

Northside Elementary



School District of Monroe



Parent & Student Handbook

2025-2026

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Principal's Message

Dear Students and Families,

Welcome to the 2025-2026 school year! Whether you are new to Northside or returning, I'm excited to welcome you to a new year of learning and growing together. Northside Elementary is a truly special place—student-centered, nurturing, and committed to high expectations for all learners.

This year, I'm honored to begin serving as Interim Principal. Having previously worked at Northside as a special education teacher, I've had the opportunity to experience the heart of this school community firsthand. I've seen the dedication of our staff, the joy in our classrooms, and the meaningful relationships that make our school such an exceptional place for students to thrive.

Our school's mission is to collectively empower every child with the belief that they can reach their greatest potential by having high expectations and providing the highest quality instruction in a safe, nurturing environment. Northside is proud of its tradition of high academic achievement and caring approach where relationships are encouraged and valued. We strongly believe that our goal is to foster not only academic achievement, but also social-emotional learning to set the foundation for a future of success. As the saying goes, "it's the people, not the programs" that make a difference—and we are extremely fortunate to have an incredibly passionate, dedicated, and talented staff who work together to provide the very best for ALL of our students.

We also know that family involvement plays a key role in student success. I encourage you to read through this handbook together with your child, as it outlines important expectations, policies, and daily procedures that help support a positive and productive school environment.

Please know that my door is always open. I look forward to working in partnership with you throughout the year and welcome your questions, ideas, and support.

With excitement for the year ahead,

Nicole Rueggegger

Interim Principal

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Attendance

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, trimester, 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.

For more extensive information regarding this policy, please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TLS77BE5A>

Parent/Guardian Notification of Absence Required

The District Administrator shall require, from the parent/guardian of each student or from an adult student, who has been absent for any reason either a written or oral notification 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:

- A. absence of more than five (5) days in duration;
- B. repeated unexplained absence and tardiness;

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 s/he is 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/Guardian - The student has been excused by his/her parent/guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year 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 a funeral
 - 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 his/her parent/guardian agrees 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 in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

A student may be excused from school, as determined by the School Attendance Officer, or his/her 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.

For the entire district policy on attendance, go to <https://go.boarddocs.com/wi/monr/Board.nsf/Public> and access board policy 5200 - Attendance.

Guardian Notification of Absence

Guardians are to call the school the day of the student's absence by 9:00 A.M. If the school is not contacted, the absence will be considered unexcused. The school has voicemail to allow parents/guardians to leave a message during the night or early morning. Guardians may call the office to have assignments prepared to either pick up at the office or sent home with another child.

- A. Children are tardy after the start of day bell.
- B. Absent 10 or 5 tardies - steps will be taken for truancy

Students who arrive late should check into the office before going to the classroom.

Once a student reaches 10 absences or 5 tardies, steps will be taken to address truancy. Parents/guardians or other adults who are found to be contributing to the truancy or habitual truancy of a student may be referred to law enforcement which may result in a fine.

Enrollment/Withdraw Transfer

To maintain proper records and satisfy the government regulation protecting the rights of individuals through records, it is necessary to have signed permission of parents/guardians before we can send or receive records. If you are planning a move, please contact the office so that the necessary forms are signed.

Release of Students to Authorized Persons

If only one (1) guardian is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent/guardian shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent/guardian.

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 by a parent/guardian with authority to do so.

Emergency Nursing Services

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities.

The District shall provide for the management of illness (Policy 5310, Policy 5335, Policy 8450, and Policy 8453), accidental injury (Policy 5340 and Policy 5341), and the administration of medication and emergency care (Policy 5330). The policies shall include protocols for recording all administration of emergency nursing services.

The District Administrator shall develop guidelines that will provide student emergency information cards, equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy. The District Administrator shall also identify a licensed physician to serve as medical advisor.

The District shall make available emergency student information, first aid supplies, and appropriate and accessible space for the rendering of emergency nursing services.

This policy and the additional policies providing for the provision of emergency nursing services to students has been developed and reviewed by

A. the school nurse

B. a registered nurse

in cooperation with other School District personnel and representatives from community health agencies and services designated by the Board upon the recommendation of the nurse. The nurse shall review and evaluate emergency nursing services each year, including a review of the policies

referenced above, and shall report to the Board regarding such services and bring proposed revisions of any policies to the District Administrator who will review and forward such revisions to the Board for consideration.

Immunizations

The Board of Education requires that all students be properly immunized pursuant to the Wisconsin Statutes and regulations of the Wisconsin Department of Health Services (DHS).

All students shall be required to provide written evidence establishing that they have completed the first immunization for each vaccine required for the student's grade and are on schedule for the remainder of the basic and recall (booster) immunizations, pursuant to the DHS immunization requirements, or submit a written waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the District, for students transferring into the District. All students shall be required to provide written evidence establishing that they have received the second dose of each vaccine required for that student's age or grade, or submit a written waiver of those requirements, not later than the 90th school day from the beginning of the school year or initial enrollment in the District, for students transferring in the District. Within thirty (30) school days after having been admitted to the District for the following school year, each student who has not submitted a waiver form shall provide written evidence of having completed all other required doses and/or vaccines, pursuant to the DHS immunization requirements.

