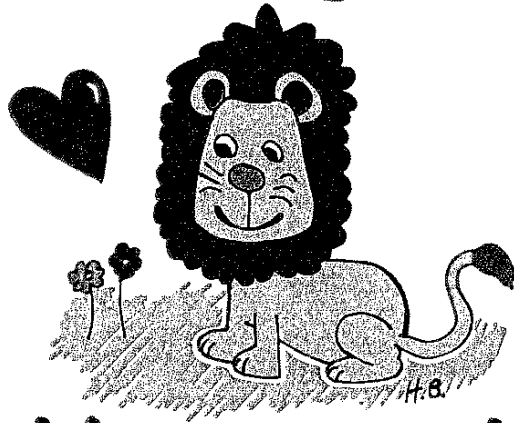


**ABRAHAM LINCOLN ELEMENTARY SCHOOL
2017-2018**

PARENT/STUDENT HANDBOOK

Grow together



Achieve together

**2625 14th Avenue
Monroe, WI 53566-3373
(608)328-7172 or (608)328-7157**

ABRAHAM LINCOLN ELEMENTARY SCHOOL 2017-2018 DIRECTORY

Principal

Sara Latimer

Secretarial Staff

Melissa Dickson
Sandy Rabotski

District Nurse

Samantha Kubly

Heath Assistant

Traci Rose

District Administrative Team

District Administrator – Mr. Rick Waski
Business Administrator – Mr. Ron Olson
Director of Curriculum & Instruction – Mrs. Terri Montgomery
Director of Pupil Services – Mr. Joe Monroe
Monroe High School Principal – Mr. Chris Medenwaldt
Monroe High School Associate Principal – Mr. Jeriamy Jackson
Monroe Middle School Principal – Mr. Brian Boehme
Monroe Middle School Associate Principal – Mr. Matt Brown
Monroe Charter School Principal – Mr. Chris Medenwaldt
Abraham Lincoln Elementary Principal – Mrs. Sara Latimer
Northside Elementary School Principal – Ms. Amy Timmerman
Parkside Elementary School Principal – Mr. Todd Paradis

Board Members

President – Bob Erb
Vice-President – Mary Berger
Treasurer – Daniel Barthoff
Deputy Clerk – Amy Bazley
Clerk – Rich Deprez
Member – Les Bieneman
Member – Nikki Matley
Member – Cheryl McGuire
Member – Jim Plourde

District LMC Coordinator

Beth Ableman-Bernet

4 Yr. Kindergarten

Molly Babler
Kris Rufer
Sheri Schaefer

Kindergarten

Sheila Anfang
Ashley Buol

Grade 1 Teachers

Alyssa Quinn
Angel Steele

Grade 2 Teachers

Sara Erickson
Alex Vandelune

Grade 3 Teachers

Laura Eckroat
Kate Kelley

Grade 4 Teachers

Linda Moser
Courtney Schuetz

Grade 5 Teachers

Amanda Nemec
Karen Newlon

Special Area Teachers

Brian Bassett
Katelyn Bukowski
Amanda Burchardt
Linda Bushee
Amy Garwell
Julia Genrich
Chelsea Grinvalsky
Aaron Heim
Chelsea Humphrey
Karen Hudson
Hailey Meier
Jeff Moorman
Jennifer Newcomer
Melissa Nickels
Brent Neimeier
Lisa Skeway
Tara Stietz
Heidi Swatek

Support Personnel

Karen Bloom
Donna Buehler
Patrick Cleary
Leann Lindemann
Jane Matzke
Sandy Newcomer
Lisa Schumacher
Rhonda Stewart
Annette Voegeli
Jane Wenger

Custodial Staff

Rick Alston
Cathy Gilbertson
Rick Mellenberger

Abraham Lincoln Elementary

School District of Monroe
2017-2018 School Year

Growing Together. Achieving Together.

MISSION	VISION	COMMITMENTS
<p>Abraham Lincoln Elementary School fosters a compassionate learning environment with high expectations in which all students can grow and achieve.</p>	<p>Abraham Lincoln Elementary School will work collaboratively with students, families and the community to build relationships and together we will prepare all students to succeed.</p>	<p>R.E.A.C.H</p> <ul style="list-style-type: none">❖ Respect I will value and care for students and staff in all situations.❖ Encourage and Educate I will be a positive example, beginning each day with a fresh start in my interactions with everyone.❖ Accept and Act I will understand our school culture starts with me and I will take responsibility for being an active part of the school team.❖ Collaborate and Communicate I will build positive relationships with students, staff, and community.❖ Help I will demonstrate a positive attitude toward problem solving solutions.

VALUES

Compassion Integrity Respect Growth

ATTENDANCE PROCEDURES

ABSENCES AND ATTENDANCE POLICIES AND PROCEDURES

The School District of Monroe believes that regular school attendance is necessary for the maximum educational development of every child. Our instructional programs include a series of skills in academic areas that begin in kindergarten and are built upon at every grade thereafter. It is difficult to satisfactorily make up a day's work missed since a great many of the skills are best learned in large or small groups with active participation and discussion among students and teacher. Therefore, we expect that if children are well they will be in school every day.

1. Student Absences and Excuses

- a. Regular attendance is the responsibility of the parents, student and school.
- b. Absences in the School District of Monroe will be classified as excused or unexcused.
 1. Excused absences may include: medical emergencies, serious illness or death in the immediate family, court appearances, family trips, job interviews, drivers exams and other excuses approved by the building principal. A written excuse from a physician may be required for students who miss more than five (5) days of school.
 2. Unexcused absences may include but are not limited to truancy, missing the school bus, trips not approved in advance, shopping, oversleeping, hair appointments, errands, and other reasons deemed unacceptable by the building principal.
- c. When absences are not due to illness but are necessary for travel or for some special reason, arrangements must be made in advance with the school office. A request for a pre-excused absence must be made by the parent/guardian and approved by the principal as with any other absence.
- d. Students arriving late to school must report to the school office before attending classes. Parents must sign the student in when arriving late.
- e. Students who need to leave school because of illness or other legitimate reason must report to the school office before leaving. A student will be sent home only after contact has been made with the parent or person listed in Family Access..

2. Parent Responsibility

Parents/guardians are expected to notify the school office by telephone on the day their child is going to be absent from school. **Phone calls should be made by 8:45 a.m. Our school has a voice mail to allow parents to leave a message during the night or prior to leaving for work in the morning.**

3. School Responsibility

- a. After unexcused absences for all or part of five (5) days in a semester, a truancy letter will be sent citing the parent's responsibility, a statement that curriculum modifications may be requested, or that the student may qualify for an at-risk program. A request may be made to meet with parents within five (5) school days, and included will be a statement of penalties for habitual truancy.
- b. When deemed appropriate:
 1. An administrative review of the case will be held and consideration will be given to the following:
 - a) parent input (in person or by telephone)
 - b) school input (academic, social/emotional)
 - c) medical input

2. A parent conference will be requested by the building principal or his/her designee to discuss the following options:
 - a) evaluation of the student to determine possible learning problems
 - b) evaluation of the student to determine possible social problems
 - c) evaluation to determine eligibility for an at-risk program
 - d) agreeable curriculum modifications(School Board Policy JE-R)

SPECIAL RELEASES FROM SCHOOL

For the safety of your child(ren) when picking him/her up from school for a dental, doctor, or other appointment, please come to the office to get your child(ren). If your child(ren) has your permission to go home for lunch, or if he/she has to leave for any reason during the school day, we will NOT release him/her to walk home, to a relative's home, or to a sitter's home. We will only release a child(ren) to a parent/guardian or a person designated by the parent/guardian.

MAKE UP WORK – STUDENT ABSENCE

If a student is absent for only one day, we **prefer them to wait until the next day to receive makeup assignments.** Students absent more than one day may wish to receive assignments prior to their return to school. Parents may call the office to have assignments prepared to either pick up at the office or sent home with another child.

Please call the school before 9:00 a.m. so teachers have time during the day to compile the assignments.

TARDINESS

Regular attendance is the responsibility of the parents, student and school. A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s) or guardian. Tardiness may be considered an unexcused absence and attendance procedures under School Board Policy JE-R and Wisconsin State Statute 118.16 will be enforced.

WITHDRAWAL/TRANSFER OF STUDENTS

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

GENERAL INFORMATION

ARRIVAL

Please try to have your child arrive at school no earlier than 7:40 a.m. School starts at 8:12 a.m. and dismissal is at 3:10 p.m. Students are immediately brought in if there is any thunder or lightning in the area. Special Note: In the mornings, students are brought in if the temperature is below 0 degrees. We do this since we know that many students have been waiting outside for buses prior to arriving at school. No students will be allowed inside the building prior to 8:00 a.m. since this is when our supervision begins inside. The first bell will ring at 8:00 a.m. Students will go inside the building at this time. Students arriving after 8:00 a.m. will go directly to their classrooms through the front entrance only.

