

# Tiffany Creek Elementary



## Student/Parent Guidebook **2024-2025**

*Together we Create Excellence*

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# Student/Parent Guidebook

## Boyceville Community School District

### Introduction

Welcome to Tiffany Creek Elementary School. The purpose of this handbook is to provide information regarding expectations, policies and procedures.

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Student/Parent Guidebook Updated Annually

### **FOREWORD**

This student/parent Guidebook was developed to answer many of the commonly asked questions that you may have during the course of a School year. This Guidebook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the Guidebook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control.

Because the Guidebook contains information about student and parent rights and responsibilities, each family is responsible for knowing its contents. Please take time to become familiar with the following information and keep the Guidebook available for your use throughout the school year. It can be a valuable reference and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this Guidebook, contact your building principal who you will find listed in the Introduction section of the Guidebook. This Guidebook

supersedes all prior Guidebooks and other written or oral statements regarding any item in this Guidebook.

This Guidebook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. If any of the policies or administrative guidelines referenced herein are revised after July 31, 2020, the language in the most current policy or administrative guidelines prevails. **The Boyceville Community School District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, genetic information, pregnancy, age, marital or parental status, sexual orientation, or disability in employment or education programs and activities.**

## **MISSION OF THE SCHOOL**

In an environment of shared decision-making by children, staff, family, and community, the mission of Tiffany Creek Elementary School is to ensure an extraordinary, child-centered education that empowers all children to reach their highest potential.

## **EQUAL EDUCATION OPPORTUNITY/ANTI-HARASSMENT**

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Classes" as well as place of residence within District boundaries, or social or economic background. Students who have been identified as having an impairment or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with appropriate public educational services. Students may be considered as having impairment or disability under this policy, even if they are not covered under the district's special education policies and procedures. Parents who have questions should contact Rebecca Hanestad, District Compliance Officer.

Any person who believes that the School or any staff person has discriminated against them in violation of this policy may file a complaint. A formal complaint can be made in writing to the District Administrator.

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another

location if such conduct occurs during an activity sponsored by the Board. The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students. The Board will vigorously enforce its prohibition against discriminatory harassment based on the traits of sex, race, color, national origin, religion, or disability, that are protected by Federal or state civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, harassment means behavior toward a student or group of students that substantially interferes with the student's school or academic performance or creates an intimidating, hostile, or offensive school environment. Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-to-female. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means individuals, students, administrators, teachers, staff, and as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams parent), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

## **BULLYING**

Bullying is prohibited by Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Characteristics. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including transgender status, change of sex, or gender identity), race color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation of physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights.

## **HARASSMENT**

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

## **SEXUAL HARASSMENT**

"Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

***(Full policy available upon request or on the school district website.)***

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students generally enroll in the district in which they live. However, the Board will release a resident student who is accepted as a student in another school district under that district's open enrollment program as permitted by law.

Students that are new to the Boyceville Community School District are required to enroll with their parents or legal guardian unless 18. When enrolling, the parents will need to bring:

- A. birth certificate or similar document;
- B. custody papers from a court (if appropriate);
- C. proof of residency; and
- D. proof of immunizations.

## **ENTRANCE AGE**

### **Kindergarten**

A child is eligible for entrance into four-year-old kindergarten (Early Learning Center) if s/he attains the age of four (4) on or before September 1 of the year in which s/he applies for entrance.

A child is eligible for entrance into five year old kindergarten if s/he attains the age of five (5) on or before September 1 of the year in which s/he applies for entrance.

### **First Grade**

A child must be six (6) years of age on or before September 1<sup>st</sup> in the year in which s/he enrolls. A student must have completed a kindergarten program or must receive a waiver of this requirement. Any student who has not completed a 5-year old Kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement.

## **SCHEDULING AND ASSIGNMENT**

The Principal, along with the teaching staff and Director of Special Education, will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

## **EARLY DISMISSAL**

Students are allowed to leave school prior to dismissal when a parent or adult on file calls ahead and speaks with a school staff member or a note is written providing prior notice. Students will only be released with prior authorization to an adult on file. We discourage last minute changes requiring calls into the classroom, which disrupt the learning environment.

## **OPEN ENROLLMENT**

The Boyceville Community School District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

## **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, s/he may be excluded from school as permitted by law. This is for the safety of all students and staff. Any questions about immunizations or waivers should be directed to the school nurse at 715-643-3647, ext. 112



## **SCHOOL DAY**

The school building is open from 7:30 a.m. until 4:00 p.m. on all student days. Classes begin at 8:15 a.m. and end at 3:20 p.m.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of Tiffany Creek Elementary School are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights of freedom of expression and association and fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures will comply with the requirements of State and Federal law.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact.

Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Students must arrive at school on time and be prepared to participate in the educational program. If, for some reason, this is not possible the student should seek help from the Principal or School Counselor.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as lockdown, fire and tornado drills and accident reporting procedures. These drills are practiced according to the district safety plan.

Parents are strongly encouraged to keep their parent contact information in JMC student records updated at all times (i.e. address and phone number changes).

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

Questions regarding JMC log-in and/or password information should contact Erika Sudbrink at [erikas@boyceville.k12.wi.us](mailto:erikas@boyceville.k12.wi.us) or call (715) 643-3647.

## **STUDENT ACCIDENT/ILLNESS/CONCUSSION**

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

Three key reasons you should keep your child home from school include:

1. Fever over 100.00 degrees F.
2. Is not well enough to participate in class, or
3. May be contagious

Please keep students home from school for at least 24 hours after the last episode of vomiting or diarrhea. A child with a fever should not return to school until the fever stays under 100.0 F for 24 hours **without** the use of fever-reducing medicine such as Tylenol or ibuprofen, etc.

All injuries must be reported to a teacher or the office. If medical attention is required, the office will follow the School's emergency procedures. If medical attention is not needed, the student will be treated and returned to class.

A student who becomes injured or ill during the School day should request permission from the teacher to go to the office. The office will determine whether the student should remain in School or go home. No student will be released from School without proper parental permission. If a child is to be excused from physical education class, a doctor's note is required.

## **HOMEBOUND INSTRUCTION**

The District may arrange for individual instruction to students of legal school age who are not able to attend classes because of a serious physical or emotional disability.

Parents should contact the principal regarding procedures for such instruction.

## **STUDENT DRESS AND GROOMING**

When dress and grooming disrupts or interferes with the learning process for the individual student, other students, or learning climate of the school, it will become a matter for counseling with the student and/or the parent.

1. Hats, hoods, or bandannas shall not be worn inside the school building.
2. Any attire that is profane, suggestive, vulgar, or advocates the use of alcohol, tobacco, or drugs is in conflict with programs and curriculum and, therefore, considered inappropriate to wear at school or school activities.

3. Shirts that do not cover to the waist and do not adequately cover underclothes are not allowed.
4. Shorts/skirts should cover all areas of the body that would be considered sexual contact if touched.

## **USE OF PRESCRIBED MEDICATIONS**

In those circumstances where a student must take prescribed medication during the School day, the following guidelines are to be observed:

- A. Parents should, with their physician's advice, determine whether the medication schedule can be adjusted to avoid administering medication during School hours.
- B. Parental permission medication forms must be completed before students can take medications. Please note there are separate forms for nonprescription drugs and those prescribed by a physician.
  - a. All medications must be registered with the office and will be properly secured.
  - b. Any unused medication, unclaimed by the parent, will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a School year.
- C. log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release. **Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.**

## **USE OF NONPRESCRIBED MEDICATIONS**

Staff and volunteers will not be permitted to dispense non-prescribed drug products to any student without written parental consent. Parents may authorize the School to administer a non-prescribed medication using a form which is available on JMC or at the school office.

For each nonprescription drug product, the container shall be the original manufacturer's package and the package must list in a legible format the ingredients and recommended therapeutic dose.

## **DIRECT CONTACT COMMUNICABLE DISEASES**

In the case of non casual-contact communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in School unless there is definitive evidence to warrant exclusion.

Non Casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired

Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **HEAD LICE**

Head lice is a universal problem and are particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat it adequately and appropriately as necessary. If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" as criteria for return to school.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. A teacher, nurse, or Principal may send home a student who is suspected of having a communicable disease and will notify the parent of such action and the reason(s) it was taken. School officials may be required to notify local health officials if they suspect a student has a covered communicable disease. School officials will comply with notification requirements of the Department of Health and Family Services in addition to notifying the student's parent/guardian.

Examples of such diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Wisconsin Department of Health and Human Services.

### **INDIVIDUALS WITH DISABILITIES**

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is generally required. More importantly, the School encourages parents to be active participants. To inquire about Special Education programs and services, a parent should contact Rebecca Hanestad at 715-643-3647, ext. 120.