The parent/guardian of any student for whom record of proper immunization or a written waiver is not on file, shall be given written notification of this requirement by the 15th school day and the 25th school day following enrollment. The notice shall:

- A. state the immunization requirements, including a list of missing immunization;
- B. state that Court action and civil forfeiture penalty can result due to noncompliance;
- C. explain the reasons for the immunization program and provide information on how and where to obtain immunizations;
- D. inform the parent/guardian of the right to request a waiver of the immunization requirement based on reasons of health, religion, or personal conviction.

Waivers of the immunization requirements shall be granted only for medical, religious, or personal convictions.

The District may exclude any student who fails to satisfy the requirement to provide written evidence within thirty (30) school days after the date on which the student is admitted of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and recall immunizations, pursuant to the DHS immunization requirements, or fails to submit a written waiver. In addition, if DHS determines that the District's compliance level from the previous school year is less than ninety-nine percent (99%), the District shall exclude any student

enrolled in grades kindergarten (five (5) years old to six (6) through Grade 5) who fail to satisfy this requirement.

No student may be excluded for more than ten (10) consecutive school days unless, prior to the 11th consecutive school day of exclusion, the Board provides the student and the student's parent/guardian, guardian or legal custodian with an additional notice, a hearing and the opportunity to appeal the exclusion, as provided under Wis. Stats. 120.13(1)(c)3.

The District Administrator shall establish administrative guidelines to implement this policy and comply with State law.

Administration of Medication/Emergency Care

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from their educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent.

For more extensive information on this policy, please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TLU77BE7F>

Student Accidents/Illness/Concussion

The Board of Education believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

For more extensive information on this policy, please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TLW77BEA6>

Promotion, Placement and Retention

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth appropriate for his/her own development.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

For more extensive information regarding this policy please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TLY77BECB>

Student Code of Classroom Conduct

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The District Administrator shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

For more extensive information regarding this policy, please click the link below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TM277BEF1>

Student Discipline

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;

- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The District Administrator shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The District Administrator shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the District Administrator shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The District Administrator shall publish to all students the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

The Building Administrator shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having responsibility for the supervision of students shall have the authority to take such means as may be necessary to control the disorderly conduct of students

- A. in all situations and in all places where such students are within the jurisdiction of this Board.

- B. when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and U.S. Department of Education publication, Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The District also performs facilities' threat assessments, which are discussed in Policy 8420 and part of the school safety and emergency preparedness plan and response to school violence event protocols. This policy deals with crisis intervention as it relates to individuals.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the District Administrator to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include appropriate staff such as a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the District Administrator, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation. The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The District Administrator shall be responsible for the following:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;

- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining what types of information that may be gathered during the assessment;
- E. stating when and how parents of a student making a threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the District Administrator or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency or to report threats of violence if required to (see Policy 8462.01).

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

For the entire district policy on Crisis Intervention, go to <https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=BWSQR46A28E8> and access board policy 8410 - Crisis Intervention.

Suspension and Expulsion

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's **Due Process** rights.

For more extensive information regarding this policy, please click the link below:
<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=D4WJ9H4BE263>

Weapons

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.

For more extensive information regarding the policy, please click the link below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CB4L6U54D2CA>

Use of Tobacco by Students

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

For more extensive information regarding this policy please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TM477BF16>

Drug Prevention

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For more extensive information on this policy, please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TM777BF4F>

Student Anti-Harassment and Bullying

It is the policy of the Board to maintain an educational environment that is free from all forms of harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

For the full policy, please click on the following links below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=D4WJ9G4BE250>

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TM677BF3C>

Field and Other District-Sponsored Trips

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

For more extensive information on this policy, please click below:

<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CY4TL277BCA6>

Building Safety/Security/Visitors

All parents/visitors must enter through the front doors and stop in the office. When entering the school during the school day, visitors will be asked to show a photo ID such as a Driver's License. Raptor ID runs a records check through the national sex offender registry. Once that check is complete, a sticker visitor ID badge will be provided that states the name of the visitor and where in the school they will be visiting. *Please note that a visitor's badge will not be necessary for those who visit our schools simply to drop off an item or pick up paperwork.

Volunteer Information

Volunteers are greatly appreciated by the classroom teachers. All interested volunteers should contact the school office or their child's classroom teacher. Volunteers must complete a Disclosure Statement (background check) every school year prior to the start of their volunteer duties. The "Disclosure Statement" form is in the "Back to School" information, on the District website, or in the school office

Dress and Grooming

Clothing with alcohol and/or tobacco endorsements or of a violent nature is prohibited. Items such as make-up, colored hair dye or gel, high heels, thin spaghetti straps, midriff shirts, short shorts, etc. are not considered appropriate for an elementary setting. Hats and bandanas are not to be worn in school, unless there is a medical or religious purpose and prior administrative approval has been granted. If the school feels that a student is improperly dressed, the parents will be notified.

Failure to comply with the directives may result in disciplinary action.

For the entire district policy on dress and grooming, go to <https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=CB4L6N54D267> and access board policy 5511 - Dress and Grooming.

Inclement Weather or Emergency/Crisis Communication

In case of inclement weather or another emergency situation that necessitates important communication to families regarding closing school, a late start, early dismissal, or important information, families will be notified via the district's emergency communication system, ParentSquare. ParentSquare is a rapid response system that will enable the District to simultaneously contact parents/guardians in the event of an emergency through a phone call and email. There is an app available for ParentSquare. The district also communicates information on the district's website and through the local television stations.

It is helpful for families to have a plan established prior to any school closings and the student is aware of it.