Note: No vehicles are allowed in the upper or lower parking lots for dropping off students.

DISMISSAL PROCEDURES

Children are to leave for home immediately after dismissal unless involved in some school activity. This is encouraged so students are beyond high school traffic prior to their dismissal.

1. Bus students will be dismissed each day at 3:10. They must go directly to the gym/cafeteria until the shuttle buses arrive.
2. Students in grades 2nd-5th will exit the main entrance doors.
3. Kindergarten and First Grade students will exit their grade level doors and proceed to the lower level playground.
4. For safety purposes, all students need to stay on the sidewalks around both parking lots and use the crosswalks at all times.

In cooperation with Monroe Police Department we have developed these procedures to ensure the safety of our students:

Drop off and pick up should be along the south side of 26th Street.

Neither parking lot will be utilized for dropping off and picking up students. This includes both the upper and lower parking lots.

The parking lots are designated for bus loading, unloading and visitor/staff parking.

Restricted vehicles using the parking lots before and after school will be reported to the Monroe Police Department and may be subjected to a fine.

REGISTRATION/EMERGENCY INFORMATION

In case of emergency, each student is required to have on file in the school office the following information:

1. Parent(s) or guardian(s) name.
2. A **CURRENT** address.
3. A **CURRENT** home phone and work phone number.
4. Emergency phone numbers of friend or relative.
5. Physician and dentist's name and phone number.
6. Medical information.

It is imperative that you update any information on family access in case of an accident.

In order to get the monthly newsletter, please make sure to include and keep email current.

RECESS

Weather permitting, all students will have a lunch recess. All grades except grades 4 and 5 will have an additional recess. All students should be dressed appropriately for the season so that they may go outside.

If a child must stay inside for health reasons or illness, the parent must send a doctor's note stating the illness. The student will have to stay in the office 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 periods are as follows:

- a. If the wind chill factor is 0 or above, full outdoor recess will be held.
- b. If the wind chill factor is below zero, recess will be indoors.

These guidelines may vary slightly depending on the type of day. A sunny day may alter the limits somewhat.

Students are immediately brought in if there is any thunder or lightning in the area.

BREAKFAST PROGRAM

Breakfast is served daily from 7:40 to 8:10. Students should use the old main entrance doors to enter the cafeteria. These doors will be locked until 7:40 AM. If a bus is running late, we will wait and make sure those students can receive breakfast if they want it. Cost of breakfast is \$1.40 for full price and is FREE for reduced students. Chocolate milk will not be served at breakfast. **No breakfast will be served when there is a late start due to weather conditions.**

LUNCH PROGRAM

Part of our curriculum is instructing students in good nutrition. You can support this by providing a nutritious sack lunch or taking part in our district hot lunch program. Cost of lunch is \$2.60 for full price and is \$.40 for reduced students. Some families may qualify for free or reduced lunches through the National School Lunch Program. If you feel your family may qualify for these benefits, or if you would like more information about these benefits, please call Eric Ekum at 328-7260.

LUNCH/BREAKFAST PAYMENTS

Meals are paid for in advance. Payments are deposited into family accounts. Payments can be made prior to the start of the school day in the school office. You can also send payments to the district business office or use the after hours drop box at the following address:

District Administrative Center
Business Office
925 16th Ave., Suite 3
Monroe, WI 53566

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 mail. If you have questions on the lunch accounts call Eric at the District Administrative Center at 328-7260 or the school office at 328-7157.

MILK

Milk will again be served to the children at school. They will have a choice whether to take white (skim or 2%) or chocolate each day (no chocolate at breakfast). Milk will be sold one semester at a time. Some families may qualify for free morning milk through the Wisconsin Morning Milk Program. If you feel your family may qualify for this benefit or if you would like more information about this benefit, please call Eric at 328-7260. A note will be sent home with each student giving the due dates and costs. If a student would like to purchase a milk at lunch, the cost is \$.50

STUDENTS HOME FOR LUNCH

If parents wish to have their child(ren) eat lunch at home, a note must be sent to the homeroom teacher stating that your child(ren) will be picked up by you, the parent/guardian, or a person designated by you on a certain date and at a certain time. For the safety of your child(ren), we will NOT release your child(ren) to walk home, to a relative's home or to a sitter's home.

GROOMING AND DRESS - SCHOOL AND SCHOOL ACTIVITIES

Common sense is the best standard for daily dress and proper grooming. We believe that proper grooming and cleanliness add to the well being and self-respect of students. We expect parents to cooperate with us in the development of good personal habits.

All students are expected to wear appropriate positive apparel. Summer attire should cover and fit your child properly. Short shorts, bare midriff tops, and spaghetti straps do not cover the child properly and are not considered appropriate.

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.

Any apparel endorsing, advertising or promoting alcohol, tobacco, controlled substances, or are gang related or of a violent nature, are prohibited. Any attire that implies a negative message regarding race, religion, ethnicity or gender is also inappropriate to wear at school or school activities. Items such as make up and high heels are not considered appropriate for an elementary school setting. Students not complying with our dress policy will be expected to change their clothes, and the parents will be notified by the teacher.

The staff or administration determines if a student's grooming or dress impedes the learning process within the classroom or school, or if it affects the safety of students or staff.

SCHOOL CLOSING

Severe Storms and Early Dismissal

If school will be closed due to bad weather, our radio station WEKZ 1260AM and Madison TV Channel 3 will announce the closing beginning at 6:30 a.m. You will also be notified by the school district's Alert Now Message. Your child should also know the procedure he should follow if it is necessary to close school early. Previous arrangements should be made with a relative or neighbor if this becomes necessary.

RELEASE OF INFORMATION

The school district believes in the positive recognition of student work and activities. As such, student pictures, names, and information pertaining to curricular and co-curricular activities is often released. These releases can be made to radio stations, newspapers, television stations, district websites, and district publications. We are assuming positive acceptance for this release of information by parents/guardians **UNLESS OTHERWISE DIRECTED IN WRITING.** If you have any questions, please feel free to contact the building principal.

VALUABLES

Please mark clothes, shoes, boots, lunch pails, and other personal property with your child's name. A lost and found box will be provided. Any items such as kick balls, baseball gloves, money, and etc. brought to school, are the sole responsibility of the owner. The bringing of toys from home is discouraged. No collectible items should be brought to school to trade with other students. We will donate any lost clothing at the end of each trimester.

FIELD TRIPS

Students take several field trips, both in and out of the school district, each year. These are planned and are under the direction of the teacher and provide valuable experiences for all students.

Our school rules and expectations will apply while students are participating in a field trip.

The teacher will provide information concerning a field trip in advance.

Collection of fees will need to be taken for both in and out of school district trips. The cost of the field trip will not be refunded. Only **Adult** chaperones are permitted to accompany teachers and students on field trips. Like with any volunteer opportunity, all chaperones must complete a disclosure form and have an approved background check through Monroe School District prior to attending field trips.

Note: The faculty of Abraham Lincoln Elementary School recognizes the importance of learning experiences outside of the classroom setting. Each grade level will determine which, if any, field trips are appropriate, educationally relevant, educationally worthwhile, timely, and cost effective. The field trips each year may vary, as new opportunities may exist.

SCOOTERS/SKATEBOARDS/ROLLER BLADES/ROLLER SKATES

City Ordinance prohibits the riding of scooters, skateboards, roller skates and roller blades, sleds, toboggans and other such "Play Vehicles" on school property. Also for the safety of our students and for prevention of stolen scooters, skateboards, roller blades, and roller skates, these items are not allowed in the building.

BICYCLES

Please remember that city ordinance requires the registration of all bicycles. In addition, it is suggested students record their bicycle serial numbers. Provisions have been made to safeguard bikes by requiring them to be properly locked in the school bike racks. The school assumes no responsibility for bicycles.

PRIVATE PARTIES

If you plan on having a private birthday or other type of party in your home, we ask that you do not have your child distribute invitations at school. This will eliminate hurt feelings for those who do not get an invitation.

INSURANCE

The School District of Monroe **DOES NOT** provide any type of health or accident insurance for injuries incurred by your child while at school or participating in a school sponsored activity. We encourage you to review your present health and accident insurance program to determine if your coverage is adequate. If you do not feel your insurance is adequate because of a deductible or a co-insurance clause, or if you have no insurance, we encourage you to review the student insurance program information that can be found in your Back-to-School packet.

NEWSLETTERS

A newsletter containing items of interest to students and parents will be distributed each month via email. In order to receive the monthly newsletter, please make sure to keep your email current. The newsletter will contain information from specific classrooms, school wide reminders and calendar updates.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children with homework assignments by providing and arranging a quiet, comfortable place to work and by seeing that assignments are completed.

REPORT CARDS

Report cards will be provided after each semester. If you have a specific question or concern, please contact the classroom teacher.

PROGRESS REPORTS

Art, Music, and Physical Education progress reports will be reported twice per year, January and the last day of school. If you have a specific question or concern, please contact the Art, Music, or Physical Education teacher.

