

# Leopold Elementary School 2012-13 Handbook and Calendar

<https://leopoldweb.madison.k12.wi.us>



2602 Post Road  
Madison, WI 53713  
Office Telephone: 204-4240  
*Safe Arrival: 204-4241*



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# I. About Our School

## School Mission and Overview

### WELCOME FROM THE PRINCIPAL



*John Burkholder*  
Principal



### Other Important School Numbers and Contact Information:

Office Telephone: 204-4240

FAX: 204-0451

*Safe Arrival: 204-4241*



### School Hours:

Monday:

7:45 a.m. - 1:00 p.m.

Tuesday - Friday:

7:45 a.m. - 2:32 p.m.

Dear Families,

On behalf of the entire school staff and myself, I want to take this opportunity to welcome you to Leopold Elementary School. Whether you have been a part of the Leopold Elementary family for many years, or are new to us, we look forward to working with you.

Leopold Elementary School serves students in kindergarten through fifth grade. The entire staff is committed to challenging all children to reach academic excellence and social and emotional competence. While we continue to focus efforts on language literacy and math instruction, we also continue to offer a full educational program including social studies, science, PE, art, music, library, and computer. For students new to the English language, we offer bilingual programming as well as English as a second language support. Because Leopold continues to be a full participant in what is known as the SAGE program, we are able to keep class sizes in K-3 classrooms to an average of 15 students.

The entire Leopold Elementary staff looks forward to establishing a strong educational partnership with you for the benefit of your child. We believe it is vital that the home/school link be strong so that your child will have every opportunity to be a successful learner. Clear communication between home and school is a necessary part of that link.

The handbook you are now holding contains important information about programs and district and school policies. Of course, you may contact the school office with any questions that you may have at any time throughout the school year. We look forward to working with you and your child during the 2012-13 school year. We hope that you will choose to be an active participant in the education of your child. Best wishes for a wonderful year!

Sincerely,  
John Burkholder  
Principal



### MISSION STATEMENT

Our mission is to cultivate the potential in every student to thrive as a global citizen by inspiring a love of learning and civic engagement, by challenging and supporting every student to achieve academic excellence, and by embracing the full richness and diversity of our community.

### BELIEFS

1. We believe that excellent public education is necessary for ensuring a democratic society.
2. We believe in the dignity, abilities, and life experiences of every individual in our community.
3. We believe in an inclusive community in which all have the right to contribute.
4. We believe we have a collective responsibility to create and sustain a safe environment that is respectful, engaging, vibrant and culturally responsive.
5. We believe that every individual can learn and will grow as a learner when expectations are high and clear, our approach is individual by individual, when strong partnerships exist between families, schools, and communities, and, effective educational practices are utilized
6. We believe in continuous improvement informed by critical evaluation and reflection.
7. We believe that resources are critical to education and we are responsible for their equitable and effective use.
8. We believe that academic achievement is not predicted by race, class, disability, sexual orientation, gender or home language.
9. We believe in culturally relevant education that provides the knowledge and skills to meet the global challenges and opportunities of the 21st century.

*Handbook information continues after the monthly calendars!*

**SAFE ARRIVAL: 204-4241**

# Leopold Resource Calendar

# September 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b> First Day of Class - Elementary Early Release 1:00PM	<b>5</b> Early Release 1:00 PM	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> 7:00 am Primary Election 6:00 pm English in Schools Class (Tentative) 6:00 pm Open School House 7:00 pm PFO Meeting	<b>12</b>	<b>13</b> 6:00 pm English in Schools Class (Tentative)	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> 6:00 pm Rosh Hashanah	<b>18</b> 4:00 pm PFO Dairy Queen Night 6:00 pm English in Schools Class (Tentative) 6:00 pm Open School House	<b>19</b>	<b>20</b> 8:00 am Picture Day 6:00 pm English in Schools Class (Tentative)	<b>21</b> 3rd Friday Official Membership Count Day	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b> 6:00 pm English in Schools Class (Tentative) 6:00 pm Open School House	<b>26</b> Yom Kippur	<b>27</b> 6:00 pm English in Schools Class (Tentative)	<b>28</b>	<b>29</b>
<b>30</b>						

# Leopold Resource Calendar

## October 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Sukkot	<b>2</b> Sukkot 6:00 pm English in Schools Class (Tentative) 6:00 pm Open School House	<b>3</b>	<b>4</b> 6:00 pm English in Schools Class (Tentative)	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b> Shemini Atzeret	<b>9</b> 6:00 pm English in Schools (Tent.) 6:00 pm Open School House <b>6:00 pm Leopold School Open House</b>	<b>10</b>	<b>11</b> 6:00 pm English in Schools Class (Tentative)	<b>12</b>	<b>13</b> 12:00PM Fun Fest
<b>14</b>	<b>15</b>	<b>16</b> A Principal Experience 6:00 pm English in Schools Class (Tentative) 6:00 pm Open School House	<b>17</b>	<b>18</b> 6:00 pm English in Schools Class (Tentative)	<b>19</b>	<b>20</b> Birth of Bab
<b>21</b>	<b>22</b>	<b>23</b> 6:00 pm English in Schools Class (Tentative) 6:00 pm Movie Night 6:00 pm Open School House	<b>24</b> 6:00 pm Fall Unity Festival	<b>25</b> No School- Professional Development Days 6:00 pm English in Schools Class (Tentative)	<b>26</b> Eid al-Adha No School- Professional Development Days	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> 8:00 am Picture Retake Day 6:00 pm English in Schools Class (Tentative) 6:00 pm Open School House	<b>31</b>			

# Leopold Resource Calendar

**November 2012**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				<b>1</b> 6:00 pm English in Schools Class (Tentative)	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b> PFO Bake Sale 7:00 am General/Presidential Election 6:00 pm English in Schools Class (Tentative) 6:00 pm Open School House	<b>7</b> End of 1st Quarter(45)	<b>8</b> Beginning of 2nd Quarter 6:00 pm English in Schools Class (Tentative)	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> Birth of Baha'u'llah	<b>13</b> 5:00 pm PFO Little Caesar's Night 6:00 pm English in Schools Class (Tentative) 6:00 pm Open School House 7:00 pm PFO Meeting	<b>14</b>	<b>15</b> Parent/Teacher Conferences	<b>16</b> Parent/Teacher Conferences	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b> 6:00 pm Open School House	<b>21</b>	<b>22</b> Schools Closed for Thanksgiving Holiday	<b>23</b> Schools Closed for Thanksgiving Holiday	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b> 6:00 pm Open School House	<b>28</b>	<b>29</b>	<b>30</b>	

# Leopold Resource Calendar

## December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 6:00 pm Open School House	5	6	7	8 Hanukkah
9 Hanukkah	10 Hanukkah	11 Hanukkah 6:00 pm Movie Night 6:00 pm Open School House	12 Hanukkah	13 Hanukkah	14 Hanukkah	15 Hanukkah
16 Hanukkah	17	18 6:00 pm Open School House	19	20	21	22
23	24	25 Christmas	26 Kwanzaa	27 Kwanzaa	28 Kwanzaa	29 Kwanzaa
Winter Break – No School						
30 Kwanzaa	31 Kwanzaa  Winter Break – No School					

# Leopold Resource Calendar

# January 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> Kwanzaa	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Winter Break – No School						
<b>6</b>	<b>7</b> School Resumes	<b>8</b> 6:00 pm Open School House	<b>9</b>	<b>10</b>	<b>11</b> Aldo Leopold's Birthday	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b> 6:00 pm Open School House 7:00 pm PFO Meeting	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b> No School- Martin Luther King Jr. Day	<b>22</b> 6:00 pm Open School House 5:00 pm PFO QDoba Night	<b>23</b>	<b>24</b>	<b>25</b> 11:00 am All Schools Early Release	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b> 6:00 pm Open School House	<b>30</b>	<b>31</b>		

# Leopold Resource Calendar

# February 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 1:00 pm Districtwide 4K Registration 2013-2014 School Year	5 6:00 pm Open School House	6	7	8	9
10 Chinese New Year	11	12 6:00 pm Movie Night 6:00 pm Open School House	13 Ash Wednesday	14	15	16
17	18	19 7:00 am Spring Primary 5:00 pm PFO Little Caesar's Night 6:00 pm Open School House	20	21 6:00 pm Black History Celebration	22 No School – Professional Development Day	23
24 Purim	25	26 6:00 pm Open School House	27	28		



# Leopold Resource Calendar

**March 2013**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 1:00 pm Districtwide 5K Registration 2013-2014 School Year	5 6:00 pm Open School House	6	7	8	9
10	11	12 6:00 pm Open School House 7:00 pm PFO Meeting	13	14	15	16
17	18	19 6:00 pm Open School House	20	21 Naw Ruz	22	23
24	25	26 Passover	27	28	29 Good Friday	30
Spring Break – No School						
31 Easter						

# Leopold Resource Calendar

**April 2013**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Spring Break – No School	<b>2</b> School Resumes 7:00 am Election Day 6:00 pm Open School House	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b> Yom HaSho'ah	<b>8</b>	<b>9</b> 6:00 pm Open School House	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> 6:00 pm Movie Night 6:00 pm Open School House	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> Declaration of the Bab 5:00 pm PFO Qdoba Night 6:00 pm Open School House	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b> 11:00 a.m. Timberwolf Trample
	Leopold Spirit Week!!!					
<b>28</b>	<b>29</b>	<b>30</b> 6:00 pm Open School House				

# Leopold Resource Calendar

**May 2013**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b>	<b>2</b>	<b>3</b> 1:00 pm Garage Sale Donations Accepted	<b>4</b> 8:00 am Garage Sale
<b>5</b>	<b>6</b>	<b>7</b> 11:00 am Staff Appreciation Luncheon 6:00 pm Open School House	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b> 6:00 pm Open School House 7:00 pm PFO Meeting	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b> 6:00 pm Open School House	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b> 6:00 pm Open School House	<b>29</b>	<b>30</b>	<b>31</b>	

# Leopold Resource Calendar

**June 2013**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b> 6:00 pm Open School House	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b> 7:00 pm Leopold 5th Grade Graduation - Tentative	<b>12</b>	<b>13</b> Last Day of School – Early Release 9:15 a.m.	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>						



## II. Introduction (cont.)

### DISTRICT ADMINISTRATION CONTACT INFORMATION

545 West Dayton Street 53703

Interim Superintendent - Dr. Jane Belmore .....	663-1607
Chief Learning Officer/Deputy Superintendent – Sue Abplanalp .....	663-1671
Assistant Superintendents:.....	
Elementary Schools – Michael Hertting .....	663-1632
Secondary Schools – Joe Gothard.....	663-1633
Talented & Gifted Coordinator for Elementary & Secondary Schools – Sue Schaar	
Business and Finance Services - Erik Kass .....	663-1634
Affirmative Action/Contract Compliance/Harassment – Amos Anderson .....	663-1530
Building Services Director - TBA.....	204-7909
Chief Information Office, Program Evaluation, Long Range Planning – Andrew Statz..	663-4946
Community Engagement & Public Information Manager – Marcia Standiford.....	663-1969
Curriculum & Assessment Executive Director – Lisa Wachtel .....	663-5216
Asst. Dir., Curriculum & Assessment – Tim Peterson .....	663-5217
Diversity & Equity -- Chief Diversity Officer Shahanna M. Baldon .....	442-2945
Early & Extended Learning Director – Scott Zimmerman.....	663-8486
(Preschool Services & Summer School)	
Educational Services Executive Director – John Harper.....	663-8429
(Special Education, English As a Second Language/Limited English Proficiency)	
Federal and State Programs Director – Lisa Kvistad.....	663-5266
Food Services Director - Steve Youngbauer.....	204-4000
GENERAL INFORMATION.....	663-1879
GLBTQ Resource Teacher – Liz Lusk.....	663-8449
Grants and Fund Development Coordinator – Marcie Pfeifer-Soderbloom.....	663-4947
Health Services – .....	663-8427
Human Resources Executive Director - Robert Nadler .....	663-1745
Innovative and Alternative Programs Director – Sally Schultz .....	204-4223
Madison School & Community Recreation Director (MSCR) - Lucy Chaffin .....	204-3015
Professional Development Director – Brad Kose.....	663-5266
Safety and Security Coordinator – Luis Yudice.....	663-1904
School Building Use Permits - Debbie Korpela.....	204-3027
Student Services and Alternative Education– Nancy Yoder .....	663-1671
(Alcohol and Other Drug Abuse, GLBTQ Resource Teacher, Psychologists, Social Workers, School Safety & Security, Expulsions)	
Transportation Services - – Mick Howen.....	663-5287

### WELCOME FROM SUPERINTENDENT July, 2012

Dear Parents and Guardians,

Welcome to the 2012-13 school year. I am pleased to return to the MMSD this year to serve as the Interim Superintendent. A new school year brings the excitement of learning, growth and change to children, and adults alike. Teachers, principals and all of us who support the learning and growth of your child, and each child in the district, are looking forward to the new school year. We are committed to do all that we can to make the school year a successful one for your child. Working with you, we know we can make this happen.