The District is committed to identifying, evaluating, and providing a free appropriate public education (“FAPE”) to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

### **STUDENTS WITH LIMITED ENGLISH PROFICIENCY**

Services are also available to students with Limited English Proficiency. To inquire about programs and services, a parent should contact Liz Stolte at 715-643-3647, ext.501.

### **STUDENT RECORDS**

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents, and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records -- directory information and confidential records.

Directory information can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents of the student object in writing to the disclosure as required under School policy and state and federal law. Directory information generally includes student name, present address, telephone listing, date and place of birth, photograph, major field of study, participation in officially recognized activities and athletics, weight and height of members of athletic teams, date of attendance, photographs, degrees and awards received, and the name of the most recently attended educational agency or institution. Directory information also includes a student number, user ID, or other unique personal identifier used by the student when accessing or communicating in a district’s electronic systems, if, standing alone, it cannot be used to access student education records, (i.e. a pin number, password, or other factor is also needed).

If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications, on the cable television educational access channel, or on the District’s website and/or social media. The directory information used will be properly verified and approved by the District Administrator.

Student records are generally considered confidential under State and Federal law and may not be released to third parties unless the student’s parents consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent’s written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact DeeAnn Thompson at 715-643-3647, ext. 110.

## **STUDENT FEES, FINES, AND CHARGES**

Students using School property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Failure to pay fines, fees, or charges may result in the withholding of report cards.

## **STUDENT FUNDRAISING**

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit there from is to be used for school purposes or for an activity connected with the schools. The Board requires that fundraisers by student clubs and organizations that involve the sale to students of food items and/or beverage that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals.

Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the Principal. If the fundraising activity will involve students under age nine (9) or the group holding the fundraiser includes any students under age nine (9), the group shall secure permission from such students' parents to participate in the fundraising activity and shall assure that any such students are always accompanied by a parent or a person at least sixteen (16) years of age.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to School. Items such as jewelry, toys, trading cards, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables or their recovery.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials related to the human growth and development curriculum and may also observe instruction in classes dealing with such matters. Any parent who wishes to review instructional materials or observe classroom instruction should contact the Principal to make the appropriate arrangements. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

**\*Notice: School lunch and breakfast are no longer free for all students, as federal funding will end in August of 2022.**

The school lunch and breakfast program is designed to provide well-balanced meals at a reasonable cost. All accounts must maintain a positive balance. If you do not wish to have your child participate in the breakfast program, please discuss this with your child, otherwise the cost of the breakfast will be deducted from your child's lunch account. Children who do not wish to participate in the breakfast program may bring a nutritional morning snack from home. School meals are planned to meet the nutritional requirements set forth by the United States government. All students will be provided with a free/reduced meal form at the beginning of the year. You may complete a form at any time during the school year, particularly if your income status changes. All information is kept strictly confidential.

It is the responsibility of each family to keep your family Food Service account in good standing. Payments can be made on the School website or at either the Tiffany Creek Elementary or Middle/High School office. Each family has one account even if you have children at different levels. Payments made by 10 a.m. will be available for lunch that day. Deposits made after 10 a.m. will be available the next school day. When your family account reaches the Minimum Balance of \$10 or less you will need to make a deposit. You will be notified in one or more of the following ways:

- At TCE an envelope will be given to your youngest student. Please return the envelope and payment with your child within a day or two.
- A statement will be sent home each Wednesday for any account with a balance of less than \$10.
- If the family account has a balance of negative ten dollars (-\$10) or less, you will receive a notice indicating that effective two school days after the date of the notice your children will be restricted to a "Special Lunch" until the account is returned to a positive balance. Your student will be allowed to charge a "special meal" (sandwich, fruit, and 1 container of milk) at the normal price.
- Please contact Teralyn Buss at 715-643-3647, ext 121 for questions about lunch applications or payments.

## **SAFETY DRILLS**

To help ensure student safety, the district has developed a safety plan. This plan includes practice drills for fire, tornado, and lock down. The safety plan is reviewed annually with staff and students, and practice drills are held throughout the school year. The District has adopted the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) model in the event of an active threat inside the school.

## **EMERGENCY CLOSINGS AND DELAYS**

Weather related school closings, early release day reminders, etc. are sent out via phone, text, and email through the JMC parent notification system. Once signed up please keep contact information up-to-date and customize how you would like messages delivered to your family. The following TV and Radio stations will also be informed of school closings and delays:

**TV Stations: KARE (11), WEAU-TV (13), KSTP (5), WQOW (18)**

**Radios Stations: Moose Country (106.7) and WAXX (104.5).**

## **VISITORS**

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to sign in. All non-parent/guardian visitors must have parent/guardian permission prior to seeing the student. (Exceptions are made for law enforcement and human services personnel if deemed necessary).