QUESTIONS/CONCERNS

Communication is a two-way process. If you have information to share or a concern, talk to the teacher of your child. If you still have concerns, then contact the principal. Be sure to keep in contact with your child's teacher throughout the school year regarding your child's educational experiences. Abraham Lincoln Elementary School uses the online behavior management tool, ClassDojo. This allows open communication between parents and teachers. If you have questions regarding ClassDojo, please contact your child's teacher.

PARENT/TEACHER CONFERENCES

Scheduled conferences will be held in the fall and spring. Please sign up for Parent/Teacher conferences at "Meet Your Teacher" Day. Other conferences may be scheduled as needed. Parent-teacher conferences are an essential building block of home-school communication. Parents provide important perspectives and information that can be extremely valuable. Teachers need the help of parents to do the best possible job of educating every child and can help parents play an active role in education at home. Conferences are a time for listening and sharing and working as a team member with the school.

DELIVERIES TO SCHOOL

Delivery of flowers and balloons to school is discouraged. If they are delivered, they will remain in the office until the end of the school day.

STUDENTS SELLING ITEMS

We ask that students participating in nonprofit fundraisers address staff only before or after school.

STUDENT FEES

Student fees will be collected the first week of school and due no later than September 30th. Charges will cover the cost of consumable materials, textbook rental and cultural arts for the year. Fees not collected by September 30th will be forwarded to our central office to begin a collection process.

(School Board Policy JNA-R)

DAMAGED 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 when books are checked back in for summer inventory.

(School Board Policy JN)

LMC MATERIALS

Students are responsible for returning any borrowed LMC materials in a timely manner. Students will be responsible for the replacement cost of any lost or damaged materials. (School Board Policy JN)

COPYRIGHT POLICY

The Board endorses the copyright provisions found in the Federal Copyright Law (Title 17, United States Code) which sets the standards for copying print and non-print materials. The following guidelines are provided for all staff members and students so as to enable them to adhere to these provisions.

The policy covers copyright materials in use in all District schools that fall into the following categories:

1. Published literature, including computer software and the Internet
2. Musical and dramatic works
3. Films, videos and all other audiovisual materials, including videotaping of broadcast materials

District-owned equipment may not be used to produce illegal copies of copyrighted materials.

PARENT CONTACT OF STUDENTS DURING THE SCHOOL DAY

Students will not be called out of class during the day for messages unless it is an emergency. Messages may be left at the office and students will be contacted via our announcements at 3:00 p.m.

STUDENT CONTESTS OR DISPLAY REQUESTS

Schools will announce civic group contests or art display requests and give the students the details, but school materials will not be given to students nor will school time be used to work on the contest. In case of an oratorical type contest, teachers may work with a student or small group of students during non-instructional times.

RESPECT FOR SCHOOL PROPERTY

We expect students to take pride in their school building and property, textbooks and materials, and equipment, which can be shown by being neat, careful, and considerate.

Disrespect of any property will be dealt with appropriately and student and parent will share responsibility.

BUS TRANSPORTATION

Lamers Bus Lines 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 a student 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, and etc. Examples of good cause include vacation, death in the family, illness, and etc.

STUDENT SUPPORT PROGRAMS

Title I

Gifted and Talented/Enrichment Resources

LMC and Computer Lab

Developmental Guidance

Special Needs Services

PTO

Volunteer Program

WISCONSIN PUBLIC SCHOOL OBSERVANCE DAYS

September 16 - Mildred Fish Harnack Day*

September 17 - U.S. Constitution Day*

September 20 - Wisconsin Day Wednesday of Wisconsin Week - September 17-23, 2017

September 22 - POW-MIA Recognition Day (Friday of the third week in September)

September 27 - Bullying Awareness Day (Wednesday of the fourth week in September)

September 28 - Frances Willard Day

October 9 - Leif Erikson Day

October 12 - Christopher Columbus Day

November 11 - Veterans Day*

January 15 - Dr. Martin Luther King Jr. Day

February 12 - Abraham Lincoln's Birthday

February 15 - Susan B. Anthony's Birthday

February 22 - George Washington's Birthday

March 4 - Casimir Pulaski Day*

March 17 - "The Great Hunger" in Ireland*

April 9 - Prisoners of War Remembrance Day

April 13 - American's Creed Day

April 19 - Patriots' Day

April 22 - Environmental Awareness Day*

April 27 - Arbor Day (Last Friday in April)

June 14 - Robert La Follette Sr. Day

* When an observance day falls on a Saturday or Sunday during the school year, it should be observed on the preceding Friday or the following Monday.

School will be held on these days unless otherwise noted on the monthly school calendar.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT

As part of a district-wide initiative, Abraham Lincoln Elementary School has implemented the **Positive Behavioral Interventions and Support** model. This model was created to address the behavioral and discipline systems needed for successful learning and social development of students. In the past, school-wide discipline has focused mainly on reacting to specific misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. The PBIS model is a school-wide system that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors. Incorporated in this model is a system of acknowledgements to help motivate

students to try their best and to encourage others as well. The goal is to create positive learning environments for all our students and to establish a climate in which appropriate behavior is the norm. PBIS creates and maintains a safe learning environment where teachers can teach and students can learn.

As part of our implementation, the district has established the following universal expectations for all students: ***Be Respectful, Be Responsible, Be Safe***. In order to help our students understand what these expectations look like in the classroom and throughout our buildings, we use the first few weeks of school to proactively teach, model and acknowledge these behavioral expectations.

The PBIS system has 4 components:

- A matrix of behavioral expectations
- Cool Tools-lesson plans used to teach students the behavioral expectations
- Rewards and Recognition-an acknowledgement/reinforcement system
- Office Discipline Referral Forms (ODR)

While we have implemented the PBIS model district-wide, it may look a little different at each building. You will receive more information on how this model is being implemented at Abraham Lincoln Elementary School through parent letters, monthly newsletters and/or Meet Your Teacher. If you have any questions or would like additional information on PBIS, please contact your classroom teacher or the building principal.

Behavior Matrix-2017-2018

Expectations	<i>Arrival/ Dismissal</i>	<i>Playground</i>	<i>Hallway</i>	<i>Bathroom</i>	<i>Cafeteria</i>	<i>Bus/Field Trips</i>	<i>Assembly</i>	<i>Technology/ Computer Lab</i>
Be Respectful	<ul style="list-style-type: none"> *Talking voices(L2) * Follow directions of supervisors *Use appropriate language 	<ul style="list-style-type: none"> *Play by the rules *Take turns & cooperate *Use appropriate language 	<ul style="list-style-type: none"> *No talking (L1) *Smile & wave *Use appropriate language *Hold door for others 	<ul style="list-style-type: none"> *Give privacy to others *Quiet voices (L2) *Use appropriate language 	<ul style="list-style-type: none"> *Talking voices (L3) *Listen to adults *Use appropriate language 	<ul style="list-style-type: none"> * Follow directions of adults *Talking voices (L3) *Use appropriate language 	<ul style="list-style-type: none"> *Voices off *Pay attention to speaker *Respond appropriately when asked 	<ul style="list-style-type: none"> *Keep hands & eyes on own device *Use your school device appropriately
Be Responsible	<ul style="list-style-type: none"> *Be on time *Wait in designated areas *Take care of personal items 	<ul style="list-style-type: none"> *Line up when the bell rings *Bring in equipment *Wear appropriate clothes 	<ul style="list-style-type: none"> *Go directly to destination *Keep hallways and lockers neat 	<ul style="list-style-type: none"> *Be quick *Flush and wash *Trash in trash cans *Keep restrooms clean 	<ul style="list-style-type: none"> *Clean up your area *Gently place silverware in bucket *Remain at table until dismissed 	<ul style="list-style-type: none"> *Take care of personal items *Clean up your area *Sit Appropriately where you are supposed to 	<ul style="list-style-type: none"> *Sit flat *Enter/leave quietly *Stay with your class 	<ul style="list-style-type: none"> *Use technology as taught *Carry device as taught
Be Safe	<ul style="list-style-type: none"> *Keep hands/feet to yourself *Walk *Use crosswalks/sidewalks 	<ul style="list-style-type: none"> *Keep hands/feet to yourself *Use equipment as taught 	<ul style="list-style-type: none"> *Keep hands/feet to yourself *Walk on right side of hall *Use handrails *Walk stairs one at a time 	<ul style="list-style-type: none"> *Water stays in sink *Keep hands/feet to yourself *Report misuse or problems 	<ul style="list-style-type: none"> *Sit flat on your seat *Eat your own food *Keep hands/feet to yourself *Walk with two hands on tray 	<ul style="list-style-type: none"> *Sit flat and face forward *Keep hands/feet in your seat *Walk and use hand rails 	<ul style="list-style-type: none"> *Keep hands/feet to yourself *Stay seated until dismissed 	<ul style="list-style-type: none"> *Ask permission *Keep personal information private *Leave computer setting and cords alone *Log off

CONDUCT AND DISCIPLINE

DISCIPLINE

Each school has developed a specific discipline procedure. As a part of that procedure at Lincoln, parents receive a copy of any formal discipline action using the school wide discipline plan. You, (Parent) will receive a copy of any step given, just to keep you informed. If there is a major and/ or repeated disciplinary offense, you (parent) will be contacted specifically about that incident via a letter and/or phone call from the principal or teacher. At that time your cooperation and support is crucial. It is our intent to have a positive working relationship between home and school in dealing with discipline.