The following are things that each of us can do to help your child do well in school:

1. Have high expectations for your child. When we believe children can do well, they more often than not, will.
2. Support your child's learning at home and at school.
3. Partner together and develop good communication habits. When we work together, greater things can happen for your child.

If you have questions about your child's education, contact your child's teacher. If more help is needed, your child's principal is available to assist you.

We intend to nurture a love of learning by respecting the gifts of each child. We will do all we can to ensure your child develops well both as a learner and as a citizen of our democracy.

We hope you had a delightful summer and we truly look forward to the start of the new school year. Thank you for the opportunity to serve your child. Let's have a great school year!

Sincerely,



Jane Belmore,  
Interim Superintendent of Schools



# III. General Information

## ANIMALS AT SCHOOL

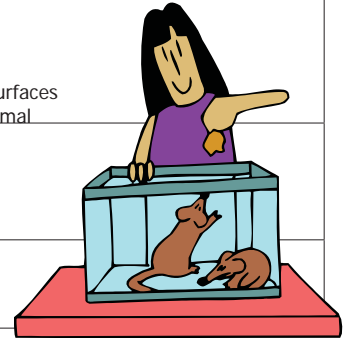
The presence of animals in schools provides many opportunities for addressing academic standards and supporting the social/emotional growth of students. Animals are part of our natural environment and can be used effectively as teaching aids. The positive benefits of the human-animal bond are well established.

The presence of animals in schools may also pose a safety or health risk for some children when they are exposed to allergens that activate allergy and/or asthma symptoms. Other students may be afraid of animals and feel emotionally unsafe in their presence. The purpose of this policy is to allow animals in the classroom while providing for the health and safety of school staff, students, and animals. Animals will be removed from the classroom and/or the school when this cannot be achieved.

**ANIMALS ON SCHOOL PREMISES POLICY SUMMARY**  
**School Board Policy 4615 adopted on August 7, 2006**  
 (Refer to [www.mmsd.org](http://www.mmsd.org) for the entire Board Policy)

The purpose of the Animals on School Premises policy is to allow animals in the classroom while providing for the health and safety of school staff, students and animals. The policy identifies five (5) categories of animals and the procedures to be followed in order to bring animals on school premises. It specifies conditions under which animals must be removed from school premises.

CATEGORY	PROCEDURES
Animals Used in Educational Presentations (single event)	<ol style="list-style-type: none"> <li>1. Identify instructional purpose or social/emotional objective</li> <li>2. Provide statement of animal health &amp; temperament <b>or</b> verify that the animal is part of a presentation conducted by an experienced animal handler who engages in demonstrations in a school setting on a regular basis</li> <li>3. Obtain principal's signature of approval to proceed to next steps</li> <li>4. Notify parents of upcoming presentation (Parent consent <b>not</b> required; Appendix E given to parents upon enrollment)</li> <li>5. Provide modifications for students who have animal fears or allergies</li> <li>6. Obtain principal's final approval</li> </ol>
Cold Blooded Animals Not Handled by Children (for 1 semester, renewable)	<ol style="list-style-type: none"> <li>1. Identify instructional purpose or social/emotional objective</li> <li>2. Provide statement of animal health &amp; temperament <b>or</b> verify that animal is provided by a certified program or agency</li> <li>3. Obtain principal's signature of approval to proceed to next steps</li> <li>4. Notify parents of proposed presence of animal (Parent consent <b>not</b> required; Appendix E given to parents upon enrollment)</li> <li>5. Provide modifications for students who have animal fears or allergies</li> <li>6. Obtain principal's final signature of approval               <ul style="list-style-type: none"> <li>• Staff member follows procedures for cleaning and disinfecting sinks, cages and surfaces</li> </ul> </li> </ol>
Classroom Animals (for 1 semester, renewable)	<ol style="list-style-type: none"> <li>1. Identify instructional purpose or social/emotional objective</li> <li>2. Provide statement of animal health &amp; temperament <b>or</b> verify that animal is provided by a certified program or agency</li> <li>3. Obtain principal's signature of approval to proceed to next steps</li> <li>4. Send letter to parent and obtain parent consent (Appendix F)</li> <li>5. Provide modifications for students who have animal fears or allergies</li> <li>6. Obtain principal's final approval               <ul style="list-style-type: none"> <li>• Staff member follows procedures for cleaning and disinfecting sinks, cages, and surfaces</li> <li>• Staff member provides instruction for students on proper care and handling of animal</li> </ul> </li> </ol>
Animals Excluded from School or Classroom Use	<ul style="list-style-type: none"> <li>• Poisonous, venomous animals</li> <li>• Family pets unless all policy requirements are met</li> </ul>
Animals Exempt from Compliance With Policy	<ul style="list-style-type: none"> <li>• Trained &amp; certified service animals supporting individuals with disabilities</li> <li>• Animals used in K-8 Science Curriculum</li> <li>• Invertebrates used in Grades 9-12 Science Curriculum</li> </ul>



## ATTENDANCE

There is a powerful link between attendance and academic success in school. To give students the best opportunity to reach their potential both academically and socially, they must attend school regularly. When students are tardy or absent, they miss out on valuable learning and social experiences that cannot be replaced.

**Wisconsin requires that any person having control of a student enrolled in Kindergarten and up to age 18 is required to cause the child to attend school regularly until the end of the semester in which the child becomes 18 years of age.**

Students are expected to attend school every day unless they are ill. A significant number of absences will require the school to initiate procedures outlined by Wisconsin State Statutes and school district policy regarding attendance. These procedures are outlined in this section.

The following attendance definitions and procedures apply to all Madison students, unless otherwise specified.

### Excused Absences

The following absences can be excused as per Board of Education Policy:

- A. Physically and/or emotionally unable to attend:  
 A student may be legally excused from school if s/he is not physically or emotionally able to attend school. This includes:
- (1) A pupil who is ill to the extent that he/she is not in proper physical or mental condition to attend school.
  - (2) Absences related to dentist, doctor, chiropractor, psychologist and other medical appointments **that cannot be scheduled at any time other than school time.**

- (Absences related to a student's medical appointments should be arranged to fit the student's school schedule whenever possible).
- (3) Serious illness or medical condition of a member of the immediate family, when the student is definitely needed at home.
  - (4) Bereavement due to death in the immediate family.
  - (5) Inclement weather (Parent(s)/guardian(s) may choose to keep their children home during extreme weather conditions, when a concern for safety is a factor).
  - (6) Religious instruction/religious holidays.
- When a student has more than 10 excused absences in the school year, a doctor/physician written excuse may be requested.
- B. Elected Officials:  
 The following reason for absence is also allowed under state statute:



## General Information (continued)

(1)Serving as an elected official/pollster (the student must have at least a 3.0 GPA or equivalent).

### C.Pre-approved Planned Absences:

Pre-approved planned absences are absences for up to 10 days in which a child shall be excused in writing by his/ her parent or guardian before the absence. A child excused pursuant to this provision shall complete any course work that was missed during the absence.

### Absence Procedure

For each day a student is absent for reasons listed above, except C above, the following should occur:

- 1) The parent/guardian should call the school's Attendance Line by 7:45 a.m. to explain the absence, or
- 2) If no contact is made on the day of the absence, upon returning to school, the student must bring a written excuse signed by the parent/guardian to the appropriate school secretary. The note must list the date(s) of the absence and explain the reasons. Excuses that are submitted late and do not contain exact dates, times and reasons for absence will not be honored and the absence(s) will be unexcused.
- 3) The principal will determine if the reason for the absence is excusable based on Board of Education Policy. The determination of whether an absence from school is excused or unexcused must be made on the day the student returns to school so that the school can notify the parent(s)/guardian(s) if the absence is unexcused.
- 4) The Principal is responsible for confirming and determining whether the reasons for absences are valid. To that end, the Principal and/or student services staff may ask the parent/ guardian of a child to obtain a written statement from a licensed medical provider as sufficient proof of the child's physical or emotional condition. Except as otherwise provided by law and/ or Board Policy, if a parent/legal guardian fails to cooperate with a school's request to provide specific information about an absence, and/or if the Principal believes the reason for the absence is not valid, the absence may be recorded as unexcused or changed from excused to unexcused. If a request of a parent is denied, the parent should be advised by the Principal of the probable consequence.

### Pre-Approved Planned Absences Procedure

For Pre-approved Planned Absences under C, parent(s)/ guardian(s) should make every effort to plan vacations, trips, medical appointments, dental and orthodontist appointments, and campus visits, etc., outside of the school calendar or outside of the school day. To do otherwise has an adverse effect on the student's opportunity to learn.

However, from time to time it is necessary for a student to be absent for reasons other than those listed above. Pre-approved planned absences should occur only for special circumstances and only after the student and parent have completed the procedure outlined



below.

- a. For Pre-approved Planned Absences, a Parent Request for a Planned Absence form must be completed and submitted to the student's principal **before the scheduled absence**. This form can be obtained from the school's office and requires the signatures of parent(s)/guardian(s), teacher(s) and the student's principal.
- b. The absence shall be included in the student's permanent record.
- c. Up to **10 days** per school year is the maximum time period for which a parent/guardian can excuse a student from school attendance by excusing the student in writing before the absence.
- d. Arrangements shall be made for the completion of schoolwork missed over the course of the absences.

### Unexcused Absences

In accordance with Board Policy, a student's absence will be recorded as unexcused when there is not good cause or recognized legal grounds for the absence as described above. In deciding whether to record an absence as excused or unexcused, the school principal is responsible for confirming and determining in some cases whether the reasons for absences are valid. To that end, the principal and/or student services staff may ask for documentation. Except as otherwise provided by law and/or Board Policy, if a parent/legal guardian fails to cooperate with a school's request to provide specific information about an absence, and/or if the principal believes the reason for the absence is not valid, the absence may be recorded as unexcused or changed from excused to unexcused.

### Habitual Truancy

When a student's attendance meets the legal definition for habitual truancy, MMSD is required to initiate interventions that can include interviewing, conferencing, on-going monitoring of attendance, contracting and/or referral to Madison Municipal or Dane County Juvenile Courts. These requirements are based on **Wisconsin Statute 118.16 which defines an habitual truant as "a pupil who is absent without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester."**

In order to prevent students from becoming habitually truant, MMSD has developed a comprehensive attendance improvement approach. Students, and/or their parent(s)/guardian(s), are strongly encouraged to contact the student's principal or a member of the school's Student Services Team (Nurse, Social Worker, School Counselor, or Psychologist) as soon as attendance becomes a problem, and schedule a meeting to discuss the causes of the student's attendance problems, and work together to find solutions that address these causes. When patterns of problematic attendance become evident, contact with the student and family can also be initiated by members of the school staff.

For those students that become identified as habitually truant, a number of interventions will be implemented, including interviewing, reviewing attendance history and problem-solving. The parent/ guardian and the student will be invited to attend a Habitual Truancy

Conference and an Attendance Improvement Lead person will be assigned to further examine the obstacles to attendance for the student. The purpose of these interventions will be to identify the cause(s) of the attendance problems, develop an appropriate attendance improvement plan, and identify supports within the school and community that can assist the student and family.