If you plan to eat lunch with your child you may call before 9:00 a.m. that day to order from the menu. We look forward to seeing you!

Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educational process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

Parents, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the principal. Such parents must inform the school administration of any time that they will be on school grounds. Conditions may be imposed upon participation, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Students may not bring student visitors to School as these guests often distract from the classroom learning.

## **USE OF THE LIBRARY**

The library is available to students throughout the School day. To avoid late fees, all materials checked out of the library must be returned to the library within one week for grades 4K-2, and two weeks for grades 3-6.

## **LOST AND FOUND**

Lost and found clothing items will be located in the hallway near the I.M.C. Items of greater value will be kept in the office and may be reclaimed with proper description. Unclaimed items will be given to charity at the close of the School year.



## **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

## **WIRELESS COMMUNICATION DEVICES**

The Board of Education is committed to aiding students and staff in creating a 21st century learning environment. Students and staff will now be able to access the district's wireless network with their personal wireless communication devices (WCD's) including, but not limited to, laptops, chromebooks, tablets/slates, iPod Touches, iPads, cell and smartphones, and other emerging wireless technologies during the school day. With classroom teacher approval, students may use their own devices to access the internet and collaborate with other students. By allowing students to use their own technology during the school day, in school buildings and vehicles, and at school sponsored activities we are hoping to increase the access all students have to the technology they need to succeed. Possession and use of WCDs by students are to be for educational, vocational, medical or other legitimate uses. Personal WCDs (cell phones) should be stored in student lockers or backpacks, unless requested by a teacher for an educational purpose, from 8:15-3:15 each day. Such possession or use of a WCD may not, in any way:

- A. disrupt the educational process in the School District;
- B. endanger the health or safety of the student or anyone else;
- C. invade the rights of others at school;
- D. involved in illegal or prohibited conduct of any kind.

## **WEAPONS**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator.

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

The District Administrator is authorized to establish instructional programs on weapons and reporting and dealing with violations of this policy.

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

## **SAFETY AND SECURITY**

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- The staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

## **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Any person who takes action to block, move, or alter the location and/or view angle of a video camera shall be subject to disciplinary action.

## **RECESS POLICY**

All students will be taken outdoors for recess daily unless:

1. The parent provides the teacher with a written excuse after a prolonged serious illness or injury.
2. The parent provides the teacher with a signed note from a physician.
3. Students do not go outside at recess when the temperature or wind chill is at or below zero degrees.

## **RECESS EQUIPMENT**

1. Students in grades ELC through grade 2 are asked to not bring personal items for recess. Items easily get lost and teachers are unable to spend time looking for these items due to classroom responsibilities. Each grade level provides students with a variety of playground equipment.
2. Students in 3<sup>rd</sup> through 6<sup>th</sup> grades will be able to bring in certain items for recess. All items need to be pre-approved by their classroom teacher. Students that opt to bring items in need to understand that the school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables or recovery of any item.

## **PARTIES AND GIFTS**

1. The school sponsors classroom parties on three occasions during the school year: Halloween, Winter Holiday, and Valentine's Day. The parties should begin at approximately 2 p.m. or other agreed upon time. Teachers, particularly at the primary levels, are encouraged to involve parent volunteers in preparations and activities.
2. Students may not bring Halloween costume props that represent weapons such as guns, knives, swords, axes, and so forth.
3. Classes may exchange gifts during the Winter Holiday party, with a price range of approximately \$5 on all gifts.
4. Invitations for parties outside of the classroom will NOT be distributed in any way at school.
5. Students will be provided with an alternative activity, held during the time of the classroom party, if they so desire.
6. Parents/guardians should not have gifts, flowers, balloons, etc. delivered/brought to school. This can lead to issues including jealousy/sadness in other students and transportation concerns when students ride the bus home and have to hold a breakable vase, bouquet of flowers along with cold weather clothing items and a backpack, or balloons that have helium which impedes the bus driver's view and leads to students playing with them.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off School grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No student may participate in any School-sponsored trip without parental consent. Attendance rules and the Code of Conduct (see Section IV-Student Conduct) apply to all field trips.

All parents, guardians, adults who will be supervising students who are not staff need to have a background completed. The background check is available on our district website or a paper copy can be picked up in the office.