Alternate Discipline Plan

If at any time it is felt that the discipline referral system is not appropriate for a given child an alternative method of discipline should be determined. This type of referral should necessitate an official meeting between involved staff and to include no less than the homeroom teacher and principal. Any alternative should be written and filed as per regular student referral forms.

PLAYGROUND RULES

“Our Peaceful Playground”

Students will refrain from climbing up the slide or jumping off the slide. They must be facing forward, in the sitting position, when going down the slide.

Students will refrain from standing or sitting on top of playground equipment and/or hand railings.

Students must be seen to be supervised, so they must stay within view of the adult supervisors. Going beyond the top of the hill is not allowed.

Woodchips, rocks, and sticks must remain on the ground, except when younger children, under adult supervision, use shovels and buckets in their play.

All games are open to all children.

Pens, pencils, paper should be kept off playground.

Tag is not allowed.

Students are not allowed to wrestle, play war games, hang on tetherballs, climb fences, and pick up other students.

Shoes will be worn at all times.

Football will be flag football only.

Students will refrain from sledding or going down the hill without proper adult supervision.

Ball games, except bouncing of balls, will be played off the blacktop area. No hard bats are allowed at school.

Respect for others and other people's property will be the primary rule at all times. Any behavior that is dangerous, disruptive, unruly, or disrespectful will not be tolerated.

Balls are not allowed to be bounced on the walls.

Students will receive procedures and practice on resolving conflicts on the playground. Procedures include the walk, talk & rock method.

- Walk away and/or find something else to do
- Talk it out
- Rock, paper, scissors

RAINY DAY AND WINTER RULES

Snowballing is not allowed.

Some indoor activities will be provided for students during recess on rainy/cold days. These will vary and will be specifically directed by the individual units.

On muddy days, students must play on blacktop.

Winter playground Unit dress rules are as follows:

Primary and Intermediate Units:

No boots: stay on blacktop

No snow pants: stay on blacktop

Boots and snow pants: play on field or blacktop

Everyone goes outside for recess (unless excuse deemed appropriate by teacher)

Upper Unit:

No boots: stay on blacktop

Everyone goes out for recess (unless excuse deemed appropriate by teacher)

GENERAL SCHOOL RULES

1. Shoes will be worn in the building.
2. Tennis shoes or soft-soled shoes will be worn on the gym floor.
3. Permission to leave the school property must be obtained from the office.
4. Students will enter and exit the building through doors for their specific unit.
5. Considerate behavior and good manners are expected of everyone going to and from the lunchroom, as well as while in the lunchroom.
6. Students are encouraged to use the bathrooms during breaks in classes as the need arises. Entire class breaks will be difficult and are discouraged.
7. Students participating in the lunch program will be encouraged to try the food they take at school.
8. No gum will be allowed without prior approval from building principal.
9. Students bringing treats will bring enough to share with their homeroom. Individual treats from teachers, as learning incentives will be allowed. Individual units will handle snacks for milk breaks.
10. Students will use school phones with teacher permission only.
11. If a student is to be kept after school for discipline reasons a one-day notice will be given. This applies to bus students as well. Transportation will then need to be provided by the parents.
12. The use of the elevator will be limited strictly for use for physical reasons. (i.e. broken leg, sprained ankle, etc.)
13. Students are not to bring items to school, such as weapons, which are a danger to themselves or others. Consequences may include suspension or expulsion.
14. Physical and/or verbal threats are included in the Zero Tolerance School Policy.
15. All visitors are to use the main entrance and report to the office upon entering the building.

SCHOOL BUS SAFETY RULES

1. Be Respectful, Be Responsible, Be Safe
2. No eating, drinking or smoking on bus
3. Be on time
4. Stay seated until your stop
5. Keep bus clean
6. Nothing goes out the windows; voice, head, and arms stay inside
7. Talk quietly, be courteous
8. Cross in front of the bus at the driver's signal
9. Keep aisle clear unless loading or unloading

DRUG-FREE SCHOOLS POLICY

The Monroe School district will comply with all provisions and federal requirements as outlined in the Drug-Free Schools and Communities Act Amendments of 1989. Compliance with the established standards of conduct called for in this policy is absolutely mandatory.

The program, as developed and implemented by the Monroe School District, provides for a developmentally based drug and alcohol education and prevention program for students enrolled in all grades of the school district from early childhood level and continuing through the twelfth grade. The program addresses the social and health consequences of drug and alcohol use as well as the legal ramifications of such use, and provides age-appropriate and effective techniques for resisting peer pressure to use illegal drugs and/or alcohol.

Information provided to students shall communicate that the use of illegal drugs and the unlawful possession and use of alcohol is illegal and harmful to one's health.

Students of the Monroe School District are hereby notified that the unlawful manufacture, distribution, dispensing, possession of or use of a controlled substance or use of alcohol on school district property, including all district-owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events or extra-curricular activities while off school premises.

Students who violate the provisions of the District's Drug-Free Schools policy will be subject to disciplinary action, including suspension or expulsion. In addition, referral for prosecution may be imposed on students who violate the standards of the school district policy.

Drug and alcohol counseling and rehabilitation and reentry programs are available to students of the school district. Information regarding such programs is available in the school district office. (School Board Policy JFCF)

TOBACCO USE BY STUDENTS

Student use and/or possession of tobacco products is prohibited in school buildings, on school grounds or while involved in school-sponsored activities.

Building Administrators shall be responsible for effectively implementing this policy in all schools in the District.

Students who violate this policy shall be subject to disciplinary action. The administration shall establish regulations for handling students in violation. All regulations on smoking and other tobacco use apply to all students regardless of age. (School Board Policy JFCG)

DANGEROUS WEAPONS IN THE SCHOOL

Possession or use of a weapon (defined below) on school premises, in school-owned or contracted vehicles, before, during or after school or at any school-sponsored activity is prohibited. A pupil found to be in possession of a weapon on school premises before, during or after school, or at any school sponsored activity is subject to suspension and expulsion from school and legal action.

Under the provision of the federal Gun-Free Schools Act of 1994, a student bringing a weapon, as described in the law, on school property may be expelled. The District adopts this requirement, including any amendments to the law enacted after the effective date of this policy. Weapons are defined in two categories:

1. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons.
2. Articles designed for other purposes but are used or intended to be used in such a manner that they constitute weapons. Examples include but are not limited to belts, combs, jewelry, pencils, files, compasses, aerosol sprays, scissors, etc.

Exceptions: Permission may be given on a case-by-case basis by the Building Administrator for possession of a weapon for instructional purposes by nonstudent adults provided authorization is granted at least five (5) days in advance of the weapon being brought onto school property. Law enforcement personnel, in the performance of their duties, are exempt from the provisions of this policy. (School Board Policy JFCJ)

YOUTH GANGS

The School District of Monroe recognizes that a school must maintain a safe and orderly environment in which teaching can take place. The presence of gangs, gang affiliations and gang-related activities within a school disrupts that learning environment by threatening the safety of the students, staff and parents in the school building and causing disruption to and interference with the academic process. As a result of those beliefs, the School District of Monroe bars all gangs, gang affiliations and gang related activities from school buildings, school-related activities and school property at all times. (School Board Policy JFCL)

EMERGENCY PROCEDURES

Fire drills, tornado alerts, and lock down drills are held periodically during the school year. Students should become familiar with the procedures for each. The classroom teachers will explain procedures for students at the beginning of the school year. Procedures are also posted in each classroom.

PROMOTION AND RETENTION OF STUDENTS POLICY

The academic progress of all students in the District will be screened and monitored multiple times each academic year to ensure appropriate progress. Some students will experience difficulty progressing at the expected developmental rate as dictated by curriculum and state standards.


As an effort to ensure that each student is receiving an appropriate education, the District will provide a systematic, data-based framework for identifying, defining, and resolving students' academic and/or behavior difficulties known as the District Intervention System. The District Intervention System shall offer a multi-tiered system of interventions that are administered as determined by student data. Student data shall be collected and analyzed by an Intervention Team, which shall consist of staff members trained in problem-solving strategies.