All students who are classified as being habitually truant are in violation of Wisconsin law, and as such the student, and his/ her parent(s)/guardian(s), may be required to appear in court. Depending upon the age of the student and circumstances related to the absences, the court may levy sanctions, and require that the parent/guardian cause the child to attend school. In addition, the court may order sanctions requiring that the student receive counseling and/or perform community service.

### Tardy

Students are expected to be on time for school at the start of the school day and for their classes throughout the school day. A student is considered tardy if they arrive at school up to 15 minutes after the designated start time.

In addition to missed learning opportunities for the tardy student, tardiness to class or to school causes disruption to the learning environment for all students. Patterns of severe tardiness call for intervention by the teacher, the principal, and/or the school's student services staff.

Questions about your school's absence procedures can be directed to your school administrator(s).  
Last Revised June, 2012

### **CHILD CARE – BEFORE AND AFTER SCHOOL ON-SITE PROVIDERS**

Program Provider	School/s	Contact	Services Provided
East YMCA	Elvehjem Elem. Gompers Elem. Kennedy Elem. Sandburg Elem. Schenk Elem.	Ali Johnson YMCA 8001 Excelsior Dr. 221-1574 x1051	before and after school childcare



## General Information (continued)

MSCR	Allied Learning Center+ Allis Elem.** Emerson Elem.+ Falk Elem.** Glendale Elem.** Hawthorne** Lake View Elem.** Lincoln Elem.** Lindbergh Elem. ** Lowell Elem. + Mendota Elem.** Midvale Elem.** Nuestro Mundo +	Jean Gascho 3802 Regent St. 204-3008	** Safe Haven childcare & Community Learning Center (CLC)  + Safe Haven childcare only  All programs - after school only
Red Caboose	Lapham Elem. Marquette Elem.	Lisa Fiala 654 Williamson St. 251-5432	after school only
West YMCA	Huegel Elem. Olson Elem. Orchard Ridge Elem.	Ali Johnson YMCA 8001 Excelsior Dr. 221-1574 x1051	before and after school
Wisconsin Youth Company	Chavez Elem. Crestwood Elem.* Franklin Elem.* Leopold Elem.* Muir Elem.* Randall Elem.* Shorewood Elem.* Stephens Elem.* Thoreau Elem. * Van Hise Elem. *	Marylou Grzadzielewski 1201 Mc Kenna Blvd. 276-9782 x15	before and after school * after school only



Updated for the 2012-13 School Year. Leopold is one of 16 schools in the city with an After School Day Care Program located within the school itself. Care is provided for children from the time school is out until 5:30 p.m.

The program is sponsored by the Wisconsin Youth Company, and children are registered in it through its central office by calling 276-9782.

◇ Woods Hollow Children's Day Care at 5470 Research Park (By Promega) 273-4433

◇ LaPetite Academy at 5574 Lacy Road, 277-8388

© Early Childhood Learning Center at 833 Hughes Place – 251-8172

◇ Dane County Boys & Girls Club - 257-2606

◇ Legacy Academy – 270-9977

© Greenway Crossing Montessori – 274-6475

◇ Leopold bus routes include drop-offs at these daycares.

© These centers provide transportation.

These are not school sponsored activities and the Madison Metropolitan School District does not support these programs and personnel. Permission to distribute this information is not a recommendation or endorsement by the school district.

## DIRECTORY INFORMATION

Wisconsin law allows the District to disclose directory information about students unless parents/legal guardians desire that all or any part of this information not be released. If parents/legal guardians wish to have information about their child(ren) withheld they must complete the "Request to Withhold Directory Information" form for each child. This form is available in all school offices.

Directory Data/Information means those pupil records which include the pupil's name, present address, telephone listing (unless the number is unlisted), date and place of birth, major field of study (e.g. 3rd grade elementary education at Leopold School), dates of attendance, dates of attendance, participation in officially recognized activities and sports, weights and heights of members of athletic teams, student's photograph, the most recent previous school attended by the student, and degrees and awards received.

### Census Verification

Parents/legal guardians are reminded of the importance of the Census Verification which is available online for all students information can be updated and verified prior to August enrollment dates. Information on this verification is very important, since it is the only way for school personnel to locate a student's parent/legal guardian or alternative contact person in the case of illness or emergency.

### Change Of Address/Phone

For your child's safety, please inform the school whenever you have a phone or address change or if your alternative emergency contacts change. Please inform us if you will be temporarily out of town and your child will be staying with someone else.

### Instructions for Family Information

The Madison Metropolitan School District believes that it is important for both parents/legal guardians to be informed about a student's progress. If your child does not live with both parents/legal guardians, we strongly urge you to provide the names of all persons with legal rights to information to the school so that we can communicate with them.

Follow these instructions for the family information section:

1. If parents/legal guardians live apart, fill out both sides of the household form, indicating which household is the primary household. If the parent/legal guardians live apart be sure to list both households when filling out the online household information piece of the registration or enrollment form.
2. The primary household should be the household the student declares as primary household for enrollment purposes. The primary household is the household the student declares as primary household for enrollment purposes, this establishes the attendance area the student resides in.
3. The online registration and census form allow for additional contact people should to be added, if the student has a secondary household that information can also be added. If someone other than the parent has rights to records it needs to be indicated on the form:
  - a. LEGAL CUSTODY OF THE STUDENT and/or
  - b. LEGAL ACCESS TO THE STUDENT'S RECORDS.
4. In addition to the people with legal custody or legal access to records, you may include the names of other adults or other student with whom the student lives. Please indicate the relationship of each adult to the student.

FOR EXAMPLE, if each of the following applies in a family situation:

- Parents/legal guardians are divorced; Parent filling out form should include the other parent as a secondary address either household or mailing.
- Student lives with mother and stepfather, mother would have to sign rights to records for stepfather to have rights.

### Student Records

All student records maintained by the Madison Metropolitan School District are confidential, as required by federal and state law.

## General Information (continued)

Parents/legal guardians should be sure to read the brochure on student rights that children bring home during the first week of school. This brochure explains the rights of parents/legal guardians and eligible students to have access to student records.

Several types of educational records are maintained for MMSD students. They are:

- (1). "Behavioral records" means those pupil records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil's behavior, tests relating specifically to achievement or measurement of ability, the pupil's physical health records other than his or her immunization records or any lead screening records required under s.254.162, law enforcement officers' records obtained under s.48.396 (1) or 938.396 (1)(b)2 or (c)3 and any other pupil records that are not progress records.
- (2). "Progress records" means those pupil records which include the pupil's grades, a statement of the courses the pupil has taken, the pupil's attendance record, the pupil's immunization records, any lead screening records required under s.254.162 and records of the pupil's school extracurricular activities.
- (3). "Pupil physical health records" means those pupil records that include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any lead screening records required under s.254.162, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information, as determined by the state superintendent.
- (4). "Pupil records" means all records relating to individual pupils maintained by a school but does not include notes or records maintained for personal use by a teacher or other person who is required by the state superintendent under s.115.28 (7) to hold a certificate, license or permit if such records and notes are not available to others, records necessary for, and available only to persons involved in, the psychological treatment of a pupil and law enforcement unit records.

Requests by parents/legal guardians to review student records must be submitted in writing to the building principal, who will help to arrange a time when parents/legal guardians can review the records which they wish to see.

Questions or concerns about access to student records should be addressed to the building principal.

## EVEN START

Even Start is a family centered program for families with children from birth to 7 years old. Parents and their children learn and grow together. For parents, there are classes in English as a Second Language, computer skills and high school diploma completion/GED. Even Start also provides parenting for school success classes. This helps parents advocate for their children and understand ways to help their children succeed in school. Another part of Even Start focuses on literacy learning for children. There is time for parents and their children to read and play together.

Several community organizations provide the training and child care while parents are in class.



## FEES

### School Activity Fee Waiver

To encourage all students to participate in all school activities regardless of the student's financial situation, it is the policy of the Board of Education to waive the payment of part or all of student fees if the student or the student's parent/guardian demonstrates an inability to pay such fees, and to notify students and parent/guardian of this fee waiver policy.

Student fees for the purpose of the waiver policy include fees for school day field trips and fees that are on the yearly student fee schedule, except for library and textbook fines.

Fee Waiver/Reduction request forms are available at all schools, and may be completed by the parent/guardian each school year in which a waiver or fee reduction is requested. If a fee waiver or reduction is granted, it shall be for the entire school year unless the student or the student's parent/guardian subsequently demonstrates the ability to pay such fees.

## FIELD TRIPS

Teachers frequently plan field trips and excursions to provide students with educational experiences, which are extensions of the classroom. These trips are essential to the educational program, and all students are expected to participate.

Parents/legal guardians will receive written notification in advance about field trips and should take care to sign all forms and send money to school if requested. Scholarship money is available if payment of field trip fees creates a hardship for a student's family. In such cases parents/legal guardians should contact their child's teacher or the school office.

Medications which are normally given to students during the school day will be given by school staff during field trips. No additional permission is required. If your child needs medication on an overnight or extended day field trip which is NOT regularly given at school, Board policy requires written parent permission and a written order from the health care practitioner. This includes over the counter, non-prescription medication. The medication permission forms are reviewed by the school nurse before the overnight or extended day field trip. Some medications (such as inhalers) may be self-administered but a school staff person will give most medications.

When riding a school bus as part of a field trip, students are expected to obey all rules governing school bus transportation (see "Bus Transportation").

## FOOD & NUTRITION

### BREAKFAST AND LUNCH PROGRAM AND SCHEDULES

Our Breakfast Program is offered to all students beginning the first day of school. Students may enter through the doors to the front lobby for breakfast at 7:25 a.m. The serving time for breakfast ends promptly at 7:40 a.m. Only students who are eligible for a free or reduced price lunch are eligible for a free or reduced price breakfast. Students who choose not to participate in the lunch program may participate in the breakfast program.

Menus are sent home monthly or can be viewed on Cable TV 10, or found on the district's website.

Payment envelopes are available in the school office. Completed envelopes should include teacher and student name, grade and the amount. Monthly payments by check are preferred, but will be accepted any school day. Payments received are deposited into the computer accounting system. Students who have negative account balances will not receive a lunch until payment is received. Students will not be allowed to receive a meal unless money has been previously deposited into their accounts. Families will



## General Information (continued)

receive notices of negative account balances weekly.

If your child will be arriving late to school, please contact the office by 7:45 a.m. so a lunch can be ordered for your child. Lunches are prepared at the main kitchen on Pflaum Road and delivered to Leopold and we cannot get any added lunches after this time.

For Additional Information, please visit our website at [www.foodsvcweb.madison.k12.wi.us](http://www.foodsvcweb.madison.k12.wi.us)



Dear Parents & Guardians,

The MMSD Food & Nutrition Department welcomes you to the 2011-2012-2013 school year. We are eager to provide your family with healthy and nutritious options for Breakfast and Lunch at all of our Elementary, Middle and High Schools. We strive to meet nutritional requirements as well as cater to the likes of young children.

As your child progresses into Middlemiddle and High Schoolhigh school, they will have more selections for their meal choices. All of our menus in the USDA Breakfast and USDA Lunch programs are designed to meet nutritional standards. Each menu is analyzed to ensure it meets 8 specific nutritional targets. Five different vitamins and minerals are analyzed as well as monitoring the fat content, providing no more than 30% of the calories from fat, while no more than 10% of the calories come from saturated fats. There are specific guidelines for calorie ranges for each of the different menus we offer. Meeting the above mentioned guidelines ensures that our meals provide students with one third of their dietary requirements for lunch and one fourth for breakfast. Studies have shown that eating balanced meals, in combination with physical activity, will help with child development. What better way to establish healthy eating patterns than as a participant of our meal programs!

Sincerely, Your FAN Team

### Food Safety

MMSD Food & Nutrition Department operates under regulations from the FDA Food Code, the State of Wisconsin Food Code and the Public Health Department. We are committed to providing safe food for our customers at every step of our process including standards for ordering, receiving, storage, preparation, cooking and serving. Each school and our central kitchen are inspected twice a school year by Public Health Madison Dane County.