### **REPORT CARDS**

Students shall receive a report card at the end of each semester. A grade should clearly represent what a student knows and is able to do. Standard based grading measures your child's mastery of the priority standards for a class, or how well your child understands the material in the class. There will be CLEAR LEARNING TARGETS that are communicated to students as "I can" statements. The goal of this approach is to provide teachers, students, and families an accurate picture of students' learning and to encourage a conversation about how students can master the material for the class.

When a student appears to be at risk of minimal performance or failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

## **HOMEWORK**

The assignment of homework can be expected according to the guidelines on the back page of this Guidebook. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the standardized tests, promotion from one grade to the next, and eventually graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

## **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct (see section IV-Student Conduct) govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Depending on the type of testing, specific information, and/or parent consent may need to be obtained. Tiffany Creek Elementary will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **STUDENT/PARENT/TEACHER CONFERENCES**

Student/Parent/Teacher Conferences are scheduled each fall and spring. Students are encouraged to attend the conferences with their parents to assist in goal setting and communication. The actual dates are published in the district calendar. Parents may request a teacher conference at any time during the school year and may use their own discretion in determining whether or not the child is present.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Community Education activities are provided throughout the calendar year for elementary students and do reflect the school philosophy and curriculum. These opportunities are made available to students to allow them to pursue additional lifelong activities such as recreational sports, drama, and the like. Offerings and registration materials may either be posted in the district newsletter or sent home with the students. All students are permitted to participate in the activities of their choosing, as long as they follow the school rules and meet the eligibility requirements. Additional information may be obtained from the Community Education Director, Michael Roemhild 715-643-3647 ext. 305.

### **NON DISTRICT-SPONSORED STUDENT CLUBS AND ACTIVITIES**

The Board of Education will generally not permit the use of school facilities by non district-sponsored student clubs and activities or District-sponsored, extra-curricular clubs and activities during instructional hours, unless the activity will not interfere with instructional time for participating students. During non instructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for non district-Sponsored student clubs and activities to meet on school premises shall be made to the principal or supervisor who shall grant permission provided that s/he determines that:

- A. the activity has been initiated by students;
- B. attendance at the meeting is voluntary
- C. the meeting does not unduly disrupt the orderly conduct of instructional activities in the school.

## **SCHOOL SPONSORED PUBLICATIONS AND PRODUCTIONS**

It is the policy of the Board of Education to strive to protect its students' rights to freedom of expression. The student newspaper and yearbook, the School website, all classroom newspapers and other official, school-sponsored publications and productions ("publications") within the School District shall serve as educational tools, as media for reporting school events, as means of expression of students, as forums for discourse of issues, and as sources of entertainment and enlightenment.

While student publications are protected by the First Amendment, this protection is not without limitations. To ensure legitimate pedagogical interests the Board and/or the administrative staff of the particular school where publication occurs, reserve the right to prevent publication of certain prohibited materials (as defined below), as well as to take disciplinary actions subsequent to publication of prohibited material.

The District Administrator shall develop guidelines concerning what the District considers prohibited material.

Those guidelines shall, at a minimum, prohibit the publication of:

- A. Material obscene to minors;
- B. Profane, lewd, indecent or offensive, including slurs or related expression based on race, religion, gender, disability, or any other legally protected class;
- C. Libelous material
- D. Material that presents a clear and present likelihood that it will cause "a material and substantial disruption of the proper and orderly operation of the school or of school activities;"
- E. Material that invades the privacy of another person or endangers the health or safety of another person.
  - a. The Board also prohibits publications that:
    - F. Fail to identify the student or organization responsible for distribution;
    - G. Solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board;
    - H. Promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or question submitted at any election.

The decision to publish or produce something shall be made by the advisor with appeal to the Principal and District Administrator.

Advertising is permitted in school publications.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

The School requires all students enrolled to attend school regularly in accordance with the laws of the State.

#### **Compulsory Student Attendance**

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays accepted, that the school is in session.

#### **Absences**

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence, except a parent-excused, pre-planned absence of three (3) or more days requires written notification as indicated below. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

#### **Permission of Parent or Guardian**

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

- professional and other necessary (e.g., medical, dental, and legal) that cannot be scheduled outside the school day
- to attend the funeral of a relative
- legal proceedings that require the student's presence
- college visits
- job fairs
- vacations

#### **Habitual Truancy**

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

When a student initially becomes a habitual truant, the School Attendance Officer shall ensure that all applicable provisions of the Districts' Truancy Plan are carried out.