It is the intention of the District that students are to be placed in learning situations where they can compete effectively and have their abilities challenged. This placement is intended to foster the maximum total development of the child, leading to a successful and rewarding life. The majority of children should progress through the grades at the rate of one grade per year. Promotion of more than one year should be rare and only permitted when the student exhibits exceptional skills. Final decisions regarding promotion of more than one year shall be a cooperative effort between the student's teachers, the building principal, and the parent/guardian. A decision regarding retention shall be made after careful consideration of the student's age, cognitive ability, emotional status, physical size, grade placement, previous grade retention, background, and attendance record. Final decisions regarding grade retention, in grades other than fourth and eighth shall be a cooperative effort between the child's teachers, the Building Administrator, and the parent/guardian.

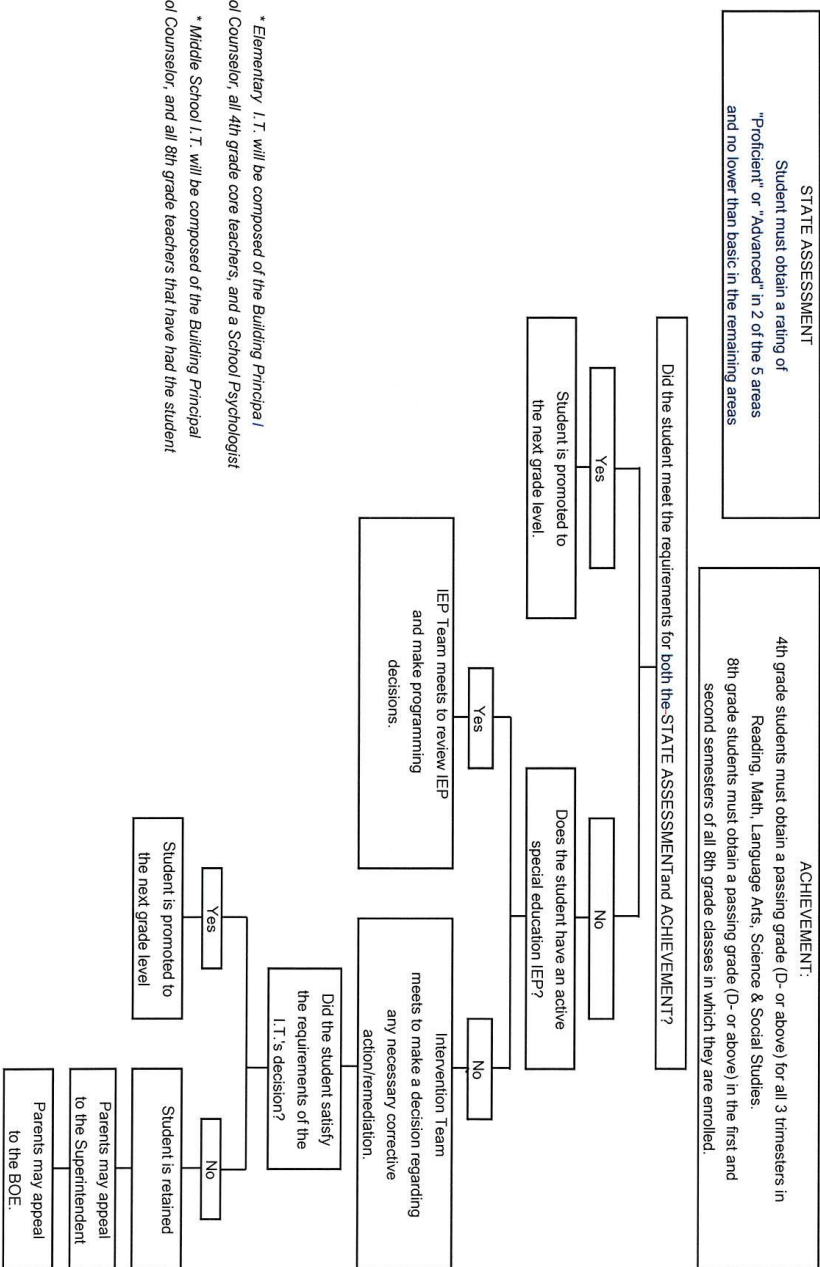
The District is committed to ensuring that students make appropriate progress during the course of their academic career. The Board recognizes that social promotion is not in the best interest of a student's academic development. For this reason and in accordance with Wisconsin State Statute 118.33 (6)(a) 1, all students being considered for promotion to fifth and ninth grade must exhibit satisfactory performance on the State-wide Assessment. Students must obtain a rating of "proficient" or "advanced" in two of the five scored areas, and no lower than "basic" in the remaining scored areas. In addition, 4th grade students must obtain a passing grade (D- or above) for all three trimesters in Reading, Math, Language Arts, Science, and Social Studies. Eighth grade students must obtain a passing grade (D- or above) in the first and second semesters of all 8th grade classes in which they are enrolled.

If a student fails to meet either of the above requirements, it should be determined if the student has a current special education Individualized Education Program (IEP). If the student does have a current IEP, the student's IEP team shall make the decision regarding promotion or retention. If the student does not have a current IEP, the decision regarding the student's promotion shall be submitted to the Intervention Team (I.T.). At the elementary level, the Intervention Team considering promotion or retention should be comprised of the Building Administrator, a school counselor, all 4th grade core teachers, and a school psychologist. At the middle school level, the Intervention Team considering promotion or retention should be comprised of the Building Administrator, a guidance counselor, all 8th grade teachers that have had the student, and a school psychologist.

The I.T. has the discretion to formulate a corrective action plan and specific requirements that are necessary for the student to be promoted. If the student satisfies the requirements of the I.T.'s decision, the student will be promoted to the next grade. If the student fails to satisfy the requirements of the I.T.'s decisions, the student will be retained. Parent/guardian has the right to appeal first to the District Administrator and then to the Board. The Board will only hear appeals made on the basis of a violation of policy and/or procedure. The parent/guardian has the right to request that the appeal be heard by the Board in Closed Session. (School Board Policy IKE)

 <p>SCHOOL DISTRICT OF MONROE</p>	<p>Section: I - Instruction Division: IK - Academic Achievement</p>
	<p>POLICY: IKE-E - RETENTION/PROMOTION FLOWCHART FOR ELEMENTARY AND MIDDLE SCHOOL</p>
<p>APPROVED 4/23/2002 REVISED 7/10/2006 1/28/2013 2/27/2017 REVIEWED 10/26/2009</p>	<p>Legal Reference: Cross Reference: IKE - Promotion and Retention of Students Parent/Student Handbook</p>

Proposed Retention Promotion Policy for Elementary and Middle School



* Elementary I.T. will be composed of the Building Principal / School Counselor, all 4th grade core teachers, and a School Psychologist

* Middle School I.T. will be composed of the Building Principal / School Counselor, and all 8th grade teachers that have had the student

STUDENT CODE OF CONDUCT

The District is committed to maintaining an educational atmosphere of excellence. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students are expected to behave in a manner that is based on respect and consideration for the rights of others. Students are to allow teachers to instruct effectively and students to participate in learning activities. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration and the Monroe Board of Education. Parents/guardians should be aware of the rules of behavior and expectations of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address any concerns.

This student code of conduct applies to all students in 4K through grade 12. The District shall not discriminate in enforcing this code of conduct on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Definition/Clarification

For the purpose of this code, a class is any class or school sponsored event, meeting or activity that students attend or in which they participate while in school or under the control or direction of the District. Class also includes regularly scheduled District-sponsored extracurricular activities either during or outside of school hours.

A teacher is any certified instructor, intern, student teacher, substitute teacher, instructional support staff, volunteer, counselor, nurse, administrator or designee under the direction of the District. A teacher of a class means the regularly assigned teacher of the class or any teacher assigned to teach, monitor, assist in or oversee the class.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established District policies, school rules, municipal ordinances and state/federal laws and regulations. Removal from class under this code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detention, suspension or expulsion for the conduct for which the student was removed.

Behavior that is disruptive, dangerous or unruly:

For the purposes of this code, notwithstanding any inconsistent or contrary provisions regarding suspension and expulsion in the District policies or in the student handbooks, the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous or unruly so as to warrant removal from class:

- Inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing
- Inappropriate verbal conduct intended or likely to upset, distract or annoy others such as name calling, teasing or baiting
- Behavior that may constitute sexual or other harassment
- Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. during lecture by teacher, response by another student, presentation by visitor) or during quiet (study) time
- Throwing any objects, particularly those likely to cause harm or damage, such as books, pencils, scissors, etc.
- Provoking other students to act inappropriately or to disobey the teacher or school/class rules, including without limitation, inciting others to walk out
- Destroying the property of the school or another student
- Loud, obnoxious or outrageous behavior
- Other behavior likely to interfere with the learning of others

Behavior that interferes with the ability of the teacher to teach effectively:

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's noncompliance may in turn distract others by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

- Open defiance of the teacher displayed in words, gestures or other overt behavior
- Open disrespect of the teacher displayed in words gestures or other overt behavior
- Inappropriate use of electronic devices

Behavior that is inconsistent with classroom expectations and the ability of others to learn:

In addition, there may be grounds for removal for behavior which, though not necessarily in violation of the above provisions, is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

Removal from Class Procedures

A student may be removed from class for the reasons identified above.