All school sites as well as the Food Production Center operate under comprehensive written "School Food Safety" plans. Plans are based on the principals of HACCP (Hazard Analysis & Critical Control Points), a systematic preventive approach to food safety.

Our FAN Team includes a Quality Assurance Specialist to ensure that the 20,000 plus meals served daily are served safely. All of our staff receives initial and on-going training using the National Restaurant Association's "ServSafe" Food Safety Course materials.

### Breakfast Program

All schools in the Madison Metropolitan School District offer breakfast daily. Breakfast is served 15 - 20 minutes prior to the start of the school day. A school breakfast generally consists of milk, fresh fruit or 100% fruit juice, and an entrée that includes grains and/or a protein source. Families may qualify for free breakfast as determined by their financial situation. For more information, please see the section on Free & Reduced Price Meals.

**Please note:** USDA regulations require that we serve a complete meal. Individual items, such as milk, can not be provided free to supplement a meal from home.

### Lunch Program

Lunch is available daily at all of the Madison Metropolitan Schools. Serving times vary per location. Lunches consist of milk, choice of entrée containing protein and whole grains, fruits and vegetables. Our Nutrition Team is constantly searching for different and healthy choices to offer our students. We are committed to offering meals that are both great tasting and nutritious. Families may qualify for free price lunch as determined by their financial situation. For more information, please see the section on Free & Reduced Meals.

**Please note:** USDA regulations require that we serve a complete meal. Individual items, such as milk, cannot be provided free to supplement a meal from home.



### Lunches To Go

Let us help with Field Trips with our 'Lunches To Go'. Cold lunches are available and may be ordered ahead and sent to your child's school. For more information, please go to our website and check out our Menus.

### Free and Reduced Price Meal Information

The Madison Metropolitan School District participates in the National School Lunch and Breakfast Program. Your children may qualify for free meals or for reduced price meals.

To apply for Free and Reduced price meals please complete either:

A paper application available at registration

or

An online application at <http://lunchapp.madison.k12.wi.us>

If you do not have access to a computer, they will be available at registration or Madison Public Libraries.

If you have other questions or need help, call (608) 204-4001.

Office hours beginning August 20th are 7:00 am to 2:30 pm.

### Meal Prices

	USDA Breakfast	No Charge
Reduced and Free		
Elementary Full Pay		\$1.25
Middle School Full Pay		\$1.50
High School Full Pay		\$1.50
Adult at Elementary		\$1.55
Adult at MS & HS.		\$1.65
	USDA Lunch	
Reduced		.40
Elementary Full Pay		\$2.50
Middle School Full Pay		\$2.90
High School Full Pay		\$2.90+
Adult at Elementary		\$3.45
Adult at MS & HS		\$3.70+

Milk may be purchased for 50 cents.

**Please note:** USDA regulations require that we serve a complete meal. Individual items, such as milk, can not be provided free to supplement a meal from home.

## General Information (continued)

### Payment Options

MMSD Food & Nutrition Department has implemented an online payment option called MyPaymentsPlus. Use [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) to check account balances online. Make payments to your student's breakfast and lunch account. Monitor breakfast and lunch purchases. Receive email reminders when your student's balance is low. You can even set up auto-replenish payments. You need your child's MMSD student ID number in order to set up a MyPaymentsPlus account. If you do not know the account number for your child, please inquire at your child's school, or call Food & Nutrition at 204-4001.

### Please Visit Our Website

For more and up to date information, please visit our website. Our website can be found on the MMSD website or by entering [www.foodsvweb.madison.k12.wi.us](http://www.foodsvweb.madison.k12.wi.us)

### GIFTS FOR STAFF (BOARD POLICY 8254A)

In accordance with Board of Education policy 8254A, staff members are not permitted to "accept or solicit for personal use a gift worth more than token value from a pupil or parent...[however,] the Superintendent may make exceptions in extenuating circumstances such as cases of bereavement, illness or death."

Because many children enjoy giving things to their teachers, the District suggests that gifts take the form of a book, DVD or game for the classroom or Library Media Center. In this way, all students can benefit from gifts given to teachers and other staff members.

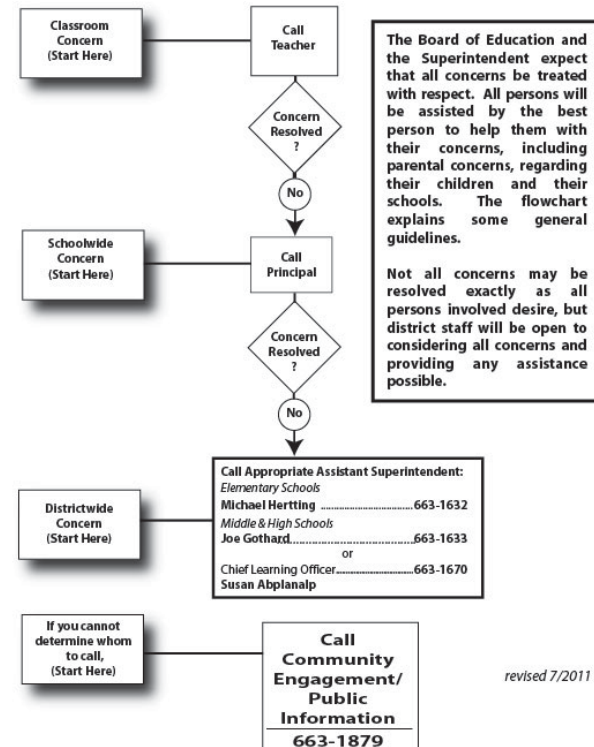


## GUEST SPEAKERS

Occasionally, teachers invite guest speakers into their classrooms. Teachers planning to use outside resource personnel must clear this with the principal prior to their "guest" appearance. Guest speakers report to the main office upon arrival at school.

## HELP WITH A CONCERN

### How to Get Help with a Concern



## KINDERGARTEN SCREENING FOR EARLY ENTRANCE

Board of Education Policy states that a child who becomes five years of age between September 2 through December 31 may enroll in kindergarten only after satisfactory completion of preliminary student assessments. A child being assessed for early entrance into kindergarten should have superior intellectual growth and language skills and must demonstrate the social, emotional, physical and mental maturity normally expected for successful participation in kindergarten. Parents who have concerns about school readiness should contact the school psychologist. They will be asked to complete a request form for placement on the early entrance evaluation schedule. If you need further information on the early entrance procedure, please contact your school's psychologist or see [www.mmsd.org](http://www.mmsd.org). Children born after December 31 may not be screened for early entry. (Wis. Statute).



## General Information (continued)

### LARC

LARC stands for Leopold Area Resource Coalition. The purpose of this long standing committee is to identify and respond to Leopold community needs by partnering and networking with neighborhood agencies. More specifically, LARC agency representatives include the school, local businesses, police, fire, the neighborhood association, the local government/churches, and a variety of nonprofit programs. JFF (Joining Forces for Families), EvenStart, Vista, and RSVP are examples of nonprofit agencies involved in LARC.

The LARC goal priority for the 2006-07 school year was to establish a community resource center for Leopold families. Through LARC efforts, an apartment site has been obtained at the Fairways for use as a resource site. A JFF social worker was hired to serve the neighborhood from this apartment site. The priorities for 2012-13 will be to continue to support Leopold children and the community.

### PARENT/LEGAL GUARDIAN INVOLVEMENT (BOARD POLICY 4500)

All elementary schools have committees and PTO/PTA groups that provide opportunities for parents/legal guardians to participate actively in their children's school. Through these activities parents/legal guardians can become better informed about, and can influence and gather community support for local school programs and policies.

Parent participation in the School Improvement Plan (SIP) process is encouraged. Through their involvement in SIP, parents contribute to the identification of school goals and the action plans for implementation.

Many parents/legal guardians share their talents and interests by assisting teachers with classroom projects and activities. Other parents/legal guardians provide leadership for enrichment programs to enhance the school's curriculum.

The Board of Education also forms occasional task forces and/or committees to advise the District on specific issues. In recent years these groups have examined such school-related issues as racial integration, family change and space utilization. Citizens, parents/legal guardians and non-parents alike have shown their support by becoming involved in the schools as part of these advisory groups. Please contact 663-1659 for further information.

Research has shown that children whose parents/legal guardians are involved with the school are more likely to achieve and to feel good about their school experiences. MMSD elementary schools encourage parents/legal guardians to become involved in their children's educational programs in whatever way is most comfortable and interesting for them. **The most important way for parents/legal guardians to be involved with their child's education is by spending time each day with their child and by reading to them.**

#### Parent Faculty Organization

Leopold School has an active Parent-Faculty Organization (PFO). The PFO holds six (6) meetings during the school year, typically on the 2nd Tuesday of the month. A schedule of the PFO meetings is available during registration as part of our school-wide calendar. The goals of the PFO are to support and speak on behalf of the children, families, teachers, and staff of our school; encourage family involvement in our school; provide information relative to current topics affecting our school community; and support our school through various fundraising efforts. Please consider becoming involved with this important organization.



#### Visitations to School or Classrooms (Board Policy 4005)

We welcome and encourage parents/legal guardians to visit their children's school. However, when you come to school be sure to secure a visitor's pass from the school office when you arrive. This allows us to keep your children safe as unauthorized persons or visitations are prohibited. Should unauthorized persons enter or remain on school premises, the principal or his/her representative may request assistance from the appropriate police department to remove such unauthorized persons.

### PARENT/TEACHER COMMUNICATIONS

#### Scheduled Parent/Teacher Conferences

Parents/legal guardians receive formal reports on their children's progress four times during the school year. All elementary schools schedule parent/teacher conferences at the end of the first quarter to give parents/legal guardians and teachers an opportunity to share information about the child.

Written reports are sent home at the end of the second quarter, third quarter, and at the end of the year. The third quarter report card is an abbreviated report card.

When parents are divorced or separated both parents/legal guardians have the right to receive information about their child's school progress, unless the court has ruled otherwise. Please stop at the school office to confirm if duplicate information is needed.

It is vital that parents/legal guardians and teachers be in communication with each other frequently so that the child understands that everyone is working together. If you have any questions about your child's progress or educational program, do not hesitate to call your child's teacher or the school principal.

#### School Newsletter

The Leopold School Newsletter called "Backpack News" is published periodically throughout the school year. This is our way of communicating with you about up-coming events, announcements about meetings, PFO activities, current events at school, in the classroom, and in the community. The Newsletter is sent home with your child. The PFO also sends home a newsletter about its activities monthly.

### RETURN FROM DISCIPLINE

There are two forms of student discipline that involve an interruption of a student's attendance at school; the first being an out-of-school suspension and the second being an expulsion. The District's procedure for a student to return to school for each of those disciplinary interruptions includes a meeting involving the Principal, parent/guardian, and student. During the meeting those attending discuss strategies to enable the student to successfully re-engage with the school community. The specific procedures regarding out-of-school suspensions can be found in Board of Education Policy 4043 and for Expulsion, in Board of Education Policy 4045.

#### Positive Behavior Support Plans

All MMSD elementary schools aim to be positive places where students, staff, and families feel good about school and where important learning occurs.

Each school has been working on developing a school-wide system that helps children understand behavioral expectations, teaches social skills and creates a sense of belonging or community, and provides positive recognitions and celebrations. The Positive Behavior Support Plans also provide more consistent responses to misbehaviors and processes that aim to help students grow in responsibility for their actions.

## General Information (continued)

A critical aspect of this response is the communication with the home and the home's support of the school's behavioral expectations. For this reason we have built home communication into our plan of procedures that the school staff will follow.