Release of Student Photos and Information

During the course of a school year, individual students and student groups are occasionally videotaped and/or photographed in classroom situations, during fine arts performances, on field trips, while participating in athletics, etc. The resulting photo and/or videotape may be used in a variety of ways: to promote the school, to instruct students or staff members, to recognize student achievements, etc. The final product could also take a variety of forms: photo displays, slide-presentations, newspaper articles, pamphlets, video programs, school yearbook, etc.

The Family Educational Rights and Privacy Act allows any parent/guardian or eligible student the right to inform the school of their desire that their child not be photographed or videotaped.

The educational interests of students require the collection, retention, and use of information about individual students and groups of students. At the same time, a student's right of privacy under Federal and State law mandates careful custodianship and limitations on access to student records. At the beginning of each school year, all parents/guardians or eligible students are required to fill out a Student Registration Form; Part II – Information Checklist addresses the release of information and photos. The Student Registration Form is kept on file in the school office and may be updated at any time by contacting the appropriate school.

For the entire district policy on Student Records, please click the link below:
<https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=D4WJ9T4BE303>

Animals on District Property

Non-Service Animals in Schools and Elsewhere on District Property.

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum- related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in his/her classroom shall:
 - 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;
 - 2. take precautions deemed necessary to protect the health and safety of students and other staff;
 - 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained;
 - 4. keep the surrounding areas in a clean and sanitary condition at all times;
- B. other staff members and parents/guardians of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

For the entire district policy on Animals on District Property, go to <https://go.boarddocs.com/wi/monr/Board.nsf/goto?open&id=BWSQR36A28E0> and access board policy 8390 - Animals on District Property.

Bus Transportation

The Monroe school bus transportation services will only be provided to eligible students. These students are provided a bus route and pickup and drop-off point. Temporary school bus transportation may be allowed as follows: The building principal may approve temporary school bus transportation on a regular bus route for students whose parent/guardian requests temporary busing in writing for a good cause. Good cause does not include going to birthday parties, visiting friends, choir practice, park and recreation events, etc. Examples of good cause include vacation, death in the family, illness, etc.

Damaged Books and LMC Materials

LMC & Classroom Library Books: Students who damage books or do not properly care for books during the school year will be expected to reimburse the school accordingly. This will be assessed at the end of the school year.

Title 1 Notification

Title I Requirements - Parents/guardians are to be notified of their right to obtain information regarding:

- A. The professional qualifications of their child's classroom teachers, including the following:
 - 1. whether the teacher has met state licensing criteria for the grade level(s) and subject area(s) taught
 - 2. whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived
 - 3. the undergraduate degree major of the teacher, and any graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- B. The professional qualifications of paraprofessionals providing instructional-related services to their child.

Programs for English Language Learners

These programs are available in the district. Information for eligible students will be provided to families when the students are identified.

SCHOOL DAY PROCEDURES & INFORMATION

School Hours

All Student Entrance Bell	7:50 a.m.
School Begins	7:55 a.m.
Monday-Thursday Dismissal	3:10 p.m.
Friday Dismissal	1:10 p.m.

Before School Arrival

- The school day officially begins at 7:55 with all students entering the building at 7:50 to prepare for the school day.
- *We ask that all students arrive no earlier than **7:40** each morning unless they participate in the breakfast program due to the lack of playground supervision.*
- 7:50 Bell Door Entrance Numbers (see map below)
 - Kindergarten: Door 5
 - 1st Grade: Door 6
 - 2nd Grade: Door 26
 - 3rd Grade: Door 27
 - 4th Grade: Door 13
 - 5th Grade: Door 14
- The breakfast program is provided in the cafeteria each morning, beginning at 7:30 a.m.
 - Students that participate in the breakfast program will enter through the front office doors.
- Parents and guardians are asked to drop their child(ren) off and not walk their child to the entrance doors or playground area as this builds independence.
 - Due to safety concerns, we ask that parents stay off of the playground area with the exception of the first few days of school.
- Inclement Weather Plan (rain, below freezing temperature):
 - All students should enter through the front office doors and will go to the large 3rd-grade multi-purpose area upon arrival at school.
- Bus Students
 - If students eat breakfast, students will enter through the front doors.
 - If students arrive before 7:50 and do not take breakfast, they should proceed to the playground area.

Before School Arrival OPTIONS

OPTION #1–The Drop-off Zone

- *Who should use the drop-off zone?*
 - Children who are independently able to exit the vehicle (don't need adult assistance).
 - Children can exit on the **passenger** side only.
- The MORNING (only) drop-off zone goes through the parking lot on the east side of the building.
- The entrance will be the driveway on 32nd Avenue. (I recommend using 6th to 6 ½ Street to 32nd Avenue to avoid congestion.) (see map)
- Drive slowly and watch your surroundings, paying special attention to staff/children arriving and walking across the parking lot.