### Parent/Guardian Responsibilities

It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an oral or written excuse for all absences as required under this Guideline.

### Student Responsibilities

Students are required to attend all classes and other school activities on their daily schedule, unless they have been excused from school as set forth in this Guideline.

### Truancy Letters

Truancy letters may be sent after three unexcused absences and/or tardies or 10 excused absences. A meeting may be held with parent(s) and the student after five unexcused absences and/or tardies occur within a given semester. Students who are habitual truants may also be referred to Dunn County Juvenile Service for violation of the Wisconsin Compulsory Attendance Law. If you have any questions concerning the above information, please contact the school office.

## **CODE OF CONDUCT**

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School encourages students to attend as many School events held after School as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

It is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **STUDENT CONDUCT**

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and administration. Disciplinary action will be decided on a case by case basis and imposed only after review of the facts and/or special circumstances of the situation.



## **DRUG ABUSE PREVENTION**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

## **USE OF TOBACCO IS PROHIBITED**

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. In addition, students less than eighteen (18) years of age are generally prohibited by law from purchasing or possessing cigarettes and other tobacco products. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits anyone from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

## **STUDENT CODE OF CLASSROOM CONDUCT -- REMOVAL FROM CLASS**

The School is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the School and their classroom teachers.

To ensure adherence to these expectations and principles, the Board of Education has adopted this Student Code of Classroom Conduct, which applies to all students.

## **GROUND FOR REMOVING A STUDENT FROM CLASS**

Disturbances that interrupt the learning process cannot be permitted by any teacher. A teacher may temporarily remove a student from the teacher's class if the student violates the Code of Conduct (see Section IV-Student Conduct). Additionally, the student may be removed from the class for a longer period of time within the discretion of the building principal. A student removed from class may also be placed in an alternative education setting.

Removal of a student from class for violating the Code of Conduct (see Section IV-Student Conduct) or placement of the student in an alternative educational setting does not prohibit the School from further disciplining the student for the conduct that caused removal or placement including, but not limited to, suspending or expelling the student.

## **OTHER FORMS OF DISCIPLINE**

It is important to remember that the school's rules apply at schools, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

## **SUSPENSION AND EXPULSION**

### **SUSPENSION**

Students may be assigned either an in-school or out-of-school suspension at the discretion of the principal. Wisconsin law allows for the suspension of students (s.120.13(1)(b)). A student may be suspended for repeated violation of school rules; insubordination; disorderly, vicious, illegal, or immoral conduct; maliciously destroying school property; violation of narcotics laws; use of alcoholic beverages and tobacco products in violation of school policies.

The length of suspension will be determined by school authorities and will reflect the offense committed, but will not exceed five days. Parents or guardians will be notified in writing of the action taken and will have complete custody and jurisdiction of their child during the suspension. A suspended student may not loiter or appear on school property or at any school-sponsored activity at, or away from the school.

### **EXPULSION**

Wisconsin law allows the expulsion of students under certain conditions and with certain rights (s

120.13 (1). Students can be expelled from school by a majority vote of the Board of Education for continual violation of established school policies and for the total disregard of the items listed under suspension. Before the Board can vote on an expulsion, a chronological record of student misbehavior leading up to the request for expulsion shall be presented to the Board. A letter stating the reasons for expulsion shall be sent promptly to the student and his/her parents. The superintendent shall arrange a hearing so that the student and his/her parents may show cause why the student should not be expelled from school. The student may be represented at this hearing by legal counsel. He/she has the right to confront and cross-examine witnesses and is not required to testify against him/herself. The student and his/her parents shall be notified of the above rights in the letter stating the reasons for expulsion.

#### Discipline of Disabled Students

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

### **HUMAN SERVICES AND LAW ENFORCEMENT INVESTIGATIONS**

In cases of suspected abuse/neglect, human services and law enforcement representatives have the right to investigate allegations during the school day without prior parent notification. Parents will be, however, notified by human services after the investigation takes place. School personnel will not be part of the investigation. Questions regarding this process can be directed to human services or law enforcement agencies.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or School rules. A search may also be conducted to protect the safety of others or as otherwise permitted by law. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules.

No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items, which have been confiscated.

### **STUDENT RIGHTS OF EXPRESSION**

Tiffany Creek Elementary School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials.

Students who are unsure whether or not materials they wish to display meet School guidelines may present them to the Principal twenty-four (24) hours prior to display.