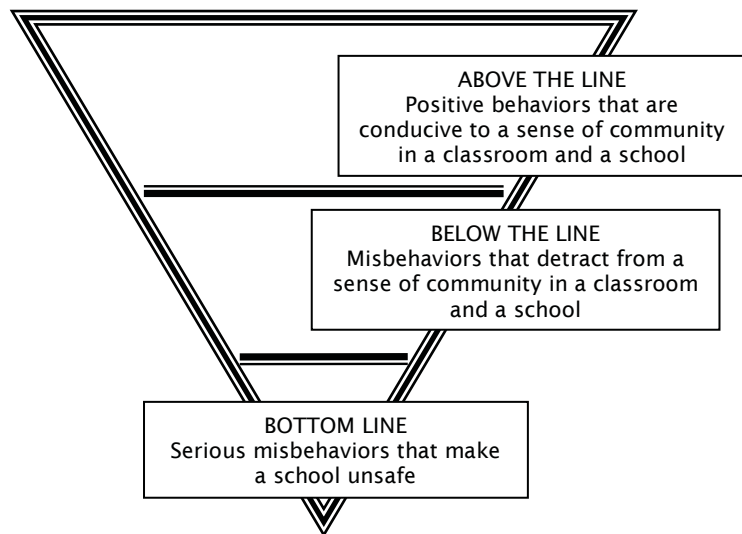
Through our plan staff aim to communicate clear boundaries for behaviors and work in a coordinated way to help students make good decisions.

Please take a moment and review the ideas of "above the line" behaviors (positive behaviors) as well as "below the line" and "bottom line" behaviors with your child. This will be the common language used across all elementary schools in the district. You will often see this common language posted in charts around the school. Each classroom may further clarify these ideas and provide examples for students.

Working together, staff and families can partner to help all students experience school positively by creating safe environments while supporting growth in responsibility.

If you have further questions about our school's plan, please contact your child's classroom teacher, principal, or other staff.

### Leopold Elementary School



Our school will work to help all of our students stay "above the line" through specific programs, engaging learning experiences, and the relationships we foster each day.

When students "fall below the line" staff and principal will work together with the student to address issues through consequences and a "fix-it" plan. Depending on the severity, frequency, and other factors, parent/guardians may be contacted.

When students fall to "bottom line" the principal will determine consequences and "fix-it" plans in light of the district's Code of Conduct. At this level of behavior, parent/guardians will be contacted.

#### LEOPOLD SCHOOL RULES AND DISCIPLINE PROCEDURES

To insure an orderly and safe learning environment at Leopold School, we will use the following procedures. Please review these expectations with your children.

Classes will begin at 7:45 a.m. For those students who walk to school or ride with parents, we ask that they arrive at school no earlier than 7:25 a.m. Staff supervision will begin at 7:25 a.m.

Before School - There are three reasons for students to enter school before the official starting time:

1. To eat breakfast – students must enter through the doors to the front lobby.
2. Students have a pass from their teacher.
3. Bad weather – After 7:25 a.m. students may enter the building before school when the weather is bad. (Very cold, heavy rain and heavy snow).

Dismissal – All students will be dismissed at 2:32 p.m. We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the main office first to check your child out. For your child's safety, the teacher will not release a child to anyone.

Telephone use - Students are permitted to use the telephone in the school ONLY for school-related needs. In case of an emergency, a staff member will call a parent or guardian. Each outside call increases the telephone cost of the school system.

Because MMSD's elementary schools do not have public telephones, parents are urged to help their children make arrangements in advance for after-school activities. Emergency or last minute messages to students should be called into office or their classrooms at least a half-hour before school is dismissed.

Teachers will not be called to the telephone during class time unless an emergency exists. They can usually be contacted during the half-hour after school is dismissed. All staff members have telephones in their classrooms with voice mail.

#### THE CAFETERIA

In order to keep the cafeteria clean and attractive, the following rules must be observed.

1. Talk in a normal voice.
2. Walk.
3. Clean up dropped food.
4. Empty all trash and unwanted food into waste containers.
5. Keep cafeteria lines orderly.
6. Eat at tables.
7. Remain seated during lunch and leave when dismissed by cafeteria duty personnel.
9. Raise hand if you need something.

#### High Five Awards

Leopold's High Five Award program is built around five behaviors that are important for success in school (and in life). The behaviors are:

- Be Respectful
- Be Safe
- Be Responsible
- Be There Be Ready
- Be Kind



## General Information (continued)

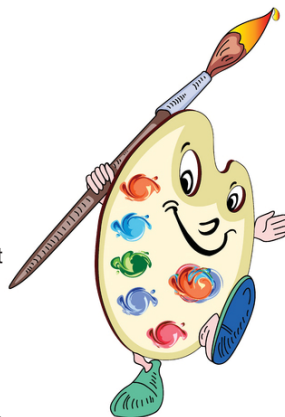
Teachers help all students learn the behaviors appropriate for their age and grade level. The school social worker and psychologist also work with children in classrooms and in small groups.

### SCHOOL SUPPLIES

All children should bring their supplies the first day of school, unless the teachers request them earlier.

Field trip monies are collected for each trip by your child's teacher.

School supplies are also available from the school social worker at no cost for students whose families can not afford them.



### STUDENT SERVICES

#### Health Services

The school health office is staffed by a nurse and nursing assistant. The health office is fully staffed from 7:45 a.m. – 2:00 p.m. Monday through Friday. This is primarily a time for health consultation with students, parents and staff. Additional time is available for health screenings, health-related issues and home visits in the community. If you need their assistance, call Lori Zinck, nurse 204-4246 or the nursing assistant at 204-4247.

#### Group Health Cooperative Supports Leopold

As part of their commitment to our community, Group Health Cooperative of South Central Wisconsin (GHC-SCW) has developed a partnership with Leopold School. Through this program, students who do not have health insurance are able to receive primary and preventive health care. This includes annual physical exams, office and urgent care visits, eye exams and glasses, prescription medication, and medical interpreters for appointments. These services are provided free of charge and are available to children all year round while they are enrolled at Leopold School. This is a wonderful opportunity for your child to have access to health care! If you would like more information regarding this program, please call the school nurse, Lori Zinck at 204-4246.

#### Psychology

The school psychologist at Leopold works with students, parents, and teachers to aid in the social-emotional and academic growth of the students. This may involve consultation with teachers and parents, direct teaching with groups of students, assessment with individual students and intervention/treatment with individual and small groups. The psychologist may be involved in assessing learning style, cognitive strengths and weaknesses, and behavior. Evaluation may include observation, diagnostic testing and interpretation, and interviews. Recommendations are shared with the person making the referral and with the parents. If you need to contact the psychologist, call Charlie Wilder or Karen Windels at 204-4259.

#### Social Work

The school social worker works with teachers and parents to help children learn more from the enjoy school. She is involved with children individually and in groups. In particular, she focuses on the development and maintenance of good social relationship skills. Also, she helps children with behavior concerns, which prevent them or their peers from enjoying school, as well as problems the parent is concerned with at home. The social worker works with other members of the teaching and support staff to plan for children with special needs. This may require a home visit to include the family in planning. If you need to contact our social worker, call Sandra Rivera or Sarah Kluesner at 204-4249.

#### Speech Clinician

The speech and language clinician sees children individually or in small groups who have some difficulty in the areas of articulation, voice, language fluency, or hearing. The clinician working with children

at Leopold Elementary is Susan Robinson. If you have questions or concerns, regarding the speech therapy program, please contact Charlie Wilder or Karen Windels at 204-4259.

### Internal Transfers

An internal transfer can be requested by parents to allow their student(s) to attend a MMSD school while not living in that school's attendance area. If granted the student may continue to attend the school to which the transfer was granted and other MMSD schools in the normal progression without filing another Internal Transfer Application Form. Completed transfer form should be turned into a school or enrollment office. The transfer form can be filled out online at [www.mmsd.org/enroll](http://www.mmsd.org/enroll). Appeals of the decision of the must be filed with the Assistant Superintendent in writing within ten days of the denial. The assistant superintendent shall make final determination of an appeal within ten days of the receipt of the appeal. For all students attending school on an internal transfer, the parents are responsible for transportation of the student.

#### By change of residence:

- Upon a change of residence from one attendance area to another attendance area within the MMSD, including homeless families who establish a permanent residence during the school year, a pupil may enroll in his/her new school of residence immediately, or
- The parent may complete an Application For Student Internal Transfer Form requesting that the pupil remain at the school in which the pupil has been enrolled. Such requests shall automatically be granted.

#### Internal transfer request by parents for the current school year:

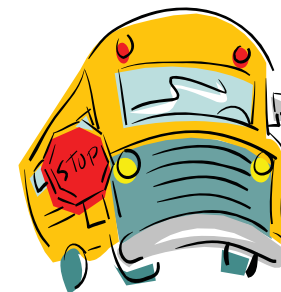
- Parents requesting a transfer to have their student attend a school outside of their current MMSD attendance area. Each request will be considered on an individual basis.
- In judging an internal transfer request, the enrollment office will use the following major criteria:
  - Whether granting the internal transfer will exceed the pupil-teacher ratio and/or school/program capacity as defined and approved by the Board of Education for external transfers by using actual enrollment numbers and actual staffing positions.
  - Options for special education students.

For criteria used for requesting a transfer on a priority basis, or criteria used for an Assistant Superintendent to grant a transfer based on specific circumstances, refer to instructions for completing the Internal Transfer Form or refer to board policy 4023.

#### Internal transfer request of parents for the next school year:

- Parents requesting a transfer to have their student attend a school outside of their current MMSD attendance area. Each request will be considered on an individual basis.
- Annual application for an Internal Transfer will be accepted for the next year beginning on the 1st Monday in February. Internal applications that are filed on or after the 1st Monday in February and before 4:00 p.m. on the 3rd Friday in March shall be given preference over applications filed under the Open Enrollment Policy.
- In judging an internal transfer request, the Enrollment office will use the following major criteria:
  - Whether granting the internal transfer will exceed the pupil-teacher ratio and/or school/program capacity as defined and approved by the Board of Education for external transfers by using projected enrollment numbers and projected staffing positions.
  - Options for special education students.

For criteria used for requesting a transfer on a priority basis see the instructions for completing the Internal Transfer Form or refer to board policy 4023. If after giving priority as set forth, there are more internal transfer requests than the receiving school has space available, then a lottery will be held to determine who gets selected. If a student is not selected, the parent will be given the option to notify the Enrollment office to have their child added to the waiting list. Parents will be notified before the start of the school year if space becomes available.





## General Information (continued)

### REVOCAION OF AN INTERNAL TRANSFER

A principal may revoke an internal transfer for reasons related to discipline, absenteeism, tardiness, and/or academic performance of the student. If a transfer is revoked, the elementary student shall immediately be enrolled in his/her school of residence. For middle and high school students, the revocation becomes effective at the end of the term. If the transfer was granted under specific criteria by an Assistant Superintendent then that Assistant Superintendent has the discretion to revoke the transfer.

## TRANSPORTATION

### Bikes

A pupil under the age of ten shall not ride a bicycle to school.

- The PRINCIPAL may make exception upon written request of a parent.
- The PRINCIPAL may forbid bicycles on school grounds. BOE Policy 4233

Leopold School permits fourth and fifth grade students to ride bicycles to school, and others as approved by the principal. A bicycle permit must be obtained before a child may ride his/her bicycle to school. Permits may be obtained in the office or online at <http://www.madison.k12.wi.us/leopold/Bike%20Permission%20Form.pdf>. The following rules must be followed.

1. Do not ride bicycles in the parking lot.
2. Do not ride bicycles on sidewalks and school grounds.
3. Bicycles must be kept in the bicycle racks.
4. Bicycles must be licensed.
5. Bicycles must be locked.

If the student does not obey the above rules, he/she may not be allowed to ride a bicycle to school for a period of time.

The school assumes no responsibility for lost/stolen bicycles.

### Skateboards And In-line Skates

Roller Blades need to be carried and scooters are discouraged. Skateboards are not allowed on school property. Wheelies/heelies may not be used within the school. Students who use wheelies/heelies in the school must remove them. Parents must come to school to collect the wheelies.

### Bus Transportation

Again this school year, our bus carrier at Leopold will be Badger Bus – telephone number 255-1511. For bus schedules, you may go on line to <http://transportweb.madison.k12.wi.us/transroutes> or call MMSD's Transportation Department 663-5287. Bus route information will also be available at enrollment.

