Skills Group ● Referral to Student Services

Immediate Removal From Class - Level 3 (Administrative Managed Behaviors)

Parents/Guardians must be contacted

<u>Behaviors</u>	<u>Interventions/Responses</u>
<ul style="list-style-type: none"> ● Repeated level 2 violations ● False Alarms (fire or alarm system) ● Fighting ● Serious threats to staff or students ● Vandalism ● Major theft ● Bomb threat ● Serious or chronic misuse of district's technology ● Possession of tobacco, nicotine, or vaping devices ● Possession of a weapon ● Possession of a controlled substance or illegal drug 	<ul style="list-style-type: none"> ● Parent contact ● Administrator conference ● Behavior contract ● Loss of privileges ● Exclusion from extracurricular activities, field trips, or reward activities ● Meet with School Resource Officer ● Bus suspension ● In-school suspension ● Out of school suspension (up to 5 days) ● Any other appropriate disciplinary actions determined by administration ● Expulsion

Bus Reminders

All children who ride the bus must ride the same bus to and from school. If your child needs to be transported to or from a daycare center or a baby-sitter's home, an *Alteration of Bus Service Form* must be filled out. This form can be found through Family Access which is found through the District website on the left sidebar, click on Web Links, then Family Access. You will need your Skyward Family Access login and password information. Once on site click on Online Forms (found on the left hand side) and you will see PLE Alteration of Bus Service Form. Please fill out and submit. This schedule must remain the same Monday through Friday. All 4K-2 students are eligible to ride the bus as approved by board policy in 1994. Permission cannot be granted for a child to ride a bus other than his/her regular bus due to possible overcrowding. When a child is not going to ride the bus home, he/she must have a note signed by the parent or email from the parent stating that the child is going to be picked up from school or is allowed to go home with someone else. If a child does not have a note changing their pick up, the school will follow the regular procedure of sending the child on their normal ride home.

When a child misses the bus home, he/she must report to the office immediately so that arrangements can be made to call the parent for a ride. **A child may not walk home unless the parent gives telephone permission.** These rules are for the safety of your child and peace of mind for all of us.

Bus loading and unloading areas are in front of the building. Parents picking up children before the end of the day are required to check in at the office before picking up their child. This is for the safety of everyone.

The bus driver will fill out a School Bus Discipline Report with the names of students who cause disturbances on the bus and provide this report to the Associate Principal. Only the Principal or Associate Principal has the authority to suspend a student from transportation privileges. The student should not be suspended from bus transportation privileges without first being advised of the cause for the suspension. As soon after the incident as possible, the parent/guardian of the suspended student must also be advised of the reason for the suspension. Other disciplinary measures may also be implemented. A situation of misconduct that is of serious threat to the welfare of the passengers or of an extreme disrespectful nature to the driver and his/her authority over the operation of the vehicle may result in an immediate suspension with the student and parent/guardian advised of the cause for the suspension as soon as possible.

Continued misconduct on the bus may result in permanent removal from the bus. Absences due to missing the bus or suspension from the bus are unexcused absences.

If you have any questions or concerns regarding bus schedules or stops, please contact *GO Riteway Transportation Group* directly at 262-691-9868.



Best Practices for Bus Safety

Getting Ready for School -

1. Put everything you carry in your backpack.
2. Bright clothing and backpacks are more visible.
3. Arrive at the bus stop at least 10 minutes before the bus is due.

Walking to the Bus Stop -

1. Walk on the sidewalk if there is one.
2. If there is not a sidewalk, walk along the side of the road on grass; single file.
3. If you must cross the street to get to your bus stop, stop and look left, right, and then left again before crossing the street or wait for the bus driver to signal that it is safe to cross.

Waiting at the Bus Stop -

1. Do not play running games or push or shove at the bus stop.
2. Stand 10 giant steps from the road while waiting for the bus.
3. Line up one behind the other.
4. During winter weather do not climb up snow hills or slide down them into the road.

Getting On and Off the Bus -

1. Danger Zone = 0-9 feet all around the bus; bus drivers cannot see you.
2. Stay 10 giant steps from the bus until the driver says it is O.K. to enter.
3. If you drop something near the bus, you should never ever pick it up.
4. Enter and leave the bus carefully using the handrails.
5. Look to the right and left for cars/trucks before stepping off the bus and before crossing the street.
6. If you have to cross the street after getting off the bus, take 10 giant steps in front of the bus where you can see the driver's eyes and the driver can see your eyes and always wait for the driver to signal that it is safe to cross. Only the bus driver should signal that it is safe to cross.
7. Secure loose drawstrings and other objects (e.g. keychains hanging from backpack) that may get caught in the handrail or door of the bus.
8. Once off the bus, move 10 giant steps away from the bus.