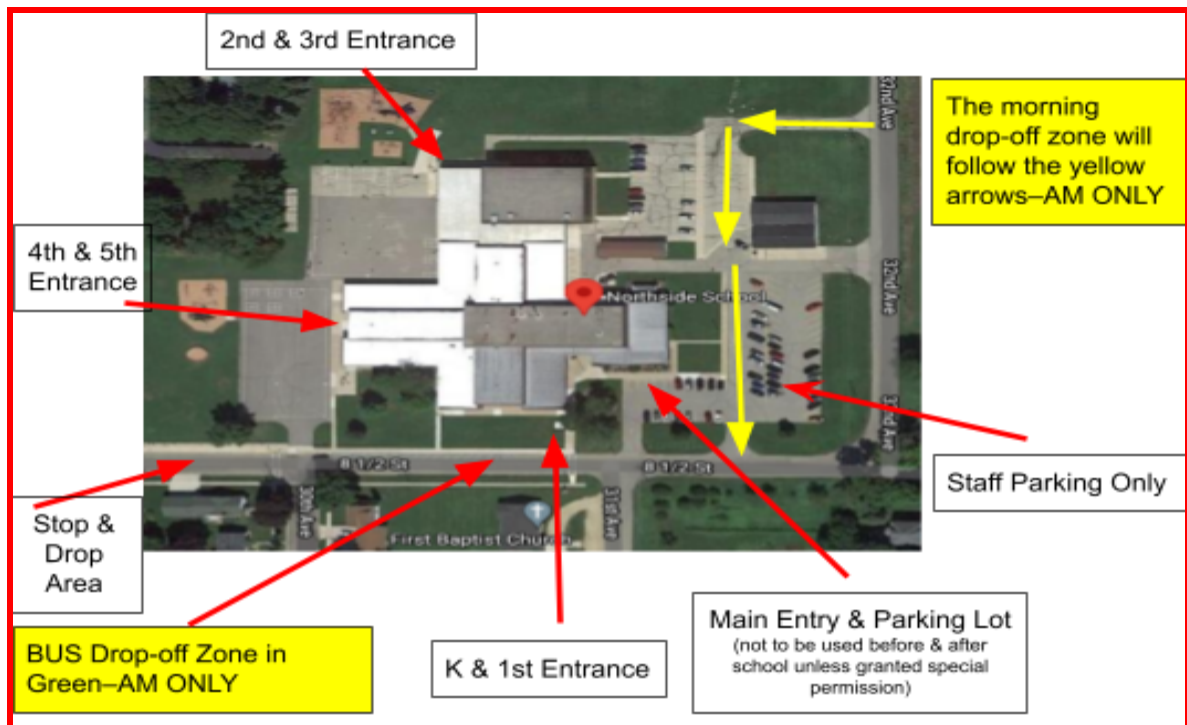
- Stay in the right lane, along the curb and sidewalk. (Staff will use the left lanes.)
- Follow the cones, signage, and **pull all of the way forward** before letting children out of the vehicle.
- **A good rule of thumb is to let your child or children exit when you are in the front three vehicles.**
- Students should be ready (backpack ready, kisses/hugs given, coat zipped, etc.) and exit the vehicle **CURBSIDE independently** in order to keep the line of cars moving.
- Adults and siblings not attending Northside must stay in the vehicle in the Drop-off Zone.
- Even during inclement weather, it is important to follow the drop-off zone procedure and move all the way forward.

OPTION #2–Park and Drop

- If families want to help their child or children out of the vehicle, please park west of the crosswalk/west of 30th Avenue. No vehicles are allowed in the green-marked BUS Drop-off Zone on 8 ½ Street in front of the building. (see map)
- Two crosswalks along with crossing guards are available for the safety of students. Please do not allow your children to cross the street without using a crosswalk.
- **Students are not allowed to be dropped off in the parking lot in front of the building; only guardians that have special permission from the building principal are allowed to use the front parking lot for drop-off and/or pick-up.**

OPTION #3–Bus Drop-off

- The bus drop-off zone is on 8 ½ Street marked in green (previously the family drop-off zone) (see map)
- If students eat breakfast, students will enter through the front doors.
- If students arrive before 7:50 and do not take breakfast, they should proceed to the playground area.



After-School Procedures

- During the after-school pick-up, guardians are allowed to park on 8 ½ Street (the bus zone in the morning).
- No regular after-school pick-up is allowed in the parking lot unless there is special permission from the principal.
- Bus, walk and pick-up students will be dismissed at **3:10**. Buses will load in the back parking lot. Please avoid this area at the end of the school day.
- Sibling/Neighbor pick-up should occur outside of grade level doors (students should not wait for other, younger students in multi-purpose areas).
- Students who need to pick up younger siblings in the building will use their grade-level exit door and walk around the building to the appropriate grade-level doors. In other words, students will not be allowed to walk through the building.
- We highly encourage families to find a consistent location that can be used for daily after-school dismissal.

Attendance

In accordance with state law, all children between 6 and 18 years of age must attend school full-time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse.

- If your child is sick or will be absent from school, please notify the office by 9:00 a.m. each day. If our office does not receive a message in the morning, one of the secretaries will reach out regarding the absence.
- At times, the building health assistant or district nurse may call families for additional information when a child is sick.
- The District Administrator shall require, from the parent of each student who has been absent for any reason either a written or oral notification 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 of more than five (5) days duration;
 - repeated unexplained absence and tardiness.
- A student may be excused from school, as determined by the School Attendance Officer, or his/her designee, for the following reasons:
 - Quarantine of the student's home by a public health officer.
 - Illness of an Immediate Family Member
 - An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons,
- 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.

Student Fees (Materials, Lunch, Milk):

Breakfast	\$1.80 (If qualify for reduced lunches, free for breakfast)
Hot Lunch	\$3.00 (If qualify for reduced lunches, \$.40 for hot lunch)
Milk	\$0.60 (milk is included in meals)
Adult	\$5.10

- Student fees are due no later than October 1. These fees cover the cost of consumable materials, a textbook rental for the year, and an assignment notebook fee. Fees not collected by October 1, will be forwarded to our district office to begin a collection process.
- Applications for free or reduced lunches are available in the school office or on the district website.
- A reminder that you can make online payments for fees in Family Access.
- Each student has an ID # that is scanned into the computer when they take hot lunch which debits the family's account. When the balance in the account gets low, the district business office reminds families to send another payment by either pre-recorded phone messages or by email. If you have questions on the lunch accounts call the business office at 608-328-7260.