### Bus Transportation

#### STUDENT RULES, RESPONSIBILITY AND DISCIPLINE

Bus transportation is provided free of charge for all elementary students who live more than 1.5 miles away from their school or who

are on a hazardous route, as determined by the city and the county

The Board of Education views transportation to and from school as part of the school day. Parents and students must assume that bus transportation is a privilege to the student, not a right. Pupils who do not conform to the rules relating to safe transportation may have their riding privilege withdrawn by the bus company.

The following actions have been identified by the Board of Education as justification for refusing a pupil the privilege of riding a school bus:

1. Yelling, cursing, obscene language;
2. Throwing objects within the vehicle or out of the windows;
3. Extending head, arms or hands out of the windows;
4. Fighting, scuffling, smoking in the vehicle;
5. Moving about in the vehicle while it is in motion;
6. Damaging property;
7. Any other conduct which might jeopardize the health, safety, welfare or rights of other people and does not align with the MMSD Code of Conduct.

Drivers are responsible for the maintenance of order among children being transported and are instructed to use every reasonable means necessary to maintain order on the bus. The District supplies a three-ly "incident report" form to be used by school bus drivers in reporting violations of established rider rules. It is the duty of the driver to immediately report severe misconduct to the principal and to the bus company office.

Guidelines for action to be taken in conjunction with the bus company if a student violates the rules for safe bus riding are as follows:

1. First Incident--Discuss appropriate behavior with student and forward a copy of incident report to parent/guardian;
2. Second Incident--Confer with parent(s) legal guardian(s) and student(s). Students may be refused transportation for one to three days.
3. Third Incident--Student may be suspended from transportation for a period of four to seven days. Parents/legal guardians must be notified in writing of their right to a hearing and/or appeal.

Severity of offense may dictate acceleration of progression outlined above. Parents/legal guardians may appeal this decision to the Assistant Superintendent for the area involved. However, students whose bus riding privileges have been suspended are required to attend school, and parents must assume responsibility for alternate means of transportation. Continued refusal to abide by established rules may result in suspension of bus riding privileges for the remainder of the school year.

If an adult supervisor from the School District is on the bus, a student may be subject to discipline in accordance with the Student Conduct and Discipline Plan.

The Madison Metropolitan School District is concerned about the health, safety, welfare, and rights of your child. Please go over appropriate school bus riding practices with your child. Student behavior on the school bus and the driver's management of the

behavior are two key elements to a safe and enjoyable bus ride for all students. Your child's bus may or may not be equipped with video monitoring equipment. The video camera is an aid used to monitor bus discipline. It does not replace the discipline policy, the driver's authority, or the responsibility of the school officials. If you have any questions, including questions regarding the use of video equipment on board buses, please call the District's Transportation Office at 663-5288.

## UNIDAD LATINA DE LEOPOLD

The purpose of creating a Hispanic parent group within Leopold School is to express our concerns, ideas and thoughts about our child/ren's education in the United States. Our intention is to resolve problems and find solutions that will help our children to be successful in school.

El proposito de formar un grupo de padres hispanos dentro de la escuela Leopold, es el de expresar nuestras preocupaciones, ideas y pensamientos sobre la educacion de nuestros hijos en los Estados Unidos. Nuestro intento es resolver problemas y encontrar soluciones que ayuden a nuestros hijos a tener mas exito en la escuela.

## UNITY

The Unity Organization is comprised of Leopold parents of African American and bi-racial students. The group's primary goal is to improve student academic success through increased parental participation. As a result of the Unity Organization, members have become significantly more visible in school activities, including the PFO and Black History Month projects. The Unity Organization will continue to recruit parents and focusing on student success.





# IV. Health, Safety, Security

## EMERGENCY SITUATIONS

**Fire drills -- Tornado Drills** -- Fire drills are conducted every month, and a tornado drill is conducted in the Spring.

**Lock Down** -- Every school will conduct a lockdown drill each semester. Drills are conducted to prepare staff and students in the event of an emergency.

### Safety Plans

Every classroom in all of our schools has an Emergency Procedures pamphlet, which provides directions on responding to a variety of emergencies that may be encountered at the school.

### Safety Plans

In conjunction with the Office of Security of MMSD, Leopold has developed an Emergency Plan. If the students and staff need to be evacuated, they will walk to the Fairway's Leasing Center on Traceway Drive. The Safety Officer for MMSD has worked with Leopold staff to prepare for emergencies and to undertake daily practices to reduce the likelihood of an emergency. For example, all outside doors except the parking lot entrance are locked during school hours. Teachers cover the glass on their classroom door.

There are telephones in each classroom. In the case of a health or other emergency, staff may access 911 from these telephones. There is also an emergency telephone number that rings in the office if any classroom needs assistance.

The nurse and nurse's assistant are trained in CPR.

**Supervision of the Building and Grounds** School grounds are supervised by school personnel fifteen minutes before classes begin in the morning and during the day when students are participating in scheduled school activities until school is officially dismissed. School personnel do not supervise playgrounds after classes are dismissed in the afternoon.

In accordance with Board of Education policy, the following shall not be allowed on school grounds:

1. Hardball or tackle football (except in approved areas and under proper supervision);
2. Throwing of stones, snowballs or other missiles;
3. Tripping, shoving, unwanted touching, fighting or other disturbances;
4. Thoughtless running or chasing through other activity areas;
5. Climbing on fences, buildings, ledges, fire escapes, downspouts, swinging gates, etc.;
6. Making snow or ice slides on walks;
7. All powered vehicles, including go-karts, powered bikes, mini-bikes, motorcycles, snowmobiles, etc.;
8. Dogs or other pets.

### School Entrances/access

In order to ensure the security of our schools, entrance will be restricted to one main door, as well as to a handicapped entrance. Please check with your school for the appropriate designated entrances.

## EMERGENCY - WEATHER

When weather conditions appear dangerous, district staff members review the situation beginning early in the morning. They talk with the City Streets Department, Police Department, bus companies and the National Weather Service to see if buses will be able to travel safely to and from school. Building Services staff advises whether all buildings are adequately heated and accessible for students. The decision to close schools is made by 6:30 a.m. and radio and television stations are given that information. If you have a question about whether schools will be closed, please listen to local media instead of calling the school office.

If a tornado or other storm threatens our area during the school day, students will be kept at school in the safest area of the building until the "all clear" message is sounded by Dane County emergency government officials.

## HELPING HANDS

MMSD elementary schools participate with the Madison Police Department in the Helping Hand program. This program has been developed to help children travel safely on the streets to and from school. A child in distress, whether she/he is lost, injured or needing protection from a threatening situation, can get help from any home which displays a Helping Hand sign.

All Helping Hand providers are aware of the importance of reporting any questionable incident to the police. They serve as friends and protectors of all children.

## ILLNESS

### Is Your Child Well Enough To Go To School?

It is not always easy to decide if your child is sick enough to stay home or well enough to be in school. Children who come to school are expected, with few exceptions, to participate fully in school activities.

Here are some guidelines that might help in a parent's decision-making:

1. **Fever:** A fever of 100 degrees or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay home until his or her temperature is less than 100 degrees for a day and he/she is feeling better.
2. **Vomiting, Diarrhea or Severe Nausea:** These are symptoms that require a student to remain at home until a normal diet is

tolerated the night before and the morning of school.

3. **Infectious Diseases:** Diseases such as impetigo, pink eye with thick drainage, and strep throat require a health care provider's visits and prescription for medication. Contacting the health care provider and using the medicine as directed for the full recommended length of time are necessary. A student may return to school 24 hours after the first dose of an antibiotic and if he/she is feeling well.

Students with chicken pox may return to school when all the scabs are completely dried and no new lesions are developing (usually 5-7 days).

4. **Rashes:** Rashes or patches of skin should be examined by a health care provider to determine if spreading or not improving.
5. **Injuries:** If a student has an injury that causes discomfort, the student should be examined by a health care provider. Injuries that interfere with class should be evaluated. If participation in physical education is recommended, a health care provider should be consulted.



## MEDICATION

### Medication Policy

1. Students who take daily or as needed medication at school must have the following in place with the school nurse before any medication can be given:
  - Written Order for Medication Administration from the prescriber
  - Parent/Guardian Medication/Procedure Consent Form
  - Medication provided in the original pharmacy labeled container supplied by the parent/guardian with the following information
    - a. Student's full name;
    - b. Name of the drug and dosage;
    - c. Effective date;
    - d. Directions;
    - e. Time to be given; and
    - f. Prescribing practitioner's name.
2. Non-prescription (over the counter) medication must be supplied by the student's parent/guardian in the original manufacturer's package and the package must list the ingredients and recommended therapeutic dose in a legible format.
3. The student will take the medication at the designated time supervised by authorized school personnel.
4. Only limited quantities of any medication should be kept at school.
5. All medication administered at school will be stored in a locked cubicle, drawer, or other safe place.
6. Parents/legal guardians must notify the school when the drug is discontinued and/or the dosage or time is changed. If the medication is changed, a new order must be received from the practitioner.
7. No over-the-counter medication will be administered to students.

## Health, Safety & Security (cont.)

unless the above process has been completed.

8. New written permission from the prescriber and parent/legal guardian must be received each year for students who take medication on a long-term basis.

The Practitioner Order for Medication Administration and the Parent/Guardian Medication/Procedure are both available on the district website: <http://stusvcweb.madison.k12.wi.us/node/100>

### Expanded Health Services for Emergency Situations

All schools provide expanded emergency treatment for serious asthma problems and serious allergic reactions when the school nurse is in the building. This includes (1) nebulizer treatments for serious breathing problems and (2) injection of epinephrine for students who have serious allergic reactions. The goal is to initiate treatment before 911 responders arrive. Look for more information in your child's school newsletter or talk with the school nurse. Information is also available on the school district's website at <http://stusvcweb.madison.k12.wi.us/node/102>

### Medical Insurance

The Madison Metropolitan School District does not carry student medical insurance. Parents/legal guardians are, therefore, responsible for medical expenses for pupils injured on school premises.

Even with the best safety precautions, there is an element of risk to children during normal school activities such as recess and physical education. Parents/legal guardians are encouraged to consider the adequacy of their medical insurance.

Students who are uninsured and not eligible for insurance may be able to participate in a program called Primary Access for Kids (PAK). PAK is not health insurance. It provides access to a primary care provider for check ups and visits for illness as well as basic prescription medications. Talk to your child's school nurse for more information.

### Immunization Law

For the health and safety of all students, Wisconsin law requires that students in grades pre-kindergarten through 12 have at least minimum protection against certain communicable diseases.

Required immunizations include:

- diphtheria-tetanus-pertussis vaccine (DTaP, DT, Td, Tdap),
- polio vaccine,
- measles-mumps-rubella (MMR) vaccine,
- Hepatitis B vaccine, and
- varicella vaccine or a history of chicken pox disease.

The age and grade specific requirements can be found at <http://stusvcweb.madison.k12.wi.us/node/101>. The vaccine doses required by state law are minimum requirements. Additional vaccines may be recommended for your child. Please check with your clinic or the public health department for complete recommendations. You can submit new immunization dates electronically by going to the MMSD

website: <http://stusvcweb.madison.k12.wi.us/node/101>

After the 30th school day, the district is required to exclude elementary and middle school students who do not meet the minimum requirements as established by the State of Wisconsin.

The Wisconsin Immunization Registry (WIR) stores a child's immunization records electronically in a secure system. The WIR is maintained by the Immunization Program of the Wisconsin Department of Health Services (DHS). When your child receives health care, your health care provider can access this information to (1) determine which, if any, immunizations are due at that time; and (2) update your child's immunization records as needed. Parents and legal guardians can also access this information via the Internet. More information on parent access is at <http://dhs.wi.gov/immunization/WIR.htm>.

(Revised June 2012)

## RELEASING CHILDREN FROM A SCHOOL DURING THE DAY

If it is necessary for you or someone authorized by you to take your child out of school during the instructional day (after school has started and before the end of the day), we ask that you follow the procedures below:

1. You or the authorized adult must sign the logbook in the office and record the reason for requesting the release of your child.
2. The adult must have the authority to pick up the child, either
  - he or she is the legal guardian or parent
  - he/she is verified as the emergency contact listed on the official registration form or
  - your child has brought a note signed by a legal guardian or parent to the office saying that this adult has authority to pick up your child.
3. If the office staff does not know the adult, then

- identification matching the parent's note must be secured or
- the child's parents or someone listed on the official enrollment form must be called to verify the person's identity and their authority to pick up the child.