Riding the Bus -

1. Quickly choose a seat. Face the front of the bus. Stay seated in the same seat for the whole bus ride. Changing seats is not allowed.
2. Kindergarten students should choose a seat near the front of the bus.
3. Be nice to the bus driver and follow the driver's directions.
4. Talk quietly. No talking when the bus is near or crossing railroad tracks.
5. No profanity.
6. Be nice to other passengers. Keep hands to yourself. Violence is prohibited.
7. SHARE YOUR SEAT WITH OTHERS.
8. Keep the aisles clear.
9. Keep hands and head inside the bus.
10. Do not destroy property.
11. No eating or drinking on the bus.



School Bus Discipline Report: PLE and Horizon
The Bus is Your Classroom On Wheels!

Go Riteway, Sheila Jilot, Operations Supervisor: 691-9868 email: sheila.jilot@gorteway.com

PLE's : Mrs. Beth Ingersoll, Associate Principal 262-695-5064 email: ingeeli@pewaukeeschools.org

Horizon: Mrs. Lindsey Chandelia, Associate Principal 262-701-5079 email chanlin@pewaukeeschools.org

Student's Name:	PLE: 4K 5K 1 2
Driver: Route:	HZ: 3 4 5
	Date:
	Time: AM Noon PM

Bus Incident Location:

Bus Stop	Front Seats	Middle Seats	Back Seats
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Bus Incident

Not following driver's Instruction (disrespect)	Inappropriate Language	Physical contact: Fighting	Inappropriate Play (Noncompliance)
Throwing objects (Noncompliance)	Property misuse	Not sitting in seat (Noncompliance)	Eating, drinking or gum (Noncompliance)
Other:			

Driver actually observed Incident: Yes No

Incident was reported to driver by:

Possible Motivation

Avoid Driver	Avoid Peers	Avoid Task/Activity	Obtain Peer Attention
Obtain Driver's Attention	Obtain Items/Activities	Don't Know	Other

Others Involved in Incident

None Peers Unknown Other: Names

Driver's Intervention

School's Intervention

Conversation with student
 Reassign seat
 Talked to parent at stop
 Reread bus rules
 Use ticket incentive

Conference with student
 Reflective writing
 Review bus safety procedures and rules
 Reassign bus seating
 Parent contact
 Bus privileges suspended
 Conversation with driver and or bus
 Supervised ride of bus
 Incentive plan

What was the incident? Anecdotal Comments

Technology Policy No. 6500.10

Technology Acceptable Use Policy (AUP)

Pewaukee School District provides access to information technology and communication resources for employees and students for educational and business purposes. This Acceptable Use Policy (AUP) governs all electronic activity of students and staff using and accessing the district's technology, Internet, and data systems regardless of the user's physical location.

Information technology and communication resources, hereafter referred to as "systems," refers to Internet connections (including wireless connections), email accounts, intranet, any remote connection to District systems, telephones (including cell phones and the voicemail system), computers (whether used on or off campus), fax machines, digital communications, wireless access points, printers, cameras, removable storage devices, and any other device or equipment that the District reasonably deems to fall within the scope of this policy. By using the District's systems, users agree to abide by the policy and all other District guidelines, policies, procedures, rules, and regulations. All staff and students are required to have a signed agreement form on file.

School computers, Chromebooks, tablets, memory devices, networks, and related hardware and/or software are the property of the Pewaukee Public Schools, and at no time does the District relinquish its exclusive control of these items.

General Use: The use of the District's technology systems is a privilege rather than a right. Technology systems shall not be used to disseminate destructive, sexually explicit, vulgar, indecent, discriminatory, harassing, offensive or lewd communications. Inappropriate use of District technology systems, including interfering with network function and the standardization of work equipment, may result in the limitation or revocation of computer access, reimbursement for time and/or materials, and/or other disciplinary action as deemed appropriate.

Privacy and Monitoring: The Pewaukee Public Schools reserves the right to inspect and review computer files. Such an inspection may be conducted by school authorities when they deem it necessary, without notice, without user consent, and without a search warrant. Such an inspection shall be done to insure that the computer system is being properly used and to insure the integrity of the network.

Users of the system shall have no expectation of privacy with respect to such use. Consequently, all software, email, voicemail, files, digital communications, and other information or documents used, generated, transmitted or received over District data, voice or video networks, or stored on District equipment, are the property of the District.

The District retains the right to review, monitor, audit, intercept, access and disclose all messages or information created, received or sent over District data, voice or video networks, or stored on its equipment. External electronic storage devices are subject to monitoring if used with District resources. Additionally, email messages, text messages, and other documents created or received by staff may be subject to release in accordance with applicable public records law.