Breakfast, Lunch, & Snack Breaks

- Monthly breakfast and lunch menus are available on the district website.
- Breakfast is open to all students beginning at 7:30 a.m. each school day.
- If your child brings a cold lunch, please include healthy, nutritious options.
- Milk & Snack Break:
 - Each grade level determines the best snack/milk break time.
 - Students may participate in the optional milk program for snack break. This fee should be paid at the beginning of the school year. If you believe you may qualify for free or reduced lunch, (which would include free milk) then please complete the free and reduced lunch application and waiver forms. Students that participate in the milk program have the choice of either white or chocolate milk.
 - In most grade levels, students will need to bring in a snack. Healthy snacks that do not include a lot of sugar are encouraged; cookies or candies are not allowed. Examples of appropriate snacks include dried fruit, fruit, pretzels, crackers, cheese, or vegetables.

Recesses

- Students will have two, twenty-minute recesses each day.
- All students should be dressed appropriately for the season. We ask that long sleeves, a sweatshirt, or a jacket be worn if the temperature is below 60 degrees.
- If a child must stay inside for health reasons or illness, the parent must send a note stating the ailment. The student will have to wait at his/her desk and work on a quiet activity since the teacher might have outside recess duty or other preparation for the next class.
- The general guidelines used to determine indoor and outdoor recess are as follows:
 - a. If the wind-chill factor is warmer than 0 degrees, recess will be held outside.
 - b. If the wind-chill factor is 0 degrees or colder, recess will be indoors.

*These guidelines may vary slightly depending on the type of day; a sunny day may alter the limits.

Winter Gear Rules

- Students must be wearing boots and snow pants to go into snowy areas, such as the playground equipment and fields.
- Students wearing boots but no snow pants must stay on the blacktop area (no blue/green playground area or fields).

- Students wearing shoes (not boots) will be restricted to a smaller area on the blacktop/sidewalk area near the 4th/5th grade entrance doors. This allows for some activity and socialization.
- ****If conditions are dry on the blacktop with snow remaining in certain areas, students with only shoes may be permitted to play on the blacktop area. This decision will be announced by the office and is subject to change without advance notice.****
**sneakers are available when students forget to bring their shoes to school.*

Valuables & Personal Belongings

- Please mark clothes, shoes, boots, lunch pails, and other personal property with your child's name.
- In such a case where an item is lost, your child should check the lost and found area located by the office. We will donate any lost clothing during winter, spring and summer breaks.
- **Bringing toys to school from home is discouraged.**
- Tennis shoes are required for physical education classes; students are encouraged to leave an extra pair of shoes at school.
- Any items such as roller blades, kick balls, baseball gloves, money, etc., brought to school are the sole responsibility of the owner.
- No collectible items should be brought to school to trade with other students. (e.g., Pokemon cards)
- The school discourages students from bringing headsets, ipads, ipods, kindles, cell phones, etc.
- Cell phones must remain in the student's backpack during all times of the school day.
- Smart watches are not allowed at school.

Digital Learning

- No video conferencing session, or livestreaming or prerecorded lesson may be recorded or redistributed by students or parents in any manner.
- Each student will be assigned a device to be used for educational purposes only.
- Students in violation of using the chromebook will be subject to disciplinary action as determined by the principal.
- See Chromebook User Agreement for more detailed information.

Family Communication

- *Families must keep the office updated with changes in phone numbers, addresses, email addresses, and emergency contacts throughout the school year. We must be able to reach someone in case of illness or injury.*
- **ParentSquare**
 - Important building and district communication will be sent to parents and guardians via ParentSquare messaging system. There is an app available for ParentSquare.
- **Class and School Dojo**
 - Make sure to accept the invitation from your child's teacher from Class Dojo! Families are able to send messages directly to the teacher and be able to see pictures, updates, and reminders from the live feed.
 - Families will have the ability to communicate via Class Dojo with teachers (classroom, specialists, specials teachers) and the office staff (secretaries and principal).

- Office staff will continue to use Dojo to communicate all school information, reminders, updates, celebrations with parents and guardians.
- **Weekly THURSDAY Folders**-General school notes will be sent home with the students on Thursdays in their student folders. It is important to review all of the home notes.
- **Monthly Newsletters**-Many items of interest and upcoming events/notices will be included in our monthly newsletters. These will be emailed at the end of each month for the upcoming month.
 - Please make sure you have the correct email address in your **Family Access** information.
- **Social Media**-Make sure to “like” and “follow” the School District of Monroe’s Facebook and Instagram pages to stay updated with important information and pictures!
- **District & School Website**-Go to www.monroeschools.com to get information, such as the school announcements, monthly breakfast and lunch menus, special events, athletic/extracurricular activities, and other district information.

Student Health and Medical Information

General Procedures

- Students who feel ill or are injured during school hours should report to the Health Office with a pass from their teacher.
- Minor injuries (scrapes, bumps, etc.) will be treated at school.
- In cases of serious illness/injury, we will call 911 and notify the parent/guardian immediately.
- If a student is too ill to remain at school, a parent or emergency contact must pick them up promptly.
- Please inform the District Nurse or Health Assistant of any new diagnosis, medical concern or communicable disease so appropriate measures can be taken.