When a student is removed from class, he/she will be sent or escorted to the Building Administrator or designee. The teacher removing the student will notify the Building Administrator or designee of the reason(s) for the student's removal. A written explanation of the reason(s) shall be given to the administrator or designee within 24 hours of the student's removal from class.

Placement Procedures

This code of conduct distinguishes between two essentially separate kinds of removal from class: short-term or temporary removal and long-term removal. The Building Administrator or designee shall decide whether a student who has been removed from a class for violating this code of conduct is to be removed to a short-term or to a long-term placement. When making placement decisions, the Building Administrator or designee shall consider the following factors:

- the interests of the other students in the class and the teacher of the class
- the reason(s) the student was removed from class
- the type of placement options available to students in the District
- the estimated length and time of placement
- the removed student's individual needs
- whether or not the student has been removed from a class previously
- the relationship of the placement to any disciplinary action

The administrator or designee may consult with other appropriate school personnel as he/she deems necessary when making or evaluating placement decisions. The removed student's parents/guardians may also be consulted regarding student placement decisions when it is determined by the administrator or designee that this would be in the best interest of the student involved or when required by law.

All placement decisions shall be made consistent with established District policies and in accordance with state/federal laws and regulations.

Short-term placement:

In the majority of cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which he/she was removed. The Building Administrator or designee shall inform the student of the reason(s) for removal from class and shall allow the student an opportunity to present his/her version of the

situation. The Building Administrator or designee shall, after weighing the interests of the removed student, of the other students in the class and of the teacher, determine if readmission to the class is the best or only alternative. In the event it is deemed inappropriate to return the student to regular classes, the Building Administrator or designee shall either retain the student in short-term placement or, where necessary, appropriate and practical, take steps to have the student sent home.

Long-term placement:

A student warrants long-term removal from class when his/her actions have been severe and serious and/or when there have been repeated violations of the code of conduct. Students who are removed long-term from a class will be placed in an alternative educational setting. This setting may include, but is not limited to, the following:

- Another instructional setting
- Another class or another appropriate place in the school
- An alternative education program approved by the Board of Education (state law defines an alternative education program as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that are incorporated into existing traditional classrooms or regularly scheduled curricular programs or offered in place of regularly scheduled curricula programs)

In any long-term placement provided, the student must continue to receive an educational program and services comparable with, though not necessarily identical to, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal; however, the parents/guardians of the student and/or the student shall have the right to meet with the Building Administrator or designee. When possible, such a meeting shall take place within three (3) school days of the request. At the meeting, the Building Administrator or designee shall inform the parents/guardians and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for the decision. Notwithstanding the objection of the parents/guardians or student, nothing in this code shall prevent the Building Administrator or designee from implementing a removal to another class, placement or setting.

Parent /Guardian Notification Procedures

The teacher who initiated the removal of a student from class will attempt to notify parents/guardians within 24 hours of the incident of the reason(s) that caused the student to be removed from his/her class. The teacher shall keep a written log or record regarding all attempts to contact the parents/guardians of the removed student and shall provide this to the Building Administrator or designee within 24 hours of the student's removal from class.

The Building Administrator or designee shall notify the parents/guardians of the student in writing via the building disciplinary referral form when a teacher has removed a student from class on a short term or long-term basis. This notification shall include the reason(s) for the student's removal from class and the placement decision involving the student. This notice shall be given as soon as possible after the student's removal from class and after a placement determination has been made.

If the student involved in removal from class and change in educational placement has a disability, parent/guardian notification shall be made consistent with the District's handbook for children with disabilities and state/federal laws and regulations.

If the student removed from a class is also subject to disciplinary action (e.g. detention, suspension, expulsion) for the particular classroom conduct, the student's parents/guardians shall also be notified of the disciplinary action in accordance with policy and legal requirements.

(School Board Policy JFCM)

STUDENT SUSPENSION/EXPULSION

Suspension

A student may be suspended for not more than five school days or, if a notice of expulsion hearing has been sent, for not more than a total of 15 consecutive school days for:

1. Noncompliance with school or District rules, or
2. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or
3. Conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, or
4. Conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority, or
5. Endangering the property, health or safety of any employee or Board member of the District in which the pupil is enrolled

Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension. The pupil may be suspended if it is determined that the pupil is guilty of noncompliance with such rule, or of the conduct charge, and that the pupil's suspension is reasonably justified. The parent or guardian of a suspended minor pupil shall be given prompt notice of the suspension and the reason for the suspension. The suspended pupil or the pupil's parent or guardian may, within five school days following the commencement of the suspension, have a conference with the District Administrator or his/her designee who shall be someone other than a principal, administrator, or teacher in the suspended pupil's school.

If the District Administrator or his/her designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences, or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. Such finding shall be made within 15 days of the conference. A pupil suspended under this paragraph shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

Expulsion

The Board may expel a pupil from school whenever it finds the pupil guilty of:

1. Repeated refusal or neglect to obey the rules, or
2. Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or
3. Engaging in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or
4. While not at school or while not under the supervision of a school authority, engaging in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority, or
5. Endangering the property, health or safety of any employee or Board member of the District in which the pupil is enrolled and is satisfied that the interest of the school demands the pupil's expulsion.

Prior to expelling a pupil, the Board shall hold a hearing. Not less than five days' written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to the pupil's parent or guardian, specifying the particulars of the alleged refusal, neglect or conduct, stating the time and place of the hearing and stating that the hearing may result in the pupil's expulsion. Upon request of the pupil and, if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed. The pupil, and if the pupil is a minor the pupil's parent or guardian may be represented at the hearing by counsel. The Board shall keep written minutes of the hearing. Upon the ordering by the Board of the expulsion of a pupil, the District clerk shall mail a copy of the order to the pupil and, if the pupil is a minor, to the pupil's parent or guardian.

The expelled pupil or, if the pupil is a minor the pupil's parent or guardian may appeal the expulsion to the state superintendent. If the Board's decision is appealed to the state superintendent, within 60 days after the date on which the state superintendent receives the appeal, the state superintendent shall review the decision and shall, upon review, approve, reverse or modify the decision. The decision of the Board shall be enforced while the state superintendent reviews the decision. An appeal from the decision of the state superintendent may be taken within 30 days to the circuit court of the county in which the school is located.

In addition to the grounds for expulsion previously stated, the Board may expel from school a pupil who is at least 16 years old if the Board finds that the pupil repeatedly engaged in conduct while at school or while under the

supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under the previous provisions and is satisfied that the interests of the school demands the pupil's expulsion. The Board of a school district operating under Chapter 119 may expel a pupil from school under this subdivision if all of the following apply:

1. The pupil is enrolled or participating in a work program, community-based program or other alternative educational program that is appropriate to the needs of the pupil, other than a special education program under Subchapter V of Chapter 115, for pupils who engage in the conduct described under this subdivision.
2. The conduct described under this subdivision occurred since enrollment or participation in the alternative educational program.

The full text of Wisconsin Statute Section 120.13(1)(c) shall be printed on the back of the expulsion notice.

DISCIPLINE PHILOSOPHY

Simply stated, our philosophy is to treat everyone with respect. Any infraction of our rules will result in a warning, and if necessary, appropriate consequences. The best way to change negative behavior is with positive methods. Before utilizing consequences, we give warnings that the behavior is negative and unacceptable and we give the child the opportunity to change negative behavior. Consequences focus on the behavior and not the self-concept of the child.

These are our discipline guidelines:

We are realistic in our expectations. We understand child development and we don't expect children to follow rules if they aren't mature enough. It may be unrealistic to expect a preschooler to sit through a long assembly or a concert.

We are prepared for misbehavior. We calmly explain to them the behavior we expect in our classrooms and school and the consequences if they break the rules. If we see a situation that could lead to trouble, we give warnings and intervene *before* things get out of control.

We are flexible, yet consistent. We try not to get stuck in a rule rut. Sometimes it is best to ignore small behavior lapses, depending on the circumstances. We save our discipline enforcement for our most important rules.

We praise good behavior. If we see children doing something positive, we make sure to compliment them for being responsible by following the rules. This helps build and reinforce their self-esteem.

We expect to repeat rules often. Classroom rules/expectations and consequences are posted and reviewed often. We explain the reasons behind the rules, rather than just "laying down the law."

We don't embarrass children. We can discipline children without making them feel ashamed and embarrassed. We focus on the behavior, not the child. It is important to keep children's dignity and have them know we like them; we do not like the negative behavior.

We teach children how to handle anger. If we want our children to follow the rule not to hit each other, just saying, "don't hit" isn't enough. We teach them alternative ways to handle their angry feelings; we show them that peaceful strategies can get them what they want better than hitting can. We explain the importance of treating others, as they would want to be treated. (Children learn from watching others. If you or I scream at them when we are angry, or use foul language, they will assume that they can scream and curse too. If we model inappropriate behaviors our children will learn that these are acceptable ways to interact with each other). On the other hand, if we listen to them, encourage them to talk problems out, and speak to them calmly and with respect, they will learn to do the same.