Filtering: In accordance with the Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content, or that poses a threat to the network. However, students, parents and staff should understand that no filtering software is 100% effective. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or

business purposes. The District has no ability to filter content on devices using personal cellular data plans.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities. Additional information regarding CIPA can be found here: <http://fcc.us/174NFg5>

Mobile and Personally-Owned Devices: The District permits approved use of mobile technology devices (including laptops, Chromebooks, tablets, and cell phones) by students and staff in support of teaching and learning, managing resources, and connecting with stakeholders. Limited use of personal devices is also permitted so long as it does not interfere with any individual's privacy, educational or employment responsibilities, consume more than a reasonable amount of network resources, and violate state, federal law, or Board policies.

The District is not liable for the loss, damage, or misuse of any personal mobile technology device while on District property or while attending school-sponsored activities. The District also reserves the right to examine any device at any time to ensure compliance with policies.

Limitation of Liability: The Pewaukee School District makes no warranties, neither expressed nor implied, that the services provided by the District system shall be error-free. The District shall not be responsible for any damages users suffer, including but not limited to, loss of data or interruptions of service. The District shall not be responsible for the accuracy, nature, or quality of information obtained through or stored on the system. The District shall not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the individual or entity and not the District. The District shall cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's system.

The Pewaukee Public School District is committed to a policy of equal opportunity and nondiscrimination in the educational programs and activities it operates and in related employment practices. No one may be denied admission to any public school or be denied participation in, be denied benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or physical, mental, emotional or learning disability or any other characteristic protected by law.

PROPOSED: January 22, 1996

ADOPTED: February 19, 1996

REVIEWED: September 8, 1997; April 11, 2005; May 10, 2010 & May 4, 2015; February 3, 2020

Cross Reference: Student Network (Including Internet) Use Procedures; Staff Network (Including Internet) Use Procedures; Technology Harassment Policy & Procedures

Legal Compliance (including but not limited to): Freedom of Information Act (FOIA) - For more information, visit

<http://www.foia.gov/>; Family Educational Rights and Privacy Act (FERPA) - For more information, visit

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>; Children's Internet Protection Act (CIPA) - For more information,

visit <http://www.fcc.gov/guides/childrens-internet-protection-act>; Children's Online Privacy Protection Act (COPPA) - For more information, visit <http://www.coppa.org>

Technology Acceptable Use (AUP)

Student Network (Including Internet) Use Procedures

The Pewaukee School District believes that knowledge of technology and electronic information is fundamental to learning. The District encourages reasonable access to various information formats and believes it is incumbent upon users of this technology to avail themselves of this privilege in an appropriate and responsible manner.

Educational Purpose: Access to the technology in the Pewaukee Public Schools has been established for educational purposes. All school technology (hardware and software) and network accounts must be used in support of the educational objectives of the District.

Users are responsible for anything sent on the network with their name on it or via their account. The use of the Pewaukee Public Schools network is a privilege, not a right, which may be revoked at any time for abusive or inappropriate conduct.

Users are expected to abide by the generally accepted rules of network etiquette including but not limited to the following:

Examples of Acceptable Use

I will:

- Follow guidelines for respectful, responsible behavior.
- Encourage positive, constructive discussion when using technology.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online. See something, say something.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- Use appropriate language and communication in all mediums.
- Keep my password and account information private.

Examples of Unacceptable Use

Users may not engage in any of the activities forbidden by these procedures when using or accessing the District's system. If a user is uncertain whether behavior is forbidden he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues (2) expend District resources on content the District determines lacks legitimate educational interest or (3) the District determines are inappropriate.

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself, others, or District property.
- Search inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam, phishing, or chain mail.

- Download, post, reproduce or distribute music, photographs, video, software, or other works in violation of applicable copyright laws.
- Plagiarize content I find online.
- Post personally-identifying information about myself or others including name, address, phone number, etc.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technology for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for my use including accessing another person's account.
- Use the District system for commercial purposes or for personal financial gain.
- Use the District's system on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.
- Engage in criminal or other unlawful activities including accessing or distributing obscene, discriminatory, harassing, abusive, sexually explicit, or threatening language or materials.
- Use a recording device in any locker room or bathroom.
- Film or photograph or record any student, teacher, or other District employee without his/her permission.
- Install software or applications onto District devices.
- Relocate computers, add or remove peripherals, remove cords or connections, or dismantle a device in any way.
- Change, alter, bypass, or attempt to bypass security measures including filtered Internet sites

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Mobile Technology: The District reserves the right to examine and/or confiscate any device at any time to ensure compliance with policies. Mobile technology devices may include laptop computers, cell phones, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person. Students and their parents/guardians shall be responsible for any damage and shall be held responsible for the replacement of parts or technician time to correct that which has been altered or destroyed.