When to Stay Home

Please keep your child home if they exhibit any of the following:

- Fever of 100.0°F or higher (must be fever-free for 24 hours without medication to return)
- Vomiting in the past 24 hours
- Diarrhea or runny or watery stools within the past 24 hours
- Sore throat with fever
- Rash with fever or unexplained rash
- Pink Eye or Eye discharge – “goopy” drainage, matted eyelids and/or pink eyes AND unable to not touch eyes.
- Cold symptoms that cause sinus or chest pain
- Uncontrolled coughing or coughing up mucus

Medications at School

- For further information on the School District of Monroe’s Medication practices, please refer to the School District of Monroe Medication Information Sheet on the District website.
- All medications, including over-the-counter items, must be brought to the Health Office by a parent/guardian.
- All medications administered at school must have signed parental/guardian consent on file in order for students to be given these medications.
 - A Prescription Medication Consent Form signed by a healthcare provider and parent is required for all prescription medications.
 - Consent for Over the Counter Medications must have a signed form on file as well in order to administer medications to your student. Verbal consent is not allowed.

- Students may not carry medication unless specifically authorized (e.g., inhalers, EpiPens with documentation).

Miscellaneous

- Student Invitations/Private Parties: If a student is having a private birthday party, students are only allowed to hand out invitations at school if the entire class is invited.
- Bikes and scooters are not allowed on the playground during school hours. Any child riding a bike to school should park it in the back of the building where the racks are located. A strong emphasis should be placed on locking bikes. We suggest that scooters, roller blades, or skateboards not be brought to school; however, if they are, the school is not responsible for these items.
- No gum is allowed at school.

STUDENT BEHAVIOR EXPECTATIONS & SYSTEMS OF SUPPORT

Northside Vision Statement

A leading, collaborative educational community where all children develop social-emotional skills and grow academically to achieve success.

School-wide Behavior Expectations

- Be RESPECTFUL
- Be RESPONSIBLE
- Be SAFE

Northside PROUD

P=Problem-solve
R=Ready to learn
O=Own my choices
U=Use self-control
D=Do what's right

Positive Behavioral Interventions and Supports (PBIS)

Definition of PBIS – A systems approach for establishing the social culture and individualized behavioral supports needed for schools to be effective learning environments for all students.

Why is PBIS Important?

If a child doesn't know how to read, we teach.
If a child doesn't know how to multiply, we teach.
If a child doesn't know how to swim, we teach.
If a child doesn't know how to behave, we _____.
 Why don't we finish this sentence the same way?

PBIS enables schools to . . .

- Use systems and data that allow us to be more efficient. *Work smarter, NOT harder.*
- Establish a smaller number of priorities. *Do less, Better!*
- Give priority to what works. *Research based, evidence based interventions/support.*
- Establish clear expectations for staff and students. *Everyone operates under the same system.*
- Increase student engagement in the learning process. *Decreased disruptive behaviors increase academic performance.*
- Support a positive school environment and learning community. *Everyone wants to have FUN!*

Preventative Practices

- All classrooms collaboratively create rules, expectations, and consequences at the beginning of the school year.
- All classroom and school rules are explicitly stated, taught, modeled, and reinforced at the beginning and throughout the school year. At least two times per year, there are all-school “booster” sessions to reteach and practice school behaviors for the following areas: hallways, bathrooms, cafeteria, and playground/recess.
- A “take a break” area is available in every classroom for students to calm, reset, and rejoin the class.
- Daily student self-reflection
- The *Zones of Regulation* model is utilized K-5 which assists students in being able to better understand and self-regulate their emotions.
 - **Blue Zone:** SLOW ZONE--This is similar to when you are at a rest area. Your body is running slow, such as when you are tired, sick, sad, or bored.
 - **Blue Zone Strategy:** Take a break, positive self-talk, or get a drink
 - **Green Zone:** GOOD TO GO ZONE--This is similar to when you're at a green light. You may feel happy, calm, okay, or focused.
 - **Green Zone Strategy:** Complete your work, positive self-talk, or help others
 - **Yellow Zone:** CAUTION ZONE--This is when your body is beginning to lose control and you need to slow down. You are entering this zone when you start to feel frustrated, silly, excited, or worried.
 - **Yellow Zone Strategy :** Take a break, take three belly breaths, or talk to the teacher
 - **Red Zone:** STOP ZONE--The Red Zone is reserved for extreme emotions such as terrified, uncontrolled anger, aggression, and elation. When you are in this zone, you are out of control, have trouble making decisions, and must STOP.
 - **Red Zone Strategy:** Take a break, count to ten, or take three belly breaths
- Positive Recognitions
 - Positive notes/phone calls home
 - Student shout-outs
 - Student of the Week
 - Classroom rewards
 - All school celebrations
- Social and Emotional Screening all 4th and 5th grade students two times per year
- Additional resources/supports are at times necessary to teach and reinforce appropriate social and academic behaviors.
 - Weekly mentoring with an adult

- Daily Check-in and Check-out (CICO) protocol (3 daily goals, points awarded, and weekly rewards for meeting goals)
- Small groups with the School Counselor or School Psychologist