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are fully informed about the gathering of information regarding their children, how that information is used and what instructional material is presented to them as part of the curriculum. The Board accordingly adopts the following policy.

### **Surveys Requiring Consent**

No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor or his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning;

- A. Political affiliation(s) or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family;
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behaviors
- E. Critical appraisals of other individuals with whom respondents have close family relationships; F. Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- F. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- G. Income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

### **Parents Right to Inspect Surveys**

Parents have the right to inspect, upon request, any survey or evaluation created by a third party including, but not limited to those relating to the items listed in A-H above, before the survey/evaluation is administered or distributed by the school to the student. A parent who wishes to inspect a survey/evaluation must submit a written request to the building principal before the scheduled date of the activity. The survey/evaluation will be made available by the principal receiving the request.

## **SECTION V - TRANSPORTATION**

### **TRANSPORTATION CHANGES**

All transportation plan changes must be provided to the office by 2:30 pm each day. This helps office staff communicate the changes to teachers and students

### **BUS TRANSPORTATION TO SCHOOL**

The bus schedule and route is available by contacting Fred Dinsmore at the school bus garage, 643-3647, extension 251.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building Principal stating the reason for the request and the duration of the change.

### **SCHOOL BUS CONDUCT**

Students who ride the school bus should obey the rules of the bus to insure safety and order for everyone. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students:

#### **Previous to loading (on the road and at school)**

Each student shall:

- Be on time at the designated loading zone prior to scheduled stop;
- Stay off the road at all times while walking to and waiting for the bus;
- Line up single file off the roadway to enter;
- Wait until the bus is completely stopped before moving forward to enter;
- Refrain from crossing any road until the bus driver signals it is safe;
- Go immediately to a seat and be seated

#### **During the trip**

- Students will remain seated while the bus is in motion.
- Students will follow directions issued by the bus driver.
- Students will keep hands, feet, and all other objects to themselves and inside the bus.
- Students will avoid any action or activity that endangers the health, safety, or welfare of

anyone else.

- Students will not eat or drink on the bus.
- Students will not litter, write on, or damage the bus in any way.

### **Leaving the bus**

- Remain seated until the bus has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe
- Be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop, at home, or at school unless s/he has proper authorization from school officials.

## **BEHAVIOR CONSEQUENCES**

Consequences include, but are not limited to, assigned seats, detentions, and bus suspensions.

## **VIDEO CAMERAS ON SCHOOL BUSES**

The Board of Education has authorized the installation of video cameras on School buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with State and Federal law.

## **DROP OFF and PICK UP PROCEDURES**

When picking up children during regular school hours, parents/guardians must come into the school office to check the student out with the school secretary. Students will not be allowed to exit the building without an adult present.

### **Morning Drop-Off:**

Please follow the drop off circle in our front parking lot and allow your child to walk into school independently. We have many staff waiting to greet your child in the building. (There will be lots of flexibility the first few days of school as young children are experiencing new situations. Please work with your child's teacher and the staff on duty to help ease any anxiety your child may have about new transitions. We want them to love coming to school.)

### **After School Pick-Up:**

Please follow the front parking lot circle and move as far forward as you are able. Please wait for your

child to come to you once you have reached the sidewalk. If you have a child in 4K or kindergarten and you need more time to assist your child with loading and unloading, please park and walk to the entryway to meet your child. Students may walk to Trinity Church to meet parents by way of the crossing guard. **No students will be allowed to cross the school parking lot to meet parents.**

Do not drop off or pick up children in the back parking lot as this is a busy bus zone.

Reminder: Students are not dismissed until 3:20 pm; please do not go to your child's classroom prior to this time, as teachers are still instructing.

## **HOW TO CONTACT TEACHERS AND STAFF**

Please check out our district website at [www.boyceville.k12.wi.us](http://www.boyceville.k12.wi.us) for more information. All staff can be reached with e-mail (first name and first initial of last name)[@boyceville.k12.wi.us](mailto:boyceville.k12.wi.us). Classroom teachers will provide you with a schedule so you may contact them during non-instructional work day hours.

## **TIFFANY CREEK HOMEWORK BELIEF AND PRACTICES**

We believe that homework, when assigned appropriately, can be an added benefit to connect families to school and provide additional learning opportunities for children below, at, or above their grade level instruction.

We also believe in the importance of spending quality time with your children outside of school doing things such as eating dinner together, playing outside and having conversations about topics your family enjoys. To allow for this to occur, homework at the elementary level is meant to be concise and meaningful.