Students may use personally-owned devices as allowed by building guidelines—unless such use interferes with the delivery of instruction by a teacher or staff or creates a disturbance in the educational environment. Any misuse of personally-owned devices may result in disciplinary action. Therefore, proper etiquette and adherence to the acceptable use policy should always be used. In some cases, a separate network may be provided for personally-owned devices.

Consequences for Inappropriate Use: Failure to follow the procedures listed above may result in the loss of the right to mobile devices, loss of access to network resources, and/or device confiscation. When a device is confiscated for the **first** time, the student may retrieve the device at the end of the school day. A parent is required to retrieve the device for a **second** occurrence.

Student Chromebook Insurance Policy, 2023–24

The Pewaukee School District is offering an optional insurance plan to cover the cost of repairs/damage to Chromebooks issued to students. Families who purchase this insurance will have the device repaired/replaced at no additional cost should damage occur to the Chromebook during the student's **normal** use. This insurance covers **accidental** damage up to \$215.00, but does NOT include intentional actions resulting in damage. ***Students must use the school-issued carrying case to carry the Chromebook. Should the student choose to use a personal case to carry the Chromebook, the insurance is null and void.***

Types of damage may include but *are not limited* to the following:

Equipment Defects	Beyond Normal "Wear & Tear"	Intentional / Careless
<ul style="list-style-type: none"> ● SSD failure ● System board failure ● Keyboard failures <p>*Failures of this nature may be covered under the manufacturer's warranty. Should it be determined that the cause of these issues are due to dropping or other abuse, the manufacturer may not cover the repair.</p>	<ul style="list-style-type: none"> ● Liquid ● Smoke ● Fire damage ● Cracked screen- inadvertent ● Lost/damaged power adapter <p>*Damages considered to be beyond normal "wear and tear" are covered up to \$215.00. Damages for the difference beyond \$215.00 are billable.</p>	<ul style="list-style-type: none"> ● Graffiti of any kind ● Dragging case / excessive wearing of bottom ● Damage caused by chassis intrusion ● Throwing, dropping, slamming or punching the device. ● Picking or prying keys off ● Excessive scratching of surfaces ● Repetitive damages such as multiple screens, keyboards, plastics. <p>*Intentional damages are not covered.</p>

The cost of the insurance is **\$15.00** per year. Families that elect to purchase this insurance must do so by **Thursday, August 24, 2023**.

Electronic payments using a credit card may be made online during the last step of the Online Registration Process or by going to <http://pewaukee.revtrak.net>. Click on the link to Family Access and log in using your Skyward Family Access Portal Login ID. For each child you would like to purchase Chromebook insurance for, use the left menu to navigate to the child's name. Add the Chromebook insurance to your cart. When you have added the insurance to your cart, you are ready to check out. Upon completion, your receipt will be available.

Parents may also remit payment (check or cash) and the bottom portion of this letter to the school office.

NOTE: If you purchased this insurance during online registration you need **not** complete and submit the bottom portion of this form. If you did **NOT** purchase this insurance during online registration and wish to do so, please follow the directions above and submit the bottom portion of this form to your school office.

Families wanting to purchase insurance after the August deadline need to contact the school office for details on that process.

Families that do not opt to purchase this insurance will be charged for any/all damage to the Chromebook using the fee schedule below.

Item	Cost
Chromebook (total loss)	\$320.00 Chromebook replacement. + Google License \$30, +case if lost \$25 Total lost w/o insurance \$375
2-piece power supply	\$20.00
LCD Display (screen)	\$85.00 non touch / \$180 touch
Plastics (each - can use multiple pieces for repairs)	\$8.00-\$25.00
Keyboard assembly	\$25.00
Motherboard / system board replacements	\$290.00
Bag replacement	\$25.00 - charged w graffiti / fire / loss / heavy staining

*Examples but not limited to these.

Questions should be directed to the District Information Technology Office at 262-695-5071.

Health & Wellness

We have a health room at PLE that is staffed whenever students are in school. You can reach the health room directly by calling 262-701-5479 or by email at plehealth@pewaukeeschools.org.

Allergies: Due to students in the Pewaukee School District that have severe allergies:

- Latex balloons and latex products are not allowed in school as they pose a problem for students with a latex allergy. Mylar balloons are permitted.
- Pets and animals are not allowed at school unless they are visiting for educational purposes as outlined by School Board Policy #3400.08.
- Avoid sending treats to school that contain nuts, including peanuts. Please contact your child's teacher if you have any questions regarding allergies in your child's classroom.