Student Behavior/Location Expectations

Hallways

- Use a Level 1 Voice (no talking)
- Walk
- Keep hands at side
- Face forward
- Keep a safe distance (arms length apart)
- Use a single file line
- Stay to the right (at lunch, students wait in line on the left side of the hallway)
- Listen to adult directions

Cafeteria

- May use a Level 2 Voice (soft talking/whisper) while waiting in line
- Use no louder than a Level 3 Voice in the cafeteria
- Keep hands to self
- No sharing food
- Use good manners (say please and thank you)

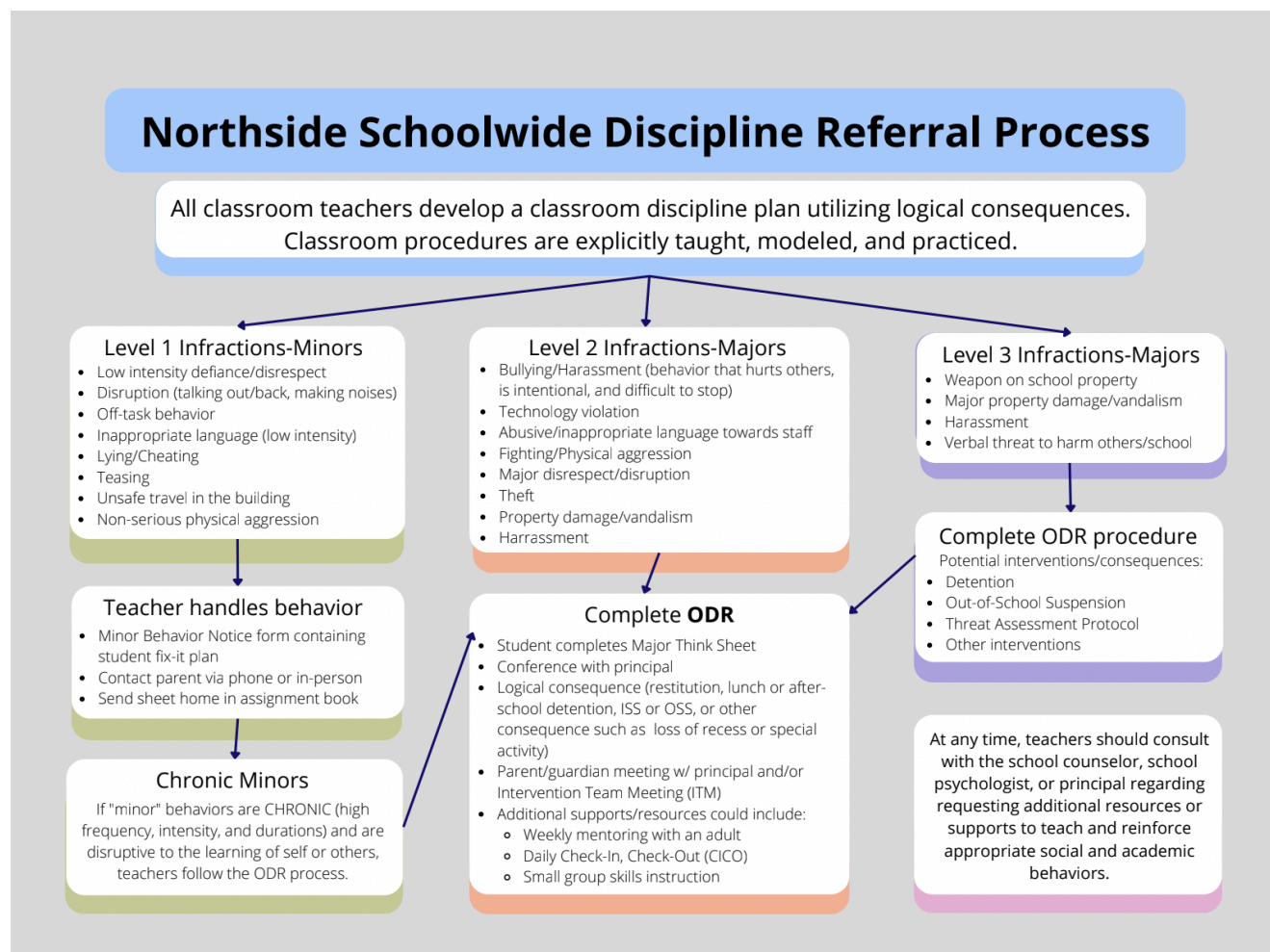
Playground

- May use a Level 4 Voice
- Recess balls and equipment are housed in red bins
- At the end of each recess, all equipment must be returned to the proper bins
- Slide—go down feet first and no walking/running back up
- Play fairly and by the rules of the game
- No pushing, shoving, or tackling

Bathrooms

- Use a Level 1 Voice (no talking)
- Ask permission to leave the room and use the restroom
- No more than 3 students in the bathroom at a time
- Wait in line outside of the bathroom door at a Level 1 Voice
- Make sure to flush, wash hands thoroughly, and dry with a paper towel

Student Progressive Discipline Plan



"Minor" Behavior Infractions	"Major" Behavior Infractions
<ul style="list-style-type: none"> • Low intensity defiance or disrespect • Low intensity disruption (talking out, talking back, making noises) • Off-task behavior • Low intensity use of inappropriate language • Non-serious physical aggression (rough play, not keeping hands/feet/objects to self) • Minor misuse of technology • Cheating • Minor student conflict • Unsafe travel in the building (running)/leaving assigned area without permission • Lying • Teasing • Tattling 	<ul style="list-style-type: none"> • Bullying/harassment • Bullying is defined as meeting all three of the following criteria: <ol style="list-style-type: none"> 1. Behavior that Hurts Others <ul style="list-style-type: none"> ◦ bullying can be direct (hitting, fighting, name calling) ◦ bullying can be indirect (gossiping, excluding others) 2. Behavior that is Intentional <ul style="list-style-type: none"> ◦ bullying behavior is willful behavior with intent and deliberation 3. Behavior that is Difficult to Stop <ul style="list-style-type: none"> ◦ bullying behavior is persistent despite repeated attempts to stop the behavior