*Your child will not be released if appropriate identification or verification of authority cannot be obtained.*

4. Your child's teacher will be notified by the office to send your child to the office.

To ensure the safety of your child, we will ask that any authorized adult (including parents) picking up a child will do so in the school office under the supervision of an office staff person.

Once school is in session, no non-school staff (including parents) will be allowed to go to a classroom unaccompanied and pick up a child.

## TRAFFIC SAFETY

### School Safety Patrols

At Leopold School our fifth grade students serve as safety patrol members and are on duty for one week at a time. Patrols are stationed before and after school at street crossings. The streets are Trace Way and Todd Dr.

The School has provided the patrols with raincoats and needed materials to conduct the program. The parental support and good behavior of the children from all grade levels will help to insure a safer and more enjoyable school environment for everyone.

### City Crossing Guards

The Madison Police Department provides adult crossing guards to ensure the safety of school children at busy intersections. The Leopold crossing guard is located on Post Road at the crosswalk near the center of the school.



## Health, Safety & Security (cont.)

### Student Drop Off/pick Up

No drop off/pick up at the parking lot entrances or in the parking lots. No drop off/pick up in the circle drive during posted hours. Student drop off and pick up is in front of the school on Post Road within posted areas. Also, there is a drop off/pick up across from school. The driver must remain in the vehicle. Both areas are posted for stopping and standing only.

### Wellness Policy On Physical Activity And Nutrition (Refer to [www.mmsd.org](http://www.mmsd.org) for complete Boe Policy 4610)

Children and adolescents need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Good health fosters student attendance and education. The Madison Metropolitan School District (MMSD) is committed to providing school environments that promote and protect the health and well-being of all students by supporting healthy eating and physical activity which are important for their ability to learn. It is the policy of the Madison Metropolitan School District Board of Education that

- Schools shall provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and shall establish linkages between health education and school meal programs, and other activities that occur within the school day.
- All students in grades K-12 shall have opportunities and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school during the school day, at school sponsored events and in MSCR programs for students shall meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans, 2005.
- To the maximum extent practicable, all schools in the MMSD shall participate in available federal school meal programs.

#### Wellness Policy

The "Wellness Policy on Physical Activity and Nutrition" has been approved by the BOE. (For detailed information see BOE Policy 4610.)

The purpose of the policy is to ensure that all students have "access to healthful foods and opportunities to be physically active in order to grow, learn and thrive." The intent of this document is to provide highlights within each of the five areas covered by the policy.

I. School Nutrition Education Goals	
Elementary Schools	Nutrition competencies will be integrated into existing curriculum/programs. Grades 1 and 3 are targeted for implementation. Teaching and Learning will develop and pilot nutrition activities/curriculum during the 2006-07 school year with full implementation expected in 2007-2008.
II. Physical Activity Goals	
K-12	Increased emphasis in the curriculum on physical fitness and life time sports skills.
Elementary Schools	Classes meet for 30 minutes three times a week all year.
III. Establishing Nutrition Standards for all foods available on School Campus during the day	
Nutrition goals	Limit foods with minimal nutritional value; restrict fat and added sugar; increase fruit, vegetable and whole grain offerings.
A la carte	Decrease to no more than 30% of total calories from fat by 9/1/2008.
Vending	
Elementary/Middle	No vending permitted.
Beverage Portion Size (Other than milk and water)	
Elementary:	Up to 8 oz.
Snacks	
Elementary:	List of suggested snacks will be developed annually. (List follows)
Candy	Cannot be given or sold to students during the school day. After 9/1/2008, candy cannot be used as item for school fundraising
Candy/Food as Reward	Cannot be used as a reward or manipulative.
Food Allergies	
Elementary:	No peanuts or peanut products provided by MMSD Food Services. Classroom projects should not contain peanuts, tree nuts or edible seeds.
All schools:	Food containing peanuts or tree nuts should not be prepared at home or at school and served to students. General info on food allergens (milk, eggs, fish, shellfish, wheat, soy) should be included with food prepared at home and served to others at school.
Meal Times	Breakfast: 10 minutes. Lunch: At least 30 minute break. Eat in a clean healthy environment.
Where Food Eaten	Staff is encouraged to limit consumption of food in classrooms. Food can be eaten in classrooms as long as eaten on table or at a desk. Students are responsible for cleaning up after eating in classroom.
Food at MSCR After School Programs, MSCR Summer Programs, MMSD Field Trips or MMSD School Sponsored Events	When MMSD provides food to students outside of Food Services program during the school day, during an after school or summer program or at school sponsored event, the food must adhere to nutritional standards listed above.
Pot Lucks	Sponsors of any events that are open to the public must contact the local health department to get appropriate permit; state law exempts parent teacher organizations from obtaining permits for pot lucks--other groups may need permits and should consult with the local health department before scheduling an event.
Class parties or celebrations	Are allowed. Principals are encouraged to limit the number of parties and celebrations that involve food and to promote non-food based parties and celebrations.
Classroom Food preparation	Classes can prepare and eat food during class when it is directly related to the curriculum; no peanuts or nuts, and adhere to safe food handling practices.
Food safety	Prepare food in accordance with School Potluck Food Safety Guidelines.
Sustainable food practices	Are to be strongly encouraged.
Nutrition Education	Education and marketing regarding nutrition and physical activity that supports students making healthful choices for food and beverage items.





# Health, Safety & Security (cont.)

## MMSD Wellness Committee

### Recommended Snack List

#### for Classroom or Program Snacks

Snacks containing peanuts or other nuts may not be served at school. This includes snacks with almonds, Brazil nuts, cashews, hazelnuts, macadamias, pecans, pine nuts, pistachios, and walnuts. Items on this list have been selected because, at this time, they do not contain peanuts or nuts products and the fat content meets the standard set by the Board of Education Policy. The intention of this list is to provide guidance to parents about snacks that are peanut and nut free. Parents whose children have peanut or nut allergies should check product labels every time to be sure that the products are peanut and nut free, free from cross contamination during processing and safe for their child to eat. Checking manufacturer web sites may also provide helpful information.

Food prepared at home to be served at school should be accompanied by a general list of ingredients or sent with a checklist indicating whether any of the following ingredients are included: milk, eggs, fish, shellfish, wheat, soy. Along with peanuts and tree nuts, these ingredients are responsible for 90% of all food allergy reactions in children.

#### Fruits/Vegetables

- Fresh fruit (any, such as oranges, apples, bananas, grapes, pears, plums, tangerines) that has been thoroughly washed
- Sun-Maid Raisins, and other dried fruits – prepackaged (except Eileen's brand)
- Fruit in individual cups (applesauce, pears, peaches, etc.)
- Fresh vegetables that have been thoroughly washed, with low fat dips
- Ocean Spray Craisins

#### Fruit Snacks

- Betty Crocker Fruit Roll Ups, Fruit Snacks, Fruit by the Foot, Fruit Gushers
- Kellogg's Fruit Streamers, Fruit Twistables, Fruit Snacks
- Nabisco Fruit Snacks
- Welch's Fruit Chews

#### Juices

- 100% fruit or vegetable juices
- Frozen 100% juice pops

#### Dairy

- Yogurt in individual cups or tubes
- Jello brand pudding in individual cups or tubes
- Hunts Snack Pack Puddings (vanilla, chocolate)
- String cheese or other individually packaged cheeses (1 oz)
- Frozen yogurt bars
- Wal-Mart "Great Value" brand pudding and gelatin cups
- Kellogg's Yogos

#### Crackers/Snack items

- Nabisco/Kraft:
  - o Crackers (Wheat Thins, Triscuits or Vegetable Thins)
  - o Honey Maid Graham crackers or sticks (Dora Explorer, honey, cinnamon, apple cinnamon, chocolate chip, chocolate flavor)
  - o Ritz (original, whole wheat, roasted vegetable, honey butter, Sticks) Ritz Mini Smilin' Snack Saks (NO Ritz bits/sandwiches)
  - o Cheese Nips or Better Cheddars
  - o Teddy Grahams or Teddy Graham character brands
  - o Nilla Wafers, Barnum's Animal Crackers
  - o Nabisco Bug Bites Graham Crackers
  - o Nabisco Twigs

- o Nabisco Premium Saltines
- o Ritz Dinosaurs
- o Newtons and Newtons Minis (Fig, Strawberry, Raspberry, Apple)

- Red Oval Farms Stoned Wheat Thins

- Keebler:
  - o Wheatables (wheat or honey flavors)
  - o Club Crackers Original
  - o Town House Crackers Original
  - o Scooby Doo Cheddar Crackers and Graham Cracker Sticks
  - o Grahams (original, honey and chocolate)
  - o Golden Vanilla Wafers (regular and mini)
  - o Saltines (Zesta Originals)
  - o Toasted Crackers
  - o Cheddar Sandwich Crackers
  - o Munch'ems Baked Snacks (original and cheddar)

- Sunshine
  - o Cheez-It (Original, Sponge Bob, Cheddar Jack, Twisterz Cheddar)
  - o Cheez-It Paryt Mix
  - o Saltine Crackers (Krispy Originals)

- Shur Fine at Woodman's
  - o Graham (honey or cinnamon)
  - o Woven Wheats
  - o Wheat Snacks
  - o Cheese Cracker

- Great Value (Wal-Mart)
  - o Animal Crackers (Original)
  - o Double Cross Snacks (like triscuits)
  - o Cheese Crackers
  - o Crackles butter crackers
  - o Snack Crackers
  - o Honey or Cinnamon Grahams

- Pepperidge Farm
  - o Goldfish and Giant Goldfish Crackers (NO Sandwich Snackers, party mix or peanut butter flavor)
  - o Goldfish Crisps

- Rold Gold Pretzels (NO Bucky Badger, Schultz, Snyder's or Great Value as they are no longer nut free)
  - o Rold Gold Cheddar Tiny Twists
  - o Rold Gold Honey Mustard Tiny Twists
  - o Rold Gold Braided Twist
  - o Rold Gold Butter Checkers
  - o Rold Gold Snack Mix and Munchies

#### Aldi's Store Brands

- Cambridge Brand
  - o Wheat Crackers (look just like Triscuits)
  - o Cheese Crackers (like Cheeze its)
  - o Gourmet Crackers (like Club Crackers)
  - o Saltines
  - o Cinnamon Grahams
  - o Snack crackers (like Ritz Crackers)

- Mercer Brand
  - o Animal crackers
  - o Vanilla wafers

- Clancy's Brand
  - o Pretzel Rods

#### Cereals

- General Mills

- o Cheerios (EXCEPT Honey Nut)
- o Trix, Lucky Charms or Kix
- o Rice Chex, Corn Chex, Wheat Chex or Multigran Chex

- Malt-o-Meal
  - o Apple Zings
  - o Frosted Mini Spooners
  - o Honey Buzzers
  - o Cinnamon Toasters
  - o Colossal Crunch (regular or berry)
  - o Tootie Fruities
  - o Coco Roos
  - o Mashmallow Mateys

- Kellogg's
  - o Apple Jacks
  - o Fruit Loops
  - o Mini Wheats
  - o Crispix

- Mom's Best Naturals (at Woodmans)
  - o Toasted Wheat-fuls
  - o Mallow Oats
  - o Honey Grahams
  - o Honey-ful Wheats
- Great Value (Wal-Mart)
  - o Toasted Rice
  - o Corn or wheat squares (like Chex)

- Shur Fine
  - o Toasted Oats
  - o Crunchy Corn Cereal
  - o Crunchy Corn and Rice

- Value Time at Woodman's
  - o Toasted Oats Original (not Honey Nut)
  - o Corn Flakes
  - o Frosted Fruit
  - o Crisp Rice

#### Cereal Bars

- Kellogg's NutriGrain Bars
- Kellogg's All Bran Honey Oat Bars
- Kellogg's Special K Bars (strawberry, blueberry, vanilla or chocolate)
- Rice Krispies Treats (original)
- Rice Krippies Treats Split Stix
- Nabisco Honey Maid Soft Baked Bars