Illness Guidelines: Regular school attendance is important to each child's success in school. The patterns and attitudes children develop about health and illness often carry on into later school years, into adulthood and into the work world. Our goal is to work with students, parents/guardians, and staff to promote positive health so every student is comfortable at school and ready to learn. When students are sick, we encourage them to stay home. The following guidelines can help parents/guardians decide if their child should be at school or school:

- **Temperature:** a child with a fever over 100.3 degrees should not be sent to school. A child needs to be fever-free for 24 hours without the use of fever-reducing medication (such as Tylenol, Ibuprofen) before returning to school. We will contact the parent/guardian to take a child home if their temperature is 100.4 degrees or greater.
- **Stomach Ache, Vomiting, Diarrhea:** a child with vomiting and/or diarrhea must be kept home until symptoms have resolved for 24 hours and the child is able to keep down food and liquid. Consult your doctor if your child has a stomach ache that is persistent or severe enough to limit activity.
- **Colds/Sore Throats:**
 - Children experiencing severe cough and cold symptoms (including hacking cough, a very runny nose, and/or thick, colored nasal drainage) even without a fever should stay home. Students with mild cold or respiratory symptoms (including clear nasal drainage and mild cough) may attend school. Students with sore throats and no other symptoms may attend school. Students experiencing sore throats, with a fever, rash, and/or white spots on the back of the throat should stay home and be seen by a doctor or healthcare provider.
- **Rash:** a rash may be a sign of an allergic reaction or an infection. It is important that the child's healthcare provider be contacted if a rash is "itchy", or spreading, raw, or draining as well as having a fever. Keep your child at home until you have discussed the rash with your doctor or healthcare provider.
- **Contagious/Nuisance Diseases:**
 - If your child has been diagnosed with a contagious disease, such as Strep Throat, Impetigo, Bacterial Pinkeye, Bacterial Bronchitis, etc., he/she may return to school after 24 hours of treatment with an antibiotic. If your child has been diagnosed with a nuisance infestation/disease, such as Head Lice, Scabies, Ringworm, he/she may return to school after treatment. Please notify the Health Room Nurse if your child has one of these conditions.
- **Headaches:** We encourage students to stay at school if they have a headache. If you would like an over-the-counter pain reliever kept at school, the parent/guardian must fill out the

Medication Consent Form, (forms can be obtained from school nurse or at Pewaukee School District home page under Departments, Nursing Services, forms and information) and give the school a supply of medication. If a child has headaches often, we encourage parents/guardians to keep a log of when the headache occurs, what relieves it, how long it lasts, and what the child was doing before the headache started. This information is important to share with the child’s healthcare provider.

If a student becomes ill or injured at school, a parent/guardian will be contacted. **It is very important that our school records include up-to-date telephone numbers for home, work, cell phone, and emergency contacts. Please update Skyward with any changes to your contact information.**

Immunization Requirements: Wisconsin State Law requires that students have the following immunizations before starting school:

Age/Grade Number of Doses

Pre K (2 - 4 yrs)	4 DTaP/DTP/DT1	3 Polio	3 Hepatitis B ⁵	1 MMR ⁶	1 Varicella ⁷
5K-Grade 5	4 DTaP/DTP/DT/TDI ²	4 Polio ⁴	3 Hepatitis B ⁵	2MMR ⁶	2 Varicella ⁷

1. D = diphtheria, T= tetanus, P=pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12: Four doses are required. However, if a student received the 3rd dose after the fourth birthday, further doses are not required. Note: a dose four days or less before the fourth birthday is also acceptable.
2. DTaP/DtP/DT vaccine for children entering 5K Kindergarten: Each student must have received one dose after their fourth birthday (either the 3rd, 4th, or 5th dose) to be compliant. Note: a dose 4 days or less before their fourth birthday is also acceptable.
3. Tdap is adolescent tetanus, diphtheria and acellular pertussis vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within 5 years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades 5K kindergarten through 12: Four doses are required. However, if your child received the third dose after the 4th birthday, further doses are not required. Note: a dose four days or less before the 4th birthday is also acceptable.
5. Laboratory evidence of immunity to hepatitis B is also acceptable.
6. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday. Note: a dose four days or less before the first birthday is also acceptable. Laboratory evidence of immunity to all 3 diseases (measles and mumps and rubella) is also acceptable.
7. Varicella Vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

The Student Immunization Law requires that all students through grade 12 meet a minimum number of required immunizations prior to school entrance. These requirements can be waived only for health, religious or personal convictions reasons. To remain compliant with the law, please provide the month, day, and year that your child received the required immunizations on the Student Immunization Record, when you register your student online. This must be done by the first day of school. If you do not have your student’s immunization record, please obtain a copy from your physician or go on WIR-Wisconsin Immunization Registry: (www.dhfswir.org) and print a copy of your student’s immunization record.

Forms for recording this information are available in the school office for new in-coming students. Schools need both the *month* and *year* each “shot” was given. Your doctor will have this information.