We realize that our own behavior isn't perfect. Whether we want to eat less, spend less or be better organized, we too are still learning discipline. We let our children see that we are not perfect. If we make mistakes, we apologize and promise that we'll try not to repeat the negative action again. We know that the children appreciate our honesty.

FREEDOM FROM HARASSMENT

The mission of the School District of Monroe is to educate and develop all students to their highest potential. The Board of education is committed to creating an environment that treats all students with dignity and respect, provides students with a safe physical and emotional learning environment and promotes respect, tolerance and cooperation throughout the district. We expect all members of the educational community - students, staff, and all others involved in accomplishing our educational mission - to help create and maintain this environment.

To accomplish our mission, all employees and students must be allowed to work and learn in an environment free from harassment. Harassment interferes with the working or learning effectiveness of students and/or employees.

If you feel you are a victim of sexual, physical, verbal or psychological harassment, contact the principal or district administrator. (Board Policy ACA, ACA-R).

TITLE 1 NOTIFICATION

The federal No Child Left Behind Act of 2001 (NCLB) requires schools who receive Title I funds to notify parents or legal guardians. Title I is the largest federal aid program for elementary, middle, and high schools. Through Title I, the Federal government gives money to school districts around the country based on the number of low-income families in each district. Each district uses its Title I money for extra educational services for all children.

Abraham Lincoln Elementary School is a *Title I School*.

- This means we receive federal funds to provide extra educational assistance for all students at Abraham Lincoln School.

Qualifications for a Title I School

- 40% or above of students are from low income families.

Advantages of being a Title I School

- The money goes to help all students in our school.
- It is used for curriculum and instruction, professional development, supplies and materials.
- It provides opportunities for parents to be involved in their school.

Ways You Can Help

- Fill out a free lunch application if you think your family might qualify.
- Apply now or during the school year if your family finances change.
- Attend all outreach programs such as conferences, open house, back to school night Reading and Math night
- Volunteer in your child's classroom regularly.

Opportunities for Parents

- PTO Meetings
- Volunteer in School/Classrooms

As a Title I School, we rely on the partnership between school and home to ensure that our students succeed. We hope you will feel welcome to be a part of your child's school experience and a part of the success of Abraham Lincoln School.

**LEGAL NOTICES
AND
SCHOOL DISTRICT OF MONROE POLICIES**

As required by law, we are notifying you regarding the following policies and procedures of the School District of Monroe. Please take a moment to review all statements as well as the important policies listed below. All District policies can be reviewed in their entirety at www.monroeschools.com

NOTICE OF ACCOMMODATIONS FOR RELIGIOUS INSTRUCTION – Policy JEFA (01/28/13)

Students will be permitted released time for religious instruction in compliance with state law and established procedures. Students released for religious instruction shall be expected to attend such instruction classes on a regular basis. Attendance records shall be maintained. The Board may deny the privilege of release time to students who absent themselves from the religious instruction after requesting the privilege. The District shall be released from all liability for a pupil who is absent from school for this program.

ANTI-BULLYING – Policy JFCN (03-23-15)

Introduction: The District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition: Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet – also known as cyberbullying)

Prohibition: Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation: All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the appropriate Building Administrator or district level administrator. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a school counselor, school psychologist or building level administrator. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying: The school official receiving a report of bullying shall immediately notify the Building Administrator. The Building Administrator or his/her designee shall, within one school day, interview the persons reported to be involved in the bullying incident(s) and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports: If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the District administration and Board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil Services staff will provide support for the identified victim(s).

Disclosure and Public Reporting: The policy will be distributed annually to all students enrolled in the District, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The District will also provide a copy of the policy to any person who requests it. Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. An annual summary report shall be prepared and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

ANNUAL ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act-AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The District has a goal to be in full compliance with this law and is following the spirit as well as the letter of the law. As a matter of policy, the school shall continue to maintain a safe and healthful environment for employees and students. In keeping with this legislation, all buildings (including portables and support buildings) owned by the District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared, and the state approved, a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the District has completed their three year re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance. This past year the District conducted the following with respect to its asbestos containing building materials: Continued our Operations and Maintenance Program.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after a management plan went into effect. MacNeil Environmental, Inc. will accomplish this under contract.

Short-term workers (outside contractors – i.e. telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before beginning work to receive this information.

The District has a list of the location(s) and type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the District Office at 925 16th Ave. third floor; copies are available at 25 cents per page. Questions related to the plan should be related to Rich Zentner, Director of Buildings and Grounds, School District of Monroe at (608) 328-7194.

STUDENT USE AND/OR POSSESSION OF HANDHELD ELECTRONIC COMMUNICATION AND ENTERTAINMENT DEVICES – Policy JFCK (10-27-14)

Except as specified in the parent/student handbooks, students are prohibited from using or possessing a wireless electronic paging or two-way communication device or system while in school buildings, on school grounds, in school vehicles, or while off school premises when participating in or observing any curricular programs. The Building Administrator or District Administrator may allow such a device to be used or possessed for a medical, school, educational, vocational or other legitimate purpose with prior permission. Students may not possess or use laser pointer/devices at any time in school buildings, on school grounds, in school vehicles, or while off school premises when participating in or observing any curricular or extracurricular program sponsored by the District. Exceptions, for educational purposes, may be made by the Building Administrator.

Students who violate this policy shall have their laser pointers/devices or electronic communication devices confiscated and shall be subject to disciplinary action. Parents/guardians shall be notified as outlined in the parent/student handbook. This policy shall be published annually in the parent/student handbook and distributed to each student in the District.

INDOOR ENVIRONMENTAL QUALITY NOTICE

The Monroe School District would like to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) management plan. The plan was initially developed in 2012 and is reviewed as necessary. The plan was developed as deemed appropriate for the district. Questions and concerns should be directed to the IEQ Coordinator. Copies of the plan are available at the District Office for a fee. The District Office is located at 925 16th Avenue, Suite 3, Monroe, WI 53566.

NOTICE TO PARENTS OF CHILDREN ENROLLED IN THE SCHOOL DISTRICT OF MONROE

The *No Child Left Behind Act* allows parents and guardians to request certain information about their child's teacher(s) and requires the District to give the information to the parent or guardian in a timely manner. Specifically, parents and guardians may request the following information about each of their child's teachers:

1. Is my child's teacher licensed by the Wisconsin Department of Public Instruction for the grades and subjects he/she teaches?
2. Is my child's teacher licensed by the Wisconsin Department of Public Instruction for the grades and subjects he/she teaches with an emergency or provisional license?
3. What was the teacher's college major; has the teacher earned any advanced degrees, and if so, what is the subject of the degree(s)?
4. Does an instructional aide provide services for my child, and if so, what are his/her qualifications?

Parents and guardians may obtain the above information by contacting Cindy Rupnow, BOE/District Administrative Executive Assistant, at 608-328-7109.

In the event you have further questions regarding parental involvement in the District's Title I program, please refer to ***Policy IGBC Programs for Disadvantaged Students (Title I)***.

NONDISCRIMINATION NOTICE – Policy AC (09-12-11)

The School District of Monroe is committed to a policy of nondiscrimination in relation to race, religion, sex or sexual orientation, age, national origin, handicap, marital status, arrest of conviction record, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with who the Board does business.

RELEASE OF STUDENT PHOTOS AND INFORMATION – Policy JO and JO-R (03-24-14) (03-24-14)

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 an Information Request Form; Part II – Information Checklist addresses the release of information and photos. The Information Request Form is kept on file in the school office and may be updated at any time by contacting the appropriate school.

Wisconsin School-District Performance Reports

The Wisconsin School Performance Report serves as the state's annual public school-district report card and represents comprehensive resources of data on school and district performance and student achievement indicators.

Information in the School Performance Report comes from three sources:

- Wisconsin's 426 public school districts and its two state schools (Wisconsin School for the Deaf and Wisconsin School for the Visually Handicapped)
- Private firms that administer assessment to Wisconsin's students (ACT, AP, etc.)
- DPI data collections other than SPR (PI-1505 Annual Report, PI-1202 Fall Staff Report, and PI-1215 Curriculum Report)

The contents of the School Performance Report are organized into two broad categories: Student Performance Indicators and Opportunity-to-Learn Indicators. Student Performance Indicators give readers a look at eight different measures of achievement:

- Advanced Placement Test
- American College Test (ACT)
- Graduation Statistics
- Knowledge & Concepts Examinations (grades four, eight and ten)
- Post-graduation Intentions

Opportunity-to-Learn Indicators offer insight into the classes and experiences available to public school pupils. This section is divided into a District Profile and a Student Profile.