#### Other

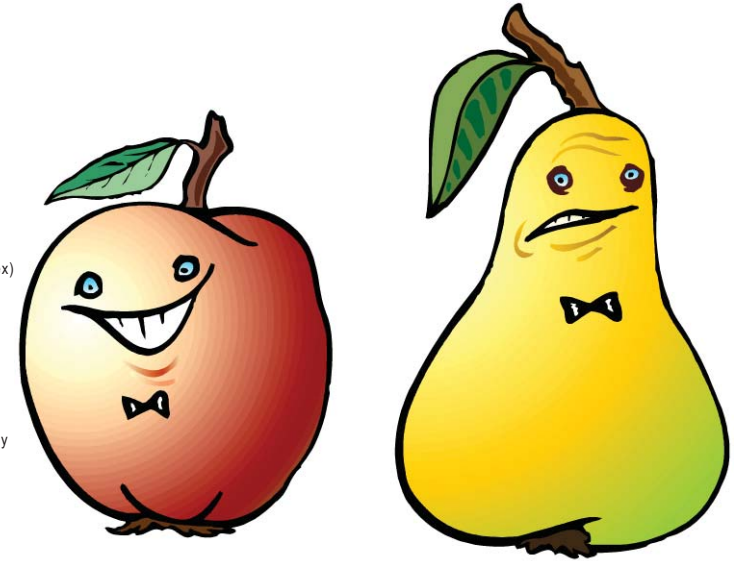
- Small bagels (Lenders and Thomas brand) with cream cheese (no nut types)
- Popcorn (no or low fat, plain white with no added flavorings)
- Baked Tortilla chips and salsa (Tostitos brand) with no added flavorings
- Jello snacks (individual cups)
- Popcorn (POP-Secret brand)
- New York Bagel Chips
- Slim Jim beef jerky

Please remember that in order to be candy and nut-free, these items are not acceptable as daily classroom snacks:

- Peanut butter, nuts or other nut butters
- Candy
- Bakery items
- Bulk bin items

- Granola or granola bars
- Chex or other party snack mixes

\*\*Please read labels carefully to make sure products are nut free. Some manufacturers have discontinued labeling products that may have nuts or are produced on equipment also used for products with nuts.  
Updated June 2011



# V. District Policies & Guidelines

## ALCOHOL & OTHER DRUG POLICY (BOARD POLICY 4235)

Board Policy 4235 provides that no student shall possess, consume, sell, give away or be under the influence of and dependency on alcohol and other drugs. No student shall possess, consume, sell, give away or be under the influence of alcohol and/or other drugs in the school, on school grounds, in motor vehicles used by the school, or at school-sponsored events or activities on or off school grounds.

The Madison Metropolitan School District shares with the community the responsibility to provide an optimal school environment for the intellectual, emotional, and physical development of its students and recognizes that alcohol and other drug use/abuse seriously affects that school environment. The Madison Metropolitan School District will join family and community efforts in providing necessary information, skills, role models, incentives, and experiences, which discourage alcohol and other drug abuse and dependency as well as discourage enabling behaviors in its schools, and will strive to make the school environment supportive to students who are experiencing problems related to alcohol and other drugs.

ADA/504

Regarding Madison Metropolitan School District's Responsibilities Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Section 504 of the Rehabilitation Act of 1973 and the ADA are Federal legislation and regulations which prohibit discrimination against persons with a disability in any MMSD program.

A person with a disability is someone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (e.g., caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working); or
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligations under these laws, the Madison Metropolitan School District Board of Education and the Madison Metropolitan School District recognize a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the Madison Metropolitan School District. If the parent or legal guardian disagrees with the determination made by the professional staff of the Madison Metropolitan School District, she/he has the right to file a complaint with the State of Wisconsin Department

of Workforce Development, the City of Madison Equal Opportunity Department, or the United States Equal Employment Opportunity Commission.

If there are any questions, please contact:

ADA Coordinator - Area Special Education Coordinators:  
Noelle Sapiro – East attendance area schools  
Ted Szalkowski – La Follette attendance area schools  
Joanne Grassman – Memorial attendance area schools  
Jim Haessly – West attendance area schools  
MMSD  
545 West Dayton Street  
Madison, WI 53703-1995  
608/663-8442

To file a complaint, contact: Affirmative Action Officer  
Amos Anderson  
MMSD  
545 West Dayton Street  
Madison, WI 53703-1995  
608/663-1530  
Fax: 608/204-0343 TTY: 608/204-0344  
Email: [acanderson@madison.k12.wi.us](mailto:acanderson@madison.k12.wi.us)

## ANTI-BULLYING POLICY

Schools must create a culture in which bullying is not tolerated. We must encourage students to take a part in this culture by reporting known bullying and being helpful to classmates who are bullied.

We must support and assist the person being bullied, giving him/her tools to empower him/herself and overcome the negative effects of bullying and we must also intervene with the student who engages in bullying behavior to ensure the bullying behavior stops by (1) teaching new skills of communication and empathy, (2) communicating with parents and (3) providing appropriate, gradual discipline. Students, parents or guardians, and other persons who become aware of bullying incidents are encouraged to make a verbal or written report. Written reports may be made on the form entitled "Report of Bullying Incident" and submitted to any teacher, student services staff or administrator. This form can be found on the MMSD website or in the school office.

[For more detailed information, refer to: *A Policy Guide for Families & Students of MMSD Elementary Schools.*]

## CONTROVERSIAL ISSUES (BOARD POLICY 3170)

Board Policy states that the study of and teaching of controversial issues shall be in an academic atmosphere as free as possible from bias and prejudice. In the teaching of controversial issues, a teacher must, among other things, respect and withhold the expression of his/her personal opinions unless asked by a direct question, develop a classroom atmosphere in which pupils feel free to express opinions

and to challenge ideas; and choose suitable instructional materials presenting data on varying points of view on issues being discussed.

A citizen of the school community may register a protest with the Principal and request that he/she change the way in which a controversial issue is being handled.

0/4/04 (Revised 2/7/05)

## DRESS CODE (BOARD POLICY 4211, 4600)

The Board of Education has the following policy regarding student behavior, dress and grooming:

1. Reasonable rules of conduct shall prohibit behavior which disrupts, hinders, or interferes with the education of other pupils and conduct which endangers the health, safety, or welfare of students, faculty, and staff.
2. The BOARD will support the action of any teacher, custodian, supervisor, or administrator which is necessary to prevent disruption of any function of the school system.

Pupils found to be guilty of such conduct shall be suspended by the PRINCIPAL and may be expelled by the BOARD. (See Student Code of Conduct – Suspension Code 107)

## ELECTRONIC DEVICES (BOARD POLICY 4403)

Possession of a Personal Electronic Device

1. Pupils are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device, camera, or other personal electronic device with communications functions or the capability to capture/record voice or image information, (collectively within this Policy, "Device" or "Devices"), provided that the Device remains stored, powered off, and unused (1) throughout the entirety of the educational day that has been established for the applicable school, (2) in a school bathroom, locker room, or other dressing area at any time, and (3) at such other times as have been identified in advance by a school-issued policy, rule or directive. Such a Device shall be considered stored if it is outside of view and reasonably secured in a locker, backpack/purse, or pocket. Any headphone, ear piece, or



## District Policy & Guidelines (cont.)

similar equipment associated with a Device shall also be stored and not worn.

2. Any pupil who possesses or uses a Device and/or associated equipment that is not stored, that is not powered off, or in a manner that violates this Board Policy or any other policy or school rule shall be subject to consequences, including but not necessarily limited to disciplinary action, required surrender of the Device, and/or potentially having his/her right to possess a Device at school further restricted by the school PRINCIPAL or his/her designee. In any case where a Device is confiscated by a school, the Device shall be returned to the pupil or to a parent/guardian at an appropriate time.
3. Pupils who possess a Device do so at their own risk to possible loss, damage or liability.
4. The following situations represent limited exceptions to Paragraphs 1 and 2 of this Policy:
  - a. If a school PRINCIPAL or his/her designee determines that a Device was used appropriately by a pupil in an emergency situation, the school shall not discipline the pupil for such possession/ use.
  - b. An individual pupil, or parent or guardian on behalf of an individual pupil, may request permission in advance from the pupil's school PRINCIPAL or his/her designee to possess and use a Device for a medical, educational, or other legitimate purpose that the PRINCIPAL/ designee determines is necessary for the pupil's education. This shall include one-time permissions that are granted by a staff member with authority from the PRINCIPAL/designee to an individual pupil to make a specific telephone call or other specific communication.
  - c. For an educational or other legitimate purpose, a PRINCIPAL or his/her designee may authorize in advance the limited use of a Device by pupils during the school's educational day in a manner that is otherwise be prohibited under Paragraph 1 of this Policy, with the following limitations:
    - i. No exception to Paragraph 1 may be authorized under Sub-paragraph 4.c as applied to the use of any Device's communications functions during the school's educational day.
    - ii. No exception to Paragraph 1 may be authorized under Sub-paragraph 4.b or under Sub-paragraph 4.c with respect to the possession or use of any Device in a school bathroom, locker room, or other dressing area.
  - d. The PRINCIPAL or his/her designee shall determine whether the possession and use of a Device is within the scope of any advance authorization.
  - e. The school PRINCIPAL, an ASSISTANT SUPERINTENDENT, or the SUPERINTENDENT shall have discretion to prospectively revoke any prior authorization that operated as a limited exception to Paragraph 1 and Paragraph 2 of this Policy.
5. Pupils shall annually be provided with a copy of the rules that govern the possession and use of the Devices covered by this Policy.
6. Nothing within this Policy shall be construed to limit a pupil's ability to use a Device in a manner that functions as assistive technology necessary for a pupil's education and that is required under an Individualized Education Plan or a Section 504 agreement.

6/2/2008

## STUDENT COMPUTER & INTERNET USE: POLICY, PROCEDURES & RULES

It is the policy of the Board to mandate and expect that students will use the Internet in a responsible manner. Accordingly, the Board has established a policy and procedures for the use of the Internet along with rules governing the behavior of students who access the Internet. Students who do not comply with the standards of behavior outlined in the student conduct and discipline plan or with the Internet rules below may lose their privilege to use the Internet and/or be subject to other disciplinary action.

### PROCEDURES:

1. The District will allow every student access to the Internet provided parents or legal guardians of students do not object in writing to a student's having such access. If a parent/guardian objects, s/he shall fill out the objection form, sign it and have it placed on file at the school the student attends.
2. Each year, prior to use, each student shall receive and discuss information from his/her teacher regarding:
  - A. Internet safety and security, including:
    - the importance of understanding what materials are inappropriate to minors
    - safe use of electronic mail, chat rooms and other direct forms of electronic communication including the importance of understanding that one should never provide personal information to a site on the Internet without the supervision of an adult; such personal information includes full name, address, phone number, credit card number, and Social Security number
  - B. Responsible use of the Internet, including:
    - abiding by copyright laws
    - understanding that unethical and unlawful activities include unauthorized access to any data or communications equipment without the owner's permission, "hacking," or unauthorized disclosure, use, or dissemination of anyone's personal information
  - C. Measures the District has taken to restrict access to materials harmful to minors, including:
    - implementing Internet filtering
    - requiring adult supervision during student use of the Internet

### RULES:

1. Students shall:
  - adhere to same standard of conduct expected and required in a classroom
  - follow school rules for applying for password and e-mail accounts
  - follow school rules for using resources, time limits and printing instructions
  - log off the system as soon as finished to provide others with the opportunity to access the system
  - report violations of these rules
2. Students shall not:
  - lend any logins or passwords to anyone else
  - create a computer virus and place it on the network
  - send a message that is inconsistent with the school's code of conduct, written or implied
  - send messages that are inappropriate, obscene, sexist, contain obscenities, or contain inflammatory or abusive language
  - send a message with someone else's name on it
  - read mail or files without the owner's permission
  - interfere with the ability of other users to make effective use of school district computing and network resources



(See Board Policy 3721)