Medication Policy

**** All forms can be found on the Pewaukee School District home page under Departments, Nursing Services, Forms and Information.**

Medication: We understand that children may need to take medication during the day. To ensure the safety of all our children, the district has written guidelines regarding administration of medication to children. School personnel who may administer medication include health room personnel and other trained staff. State law and School Board Policy **5500.03** specify definite guidelines for the handling and dispensing of medication for students while in school. State Law has established separate procedures for medication prescribed by a physician and non-prescribed medications (over the counter). Area Physicians are aware of the Law and our policy. The school nurse has the appropriate forms, and they can be found on the district website.

***Prescriptions Alternative (Non-FDA Approved):** Prior to administering prescription or alternative (non-fda approved) medications, the school nurse must be provided with a **Parent Consent for Medication Form** signed by the parent/legal guardian This form must also be signed by their Physician or Health Care Provider with prescriptive authority. Medication will be stored in the health room. All medication must be in the original container from the pharmacy with the student's name, medication name, dosage, and time to be given, effective date, directions, prescribing practitioner's name, expiration date.

***Non-Prescription:** Non-prescription medication can only be administered by school personnel with a **Parent Consent for Medications Form** signed by the parent/legal guardian. All medication must be in the original container, cannot be expired, must be administered per container instructions, and must be stored in the health room.

***Unused Medication:** All unused prescription and non-prescription medication must be picked up by the parent/legal guardian by the last day of school, or it will be disposed of.

***ALL CONSENT FORMS MUST BE RENEWED EACH SCHOOL YEAR AND/OR ANYTIME A MEDICATION IS CHANGED. STUDENTS MAY NOT CARRY ANY NON- EMERGENCY MEDICATION.**

Safety & Security

Emergency School Closing: If it becomes necessary to call off school because of poor weather or other reasons, School Messenger will be used to notify parents. Information about the closing of school because of snow or other severe weather conditions will also be noted on our district website pewaukeeschools.org and be broadcast on local area radio and television stations.

Just in case it becomes necessary to send students home from school early due to bad weather or other reasons, parents/guardians should make a plan with their children so they will know what to do. Parents / Guardians will receive a school messenger via voicemail or email as indicated in the contact information on file in our database. Therefore it is very important for families to keep this information up to date.

If an emergency evacuation happens during the school day, students and staff will be moved to an emergency site. They will remain at this site until it is safe to return to their classrooms and regular schedule. If for some reason they cannot return to school, parents / guardians will be notified of the emergency situation and the emergency site for pick- up. The school messenger

will also be activated to inform families with all pertinent information and necessary instructions. Bus service will continue as normal.

Safety & Crisis Plan: The Pewaukee Public School District is committed to providing as safe of an environment as reasonably possible for students, employees, and citizens while they are present on school premises or participating in school-sponsored activities. With this goal in mind, a District safety plan has been developed and is in effect in each school of the District. (Board of Education Policy #3400.05)

The District and each school have developed a safety and crisis plan which is updated annually and is designed to address sudden, traumatic events which affect the school community. Such events might include, but are not limited to: death of a student or staff member, situations which would require a building lockdown or evacuation, or an emergency condition not covered in other drill procedures. In addition, a District Safety Team meets regularly throughout the year to address issues and promote education around safety and security.

Building Security Plan: Our goal at Pewaukee Lake Elementary is that all children are safe and secure while still allowing for an open atmosphere that welcomes parents and encourages community participation.

1. **Exterior Doors** - All doors will be locked during the school day.
2. **Visitors** - All visitors and volunteers are required to be buzzed in and sign-in on the Raptor System at the office and wear a sticker. For more information on the Raptor System see pg. 30.
3. **Strangers** - All staff members have been instructed to introduce themselves to anyone not wearing a badge, and request that the visitor return to the front office.
4. **Safety Drills** - Monthly *fire drills* are held. Each room has a route and exit procedure posted. Teachers review this with their students on the first day of school and perform regular follow-ups to ensure safety. *Tornado drills* are held in the spring. Students and teachers are assigned a place in the building and are taught proper procedures and positions they should assume for emergency drills of this kind. *Lockdown drills* are held randomly throughout the school year (see #7).
5. **Student Pick-Up** - Parents and other adults picking up students are asked to sign children in and out at the office when children are leaving during the school day. Adults may be asked to show identification if they are unfamiliar to office staff. Students may only leave with the custodial parent/guardian or an adult on the emergency section of our database. The custodial parent may also furnish the school with a signed permission slip granting authority for another named adult to pick up their child.
6. **Playground Emergencies** - Playground supervisors carry a walkie-talkie with them when on duty. The health room is staffed throughout the entire day to handle emergencies.
7. **Threat or Danger** - A building wide emergency plan is put in effect when a plan of action to secure all rooms and move children away from immediate danger is needed. This is practiced during our *Lockdown drills*.
8. **Crisis Response** - A crisis response team is in place to handle emergencies as they arise.