The District Profile includes:

- Advanced Coursework
- General Fund Expenditures
- General Fund Revenues
- High School Graduation Requirements
- Pupil/Staff Ratios

The Student Profile includes:

- Attendance
- Dropouts
- Expulsion
- Extra/Co-Curricular Activities
- Habitual Truancy
- Retention
- School-Sponsored Community Activities
- Suspension (Out-of-School)

The School-District Performance Report is available to all members of the public online at <https://apps2.dpi.wi.gov/sdpr/spr.action>. A link is also available on our school website at <http://www.monroeschools.com/>. Other resources include, Wisconsin Student Assessment System Proficiency Reports to find detailed information on district and school achievement, Wisconsin Information Network for Successful Schools (WINESS) to find information for particular public schools.

If interested in hard copies of these reports, please contact the Building Administrator or District Administrator.

Wisconsin Accountability

http://acct.dpi.wi.gov/add_home

School Report Cards – <http://reportcards.dpi.wi.gov/>

Public versions of the School Report Cards are posted here, organized alphabetically by district. Please select the first letter of the district name below to jump to that area of the alphabet. Click on the district name for a list of schools in the district. Additionally, a state-level download file includes data from each school's Report Card: <http://reportcards.dpi.wi.gov/files/reportcards/xls/2011-12reportcarddata.xlsx>

SEARCH OF STORAGE AREAS – Policy JHFF (12-17-12)

The Board recognizes that the District needs to provide storage areas for the convenience of staff members and students. They also recognize that, although the District retains ownership and right to control storage areas, entry into areas without the consent or approval of the user is intrusive and offensive to the user's dignity, and the Board has an obligation to respect the user's interests. However, circumstances may require entry without consent or approval from time to time, and it is therefore necessary to develop appropriate rules governing such entries.

This policy is not intended to limit the District's right to conduct general inspections of storage areas out of concern for the health, safety and welfare of the school community.

The school provides storage areas, including electronic media, for the convenience of staff members and students. A storage area assigned to a staff member or student remains the property of the District. At no time does the District relinquish its exclusive control of such storage areas.

Individual storage areas may be searched as determined necessary or appropriate without notice, without user consent, and without a search warrant. The search will be conducted in accordance with regulations established by the Board and may include the ability to utilize the service of drug-searching canines and/or other specialized search animals.

Any unauthorized items found in a storage area may be removed. Items removed from a storage area must be safeguarded until determination has been made by the appropriate authorities for disposition of the items. Items removed from the storage area will be handled as follows:

1. held by the school for return to the staff member, adult student, or parent/guardian of a minor student to be removed from school property.
2. retained for disciplinary proceedings, or
3. turned over to law enforcement officials.

The staff member, adult student, or parent/guardian of a minor student shall be notified of items removed from a storage area assigned to the staff member or student.

The District shall provide a copy of this policy to each employee of the District and to each student enrolled in the District on an annual basis. Each building shall select the most appropriate method of delivery and shall ensure the method provides for delivery to employees who are hired by the District and students who enter the District after the start of the school year. Each building shall maintain a record of the method and dates of delivery of the policy.

STUDENT RECORDS NOTICE – Policy JO & JO-R (03-24-14) (03-24-14)

The School District of Monroe maintains student records for each student attending school in the District. State and federal laws require that the maintenance of such records assure confidentiality. Accordingly, the following shall apply in the district:

1. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established district procedures. The District will respond to such requests without unnecessary delay and in no case more than 45 days after the request is made. Copies of the District's student records procedures are available upon request at the school district office at 925 16th Avenue, Suite 3, in Monroe, Wisconsin or they may be obtained on the district website at www.monroeschools.com
2. An adult student, or the parent(s) or guardians(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate or misleading. Complaints regarding the content of student records may be made in accordance with established district procedures. Copies of the District's procedures are available upon request as outlined above.
3. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction to hold a license; a person employed by or working on behalf of the District as an

administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a “legitimate educational or safety interest” if the official needs to review a student record in order to fulfill his/her professional or district responsibility.

4. An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged district noncompliance with Federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

5. The District makes public certain information that has been designated as “directory information” unless the parent/guardian or adult student has notified the records custodian in writing within fourteen (14) days to restrict the release of all or part of this information. The District considers the following to be “directory information”; the student’s name, address, e-mail address, telephone listing, date and place of birth, class (freshman, senior, etc.), enrollment status (full-time, half-time or part-time), participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently attended by the student.
6. The District will forward records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student’s enrollment or transfer.

Other policies of interest, which can be found on the district website, may include:

AC – Nondiscrimination
ACA – Harassment
ACA-R – Harassment Complaint Procedures
EGAB – Copyright Policy
IGBC – Programs for Disadvantaged Students (Title I)
IIBK – Acceptable Use Policy
IKE - Promotion and Retention of Students
IKE-E – Retention/Promotion Flowchart for Elementary and Middle School
JB-R – Complaint Procedures
JE-R – Student Attendance Rules
JED – Student Exceptions From Class (Personal, Religious, Medical Reasons)
JEFA – Released Time for Religious Instruction
JEFA-R – Guidelines for Released Time for Religious Instruction
JF – Student Rights and Responsibilities
JFCF – Drug Free Schools/Student
JFCG – Tobacco, Electronic Cigarette and/or Vapor Device Use by Students
JFCH – Student Chemical Abuse
JFCJ – Dangerous Weapons in the Schools
JFCK – Student Use and/or Possession of Electronic Devices
JFCKL – Locker Room Privacy
JFCL – Youth Gangs
JFCM – Student Code of Conduct
JFCN – Anti-Bullying
JGD/JGE – Student Suspension/Expulsion
JHFF – Search of Storage Areas
JHFF-R – Conducting Search of Storage Areas

JN – Student Fees/Fines
JN-E – Fee Schedule
JNA-R – Guidelines for Collection of Fees and Fines
JO – Student Records
JO-R – Guidelines for the Maintenance and Confidentiality of Student Records

HEALTH PROCEDURES

ACCIDENT POLICY

All student accidents must be reported to the office. It is absolutely necessary that students report all accidents or injuries to the supervisor in charge of the activity at the time the incident occurs. Of great concern is the fact that a student may be more seriously injured than he/she realizes and delaying professional medical attention may increase the risk injury. When a student injury is reported a staff member may contact a parent either at work or at home so that the parent is aware of the injury. A determination will be made by the parent as to whether to leave the student in school, take them home or seek further medical attention. In cases of severe injury, school personnel may call 911 for emergency assistance. The school will try to contact the parent(s) or guardian(s) first in most medical emergencies. School personnel may provide minor medical assistance. **It is imperative that a CURRENT emergency registration form be on file in the office in case of an accident.**

IMMUNIZATIONS

The State of Wisconsin requires students be immunized for polio, diphtheria, pertussis, tetanus, measles, mumps, rubella, Hepatitis B and varicella (chickenpox).

VOLUNTEERS

Volunteering is as diverse as the individual doing it. Perhaps you would enjoy volunteering a set amount of time every week as a classroom tutor. Maybe a once-a-year opportunity would better utilize your talents as an envelope stuffer, bake sale chef, field trip chaperone, guest speaker, or a party planner! Wonderful contributions can be made from home, as well as here at school. Like with any chaperone opportunity, all volunteers must complete a disclosure form and have an approved background check through Monroe School District prior to attending field trips.

What types of volunteers are needed? Academic long-term volunteers are assigned to a specific staff member and participate directly with students in an academic setting by:

Assisting in the Classroom:

- Listening to students read
- Reinforcing skills by conducting flashcard drills and playing instructional games
- Reading/telling stories to students
- Assisting students with the computer
- Helping students who have been absent make up missed work
- Assisting with craft/construction projects
- Being an extra pair of eyes/hands/ears
- Talking to children; being a caring adult

Assisting in the Library Media Center:

- Helping students locate and use the LMC resources
- Helping students check out materials
- Re-shelving materials

Community resource volunteers are people with special interests, hobbies, or talents who can be called on to enrich the curriculum by sharing their expertise with students on such topics as:

- Careers
- Political campaigns
- Local history
- Art
- Music

- Foreign countries, language, and customs
- Hobbies or pioneer crafts
- Junior Achievement

Short-term project volunteers help in areas where assistance is needed for a limited time, including classroom projects, plays, or special study units during the year:

- Preparing bulletin boards
- Preparing student work for exhibit
- Making props for plays
- Gathering resource materials
- Preparing instructional materials (cutting, assembling, gluing, packaging, collating, counting, making copies, etc.)
- Organizing special events/holiday parties
- Helping with clerical tasks
- Assisting with vision/hearing screenings
- Chaperoning assemblies and field trips
- Assisting with the noon book club
- Stuffing weekly folders
- Assisting with making parent gifts
- Organizing classroom book orders
- Making posters
- Typing monthly newsletter

*All interested volunteers should complete the Volunteer Response form and return it to the office. Enjoy putting **Your** heart in the core of **Our** school!*