	<ul style="list-style-type: none"> ○ bullying is harassment and the victim must inform the person that the behavior is unacceptable and unwanted ● Technology violation (looking up inappropriate content, breaking technology) ● Abusive/Inappropriate language towards a staff member or student ● Fighting ● Major pushing or shoving ● Major disrespect towards a staff member or student ● Major disruption or tantrum ● Major verbal altercation between students ● Theft ● Property damage or vandalism ● Chronic behaviors that are disruptive to the learning environment <p><u>Level 3 Majors</u></p> <ul style="list-style-type: none"> ● Weapon on school property ● Major property damage or vandalism ● Harassment ● Verbal threat to harm towards students, staff, or the school
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Level 1 “Minor” Behavior Infraction Procedures

Level 1 behaviors will be handled by the classroom teacher. If the behavior PERSISTS, the classroom teacher must complete the following steps.

1. Teacher completes the Minor Behavior Notice form
 - a. The Minor Behavior Notice form includes the specific minor behavior problem(s) and a student fix-it plan
 - b. Parents/guardians are contacted, the sheet is sent home (original goes home, copy to teacher, copy to office)
2. **Communicate with parents/guardians first via a phone call or in-person conference and the Minor Behavior Notice; if behaviors continue throughout the school year, the communication can be via email or dojo

If the “minor” behaviors are CHRONIC (high frequency, intensity, and duration) and are disruptive to the learning of self or others, the following consequences and interventions may include the following.

1. Student completes a (Major Behavior Infraction) Think Sheet and a conference with the Principal
2. Lunch detention or other logical consequences such as loss of recesses or special activity
3. Parent/guardian meeting with the Principal
4. Intervention Team Meeting (a meeting with the Principal, School Counselor, School Psychologist to establish a specific plan of intervention)

****At any time, teachers should consult with the School Counselor, School Psychologist, or Principal regarding requesting additional resources/supports to teach and reinforce appropriate social and academic behaviors.**

- Weekly mentoring with an adult
- Daily Check-in and Check-out (CICO) protocol (3 daily goals, points awarded, and weekly rewards for meeting goals)
- Small groups with the School Counselor or School Psychologist

Level 2 “Major” Behavior Infraction Procedures

Consequences and Interventions may include the following.

1. Student completes a (Major Behavior Infraction) Think Sheet and a conference with the Principal
2. Restitution, lunch detention, after-school detention, in-school suspension, out-of-school suspension, or other consequences such as loss of recesses or special activity
3. Parent/guardian meeting with the Principal
4. Additional resources/supports to teach and reinforce appropriate social and academic behaviors.
 - a. Weekly mentoring with an adult
 - b. Daily Check-in and Check-out (CICO) protocol (3 daily goals, points awarded, and weekly rewards for meeting goals)
 - c. Small groups with the School Counselor or School Psychologist
5. Intervention Team Meeting (a meeting with the Principal, School Counselor, School Psychologist to establish a specific plan of intervention)

Level 3 “Major” Behavior Infraction Procedures

Level 3 “Major” Behaviors

- Weapon on school property
- Major property damage or vandalism
- Harassment
- Verbal threat to harm towards students, staff, or the school

Consequences and Interventions may include the following.

1. After school detentions
2. Threat Assessment Protocol initiated as required by the Department of Justice (if there is a direct threat made that is substantiated)
3. In-school or Out-of-school suspension
4. Other interventions or supports as deemed necessary

SAFETY AND SECURITY MEASURES

Building Safety/Security/Visitors

- All doors are locked throughout the school day.
 - The front door is open daily from 7:30-7:55 and is supervised.
- The main office door has a “buzzed” entrance along with a camera/sound to monitor entry.
- In order to go beyond the front office, all visitors must show a photo ID such as a Driver’s License. Raptor ID runs a records check through the national sex offender registry. Once that

check is complete, a sticker visitor ID badge will be provided that states the name of the visitor and where in the school they will be visiting.

- Parents, guardians, and other visitors are highly encouraged to drop materials, snacks, and clothing at the office rather than go into the classroom areas.
- Cameras are installed on the exterior and interior portions of the building.
- Drills
 - Fire drills are completed once per month
 - Tornado drills are completed twice per year
 - School threat drills are completed twice per year
 - Students and staff continue to be trained under the ALICE model. The ALICE model empowers our students and staff to make decisions in the unfortunate instance of an armed intruder or aggressive individual. ALICE stands for: **A**lert (notify as many people as possible), **L**ockdown (hide/barricade), **I**nter (continue to inform all stakeholders), **C**ounter (distractions/movements/making noise) and **E**vacuate (run). Dependent upon the age of the students, the training is varied in its delivery. For instance, students in grades kindergarten through second grade received training through a book called, “I’m Not Scared, I’m Prepared” while grades third through fifth participated in lessons that allow for more discussion and practice. Specials teachers also teach students where to go in the case of a threat.