Student / Parent Engagement Services & Other

Enrollment & Entrance Requirements: We welcome our new and returning families! New families are asked to register their children at Pewaukee Lake Elementary, 436 Lake Street. When enrolling a child, please bring along their original (certified) birth certificate and proof of residency. A purchase agreement on a home, a rental/lease agreement, or a current utility bill is accepted as residency proof.

All parents are expected to complete all registration materials both online and in print prior to the start of the school year. Failure to complete the registration process will result in the loss of student laptop use and/or permission to attend field trips until this process is complete.

In addition, BOE policy 3100.04 dictates that the District may charge student fees for such things as textbooks and technology use. Class fees may also be assessed for classes in which students use specific materials necessary to complete the coursework. Student fees shall be approved by the Board of Education. Fee schedules shall be consistent with state and federal laws and regulations. The District may also assess charges when school property is damaged or lost. The District reserves the right to exclude student participation from certain school activities (e.g. co-curricular and extra-curricular), events, and ceremonies until all outstanding obligations have been satisfied. Parents and/or guardians whose family financial conditions are such that they cannot afford to pay established fees may request a waiver from the District in accordance with this Board policy and established procedures.

Student Fees: The student fee schedule for the school year is as follows:

4K student fee = \$20.00

5K student fee = \$48.00

1st-2nd student = \$48.00

Optional Technology Insurance charge of \$15 for students in 2nd grade. Please see page 23 for an outline of insurance coverage.

Counseling Program: Pewaukee Lake Elementary has a school counselor who meets with students in large / small groups or individually. They cover topics such as friendships, study skills, families, solving problems, making decisions, and communication. The counselor can also assist students and parents with school-related issues and connect them to other services.

Response to Intervention (Rti) / Problem Solving Team: The Rti Team is a group of teachers and other school personnel who meet to find ways to address the unique needs of individual students. The school Rti Team assists teachers and parents with:

- Identifying student strengths, needs, and challenges
- Brainstorming ideas to support students with behavior or academics
- Reviewing information about students and discussing ways to meet those needs in the regular classroom
- Coordinating school efforts to meet student needs
- Assisting with referrals for evaluation (e.g. talented and gifted, 504, special education)
- Developing a modification or Section 504 Accommodation Plan as needed.

If you have concerns about your child, contact your child's teacher, school counselor, school psychologist, or school principal.

English Language Learners (ELL): Students whose native language is not English are offered English as a Second Language (ESL) help. English language learners are immersed in the English language throughout their school day. For more information, contact your child's teacher, the school principal, or the ESL teacher at your child's school.

Talented and Gifted (TAG) Program: The PSD has an identified TAG Coordinator who oversees the assessment, identification, and programming related to Talented and Gifted servicing. Together, classroom teachers, school counselors, school psychologists, administrators, and other staff members will nurture the development of emerging talents and monitor student progress. Multiple criteria will be used to identify students whose academic, intellectual, creative, artistic, and leadership capabilities transcend the regular curriculum. Students identified as talented and/or gifted will be serviced through a multi-level system of support.

Special Education Referral: Special education referrals can be made by anyone who suspects a child of having a disability. In order for a student to qualify for special education services, a student must:

- Exhibit an impairment (as defined by state criteria)
- Demonstrate a need for special education (that cannot be met in general education). In the Pewaukee School District, a teacher's or parent's referral is generally preceded by the building problem solving team (PST) where interventions are suggested and monitored for effectiveness. While this is not required for all suspected disability areas, it is best practice in many instances and has proven effective and useful in the special education process. To obtain a referral form, you can contact the special education office at 262-695-5077, Anthony Strancke, the Director of Special Education; or PLE School Psychologists, Mr. Dan Duss at 262-701-5480.

Curriculum Review by Parent /Guardians: The Pewaukee Public Schools are committed to providing each student a balanced and well-rounded education. The school district recognizes the rights of parents/guardians to inspect instructional materials and to choose not to have their child participate in certain educational programs or activities. The School Board also recognizes that reasonable accommodations related to academic requirements may need to be made at times because of a student's religious beliefs. Parents/Guardians may bring specific requests to the school principals. To help school personnel provide maximum learning opportunities, schools keep records of your child's progress. Parents are welcome to see their child's records. Please call the school office to set up a conference with the principal if you wish to review your child's records.

Volunteers: The safety of students and staff in our schools is important. Therefore, according to Pewaukee School Board Policy #3900.02 any volunteer will be required to complete a background check. This application can be completed at [https:// apps.raptortech.com/apply/Mzc40mVuLVVT](https://apps.raptortech.com/apply/Mzc40mVuLVVT). Background checks may also be required at the discretion of the principal. These background checks will be conducted every three years.