## **TCE HOMEWORK COMMITMENT TO FAMILIES**

1. Homework will not be NEW information; only practice for what has already been taught in class.
2. Homework will not be used as a punishment.
3. Homework will not be dependent on home life support or technology accessibility to provide equitable opportunity for all of our students to learn.

## **TCE AT-HOME-WORK FOR STUDENTS**

- Daily independent reading at home is required for **ALL** students in grades ELC-5th. (10-20 minutes depending on grade level)
- Student planners/folders are required to be checked by a guardian nightly in all grade levels ELC-6th. (Signature required through 5th grade)
- Additional tasks not to exceed 10-30 minutes several times per week.

Grade	Avg. Time	Possible Tasks to be Completed at Home in Addition to Reading
ELC-1	10-20 min	Independent readers, letter activities, sight word work
2-3	10-20 min	Spelling activities, unfinished classwork
4-5	10-30 min	Spelling activities, unfinished classwork

*\*Students have the opportunity to complete Everyday Math Links and additional reading as well. .*

**TIPS:** Ask your child daily about any items that should be completed at home. Try to provide a routine time and quiet place without distractions for them to work. Ask your child to teach you about what they are learning and be supportive if they ask for help. If you are positive about the work, even if it is new to you, they are more likely to persevere through challenging tasks. Thank you for making your child's success a priority!

## **SCHOOL BOARD, ADMINISTRATION & STAFF DIRECTORY**

PRESIDENT:	Mr. Tim Sempf
VICE PRESIDENT:	Mr. Jeremy Mittlestadt
CLERK:	Ms. Amber Carlsrud
TREASURER:	Mr. Sharon Formoe
MEMBER:	Mr. Stacy Fetzer
SUPERINTENDENT:	Mr. Nicholas Kaiser
HS/MS PRINCIPAL:	Mr. Patrick Gretzlock
TCE PRINCIPAL:	Mr. Jerim DesJarlais
SPED DIRECTOR:	Ms. Rebecca Hanestad
ADMIN ASSISTANT:	Ms. Erika Sudbrink
TCE KITCHEN:	Ms. Shelly Schutts
LUNCH CLERK:	Ms. Teralyn Buss, Ms. Novotny
SCHOOL PSYCHOLOGIST:	Ms. Bonnie Barker
SPED SECRETARY:	Ms. Teralyn Buss
TRANSPORTATION:	Mr. Don Dinsmore
NETWORK ANALYST:	Mr. Jacob Schoeder
CUSTODIANS:	Mr. Dennis Smith, Mr. Neil Fruit, Mr. George Lewis
COUNSELOR:	Mr. Taylor Pitt
SCHOOL NURSE:	Ms. April Stover
EARLY LEARNING:	Ms. Amber Syverson, Ms. Katie Ouellette
KINDERGARTEN:	Ms. Beth Heifner, Ms. Joanie Kronebusch, Ms. Ashlee Wisemiller
GRADE ONE:	Ms. Keri Peterson, Ms. Jolene Bird, Ms. Jadra Kiekhafer
GRADE TWO:	Ms. Amy Carlson, Ms. Erin Reisimer, Ms. Sarah Stainer
GRADE THREE:	Ms. Christina Mittlestadt, Ms. Corrie Roemhild



GRADE FOUR: Ms. Bethany Bird Ms. Meghan Olson  
GRADE FIVE: Ms. Gabby Henry, Mr. Jacob Peterson  
GENERAL MUSIC: Ms. Jessica Borchardt, Mr. Ben Simmerman  
BAND: Ms. Jessica Borchardt  
CHOIR: Mr. Ben Simmerman  
ART: Ms. Kelsey Kuehl  
PHY ED: Mr. Corey Day  
SPEECH: Ms. Jill Schwebach, Ms. Jenna Bialik  
READING SPECIALIST: Ms. Shannon Bignell  
INTERVENTIONIST: Ms. Angela Hellman  
SPECIAL EDUCATION: Ms. Hanna Downer Carlson  
Ms. Kristen Henningfeld  
Ms. Kristen Pease  
PARAPROFESSIONALS: Ms. Nicole Johnson, Ms. Kayla Jenson, Ms. Emma Ouellette, Ms.  
Joanna Cole, Ms. Shanon Windsor, Ms. Mary (MJ) Novotny  
OT/PT: Ms. Dana Pond, Ms. Colleen Graham  
C.E.S.A. SUPPORT: Ms. Theresa Stanley & Ms. Paula Moore