Birthday Celebrations: Please note that due to various dietary restrictions we will not share edible treats at school to celebrate student birthdays. In lieu of edible treats, your child may choose to bring in small, non-edible items to share with classmates. Examples of these may include pencils, erasers, or stickers. Alternatively, your child may choose to bring in a favorite book to have read aloud to the class. Other celebratory ideas may be cleared with the classroom teacher in advance.

Birthday Invitations: Please note that birthday invitations are not to be distributed at school. Parent email information is found through Skyward Family Access or by purchasing a Student Directory through the PTO.

Visitors: To ensure the safety of our students, **ALL** school visitors **must** enter the building using the main entrance, sign-in at the school office and pick up a visitor's pass to wear during their visit. Other building doors will be locked during school hours.

Raptor System: The Raptor System is unique because it enables the school to produce visitor passes, monitor volunteer hours, and electronically check all visitors against the registered sexual offender databases. The goal of using such a system is to continue to monitor a safe school.

When using this system, all volunteers and visitors will be asked to show their government-issued identification (driver's license). This will be scanned into the system, and a badge will be produced to be worn while at the school. Upon leaving the school, the badge is returned to the office for sign out. When the visitor / volunteer returns to school, their information and scanned ID are stored in the system. A badge is easily produced through the system without the need of the ID.

Homebound: As stated in our Board of Education Policy #6200.03 regarding Homebound Instruction, students who qualify under state laws and regulations shall be instructed by a teacher sent to the home or alternative site, by telephone instruction, by correspondence courses, or by electronic delivery.

Any parent/guardian requesting homebound instruction for his/her child must complete the "Pewaukee Public School Request for Homebound Instruction Form/Physician's Statement". The request shall be evaluated by a team of District professionals to determine need and, if necessary, a homebound instruction plan shall be created for the student.

Homework: The amount of homework a student receives is different at each grade level. Student work habits, skill levels, and ability to finish work in class will also affect the amount of homework or time spent completing homework. Teachers communicate homework expectations to students and parents in many ways - through email, notes, web pages, homework sheets, or assignment notebooks. Parents can help by checking their child's backpack after school each day. By taking time to talk about completed work and reviewing homework assignments, parents/guardians can support their child's learning. If parents have questions or concerns about their child's homework, they are encouraged to contact their child's classroom teacher.

Instructional Media Center (Library): Students at PLE are given ample opportunities to check out books on a weekly basis. The following practices are used so books are kept in good condition and can be used by many students:

- Books can be checked out for two weeks.
- To renew a book, just bring it back to the library and ask to have it renewed.
- 4K students may check out one book. 5K and first graders may check out two books. Second graders may check out three books.
- Students are limited to one book at a time from a series.
- Once a student has checked out books at their limit, additional books may not be checked out until the others are returned. School staff will work with families on getting books returned so others may be checked out.
- Overdue notices are sent out monthly.
- There are no fines for overdue books. Students will be reminded of overdue items when they check out new books.

- Lost or damaged books must be paid for at the cost of buying a replacement.
- Lost or damaged books that are not returned or paid for will stay on the student's record from year to year and the staff will continue to work with the student and family.
- Students with anything overdue for more than a month will be restricted from checking any materials out until the book is returned or paid for.
- If a book is paid for and then found and returned later, the payment will be refunded.

Lunch Program: School meals are delicious, nutritious and convenient. As of this printing, the free federal program for school lunches is expected to expire in June of 2022. This means that parents will need to keep track of their student's balance via Skyward.

Making Payments: Our lunch program is a **Pre-Pay System**, run like a checking account. Payments are credited to your account in advance and should be sufficient to cover purchases for all students using the account at PLE, Horizon, Asa Clark, and PHS. Payments for PLE students will be required just for those students making milk purchases only. During the school year, checks or cash will be collected in each classroom in the morning, and then sent to the office. When paying by check, please make it out to Pewaukee School Food Service.

Low Balances: Approximately every day, phone reminders will be sent home to families who have negative balances. If you have any questions, please feel free to contact the Food Service Director at 262-695-5039.

Hot Lunch : \$2.25

Breakfast: \$1.40

The milk charge applies if a student takes milk only. Just milk: \$1.40

Field Trips: Field trips are an important part of learning for children. They help children apply what they have been taught in the classroom and learn more about the community and the world in which they live.

Each student will need to have written permission to participate in field trips. In addition, all on-line registration must be completed before a child will be allowed to attend a field trip. Parents will be notified when field trips are scheduled. A minimal cost may be involved.

It is especially important to dress children *appropriately* for field trips. A child who is comfortable will benefit most from out-of-school learning involving movement and/or outdoor experiences. Students attending a culturally based experience should dress remembering where they are going and how to represent their home and school appropriately. Field trips are designed to extend classroom learning. We expect the same behavior out of school as we do in school. Students who become discipline problems will remain at school for future trips.