

Lake Mills Elementary Student Handbook



District Mission Statement:

Preparing ALL of today's students for tomorrow's opportunities.

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Non-Discrimination Statement: The Lake Mills Area School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. If there are any concerns in this area, all correspondence should be directed to the District Administrator.

I. About Our School

Elementary School Hours: 8:05-3:10

Supervision is provided on the playground each morning beginning at 7:45.

4K Hours: Morning 8:05-10:50 | Afternoon 12:25-3:10

If there are any changes in a child's usual transportation routine during the year, the office needs to be notified by 1:30 pm, except for in cases of emergency.

Elementary Contact Information:

Main Office: 920-648-2338

Principal: Wendy Sallam - Ext. 402

Dean of Students & Learning Coordinator: Brad Smith-Ext. 431

School Counselor: Erika Ellerie - Ext. 441

School Psychologist: Natalie Stelzer - Ext. 419

Reading Specialist: Michelle Cook- Ext. 448

Elementary Dress Code:

Clothing and personal appearance should be age appropriate, and should not present a hazard to students' health and safety. Children should be able to handle all clothing fasteners themselves.

Parents should make sure their child is dressed appropriately for the weather each day. Students must wear jackets at recess when the temperature is below 50 degrees. For outdoor play during the winter, students are expected to have footwear that will keep them warm and dry. When the temperature and/or wind chill is below 0 degrees students stay in-doors.

Lost and found articles are located in the corridor between 1st and 2nd grade neighborhoods. Items not claimed after a specified period of time will be gathered and donated to charity. Please check for your child's items regularly.

Teaching and Learning:

We believe all students can learn at a high level. We use a variety of formal and informal assessments to help determine the best instructional strategies to match each individual child. We monitor progress regularly to gauge if further researched based interventions or enrichments need to be implemented.

LMES believes strongly in collaboration. Our staff members collaborate on our curriculum and work together to best meet the needs of all children. Your child may work with various teachers on our LMES team throughout the school year. Communication regarding your child's progress may come from any of the professionals working with your child. Please know that we all care deeply about your child's success and will do what it takes to help them on their path to excellence!

II. School Attendance

Regular school attendance is a critical factor in student achievement. When children have frequent absences it reduces their opportunities to learn required material.

- Families are discouraged from taking vacations while school is in session. We understand that there may be extraordinary circumstances that arise allowing your family to take a once in a lifetime vacation causing your child to miss school. In such circumstances state law allows parents to excuse their children for up to 10 days in any given school year. The law requires that parents provide a written excuse to the school office before the absence occurs, which indicates the dates and reasons for the absence. While the state law allows these absences, we believe that 10 days of absences are not in the best educational interest of student learning.
- Please schedule medical appointments, whenever possible, when school is not in session. If missing school for medical reasons, provide a doctor or dentist note upon return to school.
- Attendance letters will be sent home for any child who misses 8 or more days of school for parent/guardian excused reasons. A school administrator will contact parents/guardians of students who have missed 10 or more days of school.

Absence Policy

The State of Wisconsin requires that records of attendance be kept for each student. The elementary school office and classroom teachers keep records of attendance. The Parent/Guardian of a student is responsible for reporting an absence and the reason for the absence to the school office by 8:30 AM. If we are not notified of a student absence we will contact the parents of each absentee. If we are unable to reach a parent/guardian, a phone call to our local/county police department will be made to verify the child's whereabouts.

Absence from school for any reason other than medical, bereavement, religious holidays, mandatory legal proceedings, or emergency is strongly discouraged by the board, administration and faculty. Wisconsin state law defines the conditions of the policy relative to absence.

- **Parent/Guardian Excused Absence:** The law allows parents to excuse students from school attendance for causes defined under "Excused Absence" for up to ten days per school year. **For necessary absences known in advance, parents should make arrangements in writing first with the principal, then with the classroom teachers. Parents should contact the school a minimum of one week prior to the planned absence. For planned absences, where a student will be out of school for a long period of time, a written letter to the Superintendent is strongly suggested.**
- **Excused Absence:** The law considers absence due to medically verified illness/medical, bereavement, religious holidays, mandatory legal proceedings, or emergency to be excused. The school may require a doctor's statement for an absence of three days or more, or proof of situation at its discretion.
- **Unexcused Absence:** An unexcused is any absence beyond the "Parental/Guardian Excused Absence" or for cause other than defined under "Excused Absence".
- **Truancies:** Students are truant from school, class, or other assigned and scheduled situation when they are absent without legal reason. They are also considered truant when they have 5 unexcused absences.
- **Tardy:** Students are tardy when they come to school late or are late reporting to class. The

teacher shall refer cases of chronic tardiness by an elementary school pupil to the principal for investigation. Students are considered tardy when they arrive between 8:05-8:15. Students who arrive after 8:15 a.m. will be marked absent for a quarter of a day.

In case of illness occurring at school, the principal or the principal's authorized representative will excuse the pupil after a parent or guardian has been notified.

Compulsory Attendance Law

Any person having control of a child who is enrolled in five-year-old kindergarten up to age 18 shall cause the child to attend school regularly during the full period and hours that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Modifications of this policy as cited in Wisconsin 118.15 require the prior approval of the Board of Education.

III. Character & Community

Lake Mills Elementary School promotes a safe and supportive environment for all of our students. We do this on a daily basis by having every classroom start the day with a morning meeting to build a sense of community through a greeting, a sharing, an activity, and a positive message. We also do this through our weekly guidance lessons using the Second Step Curriculum. We emphasize our five core values: cooperation, assertion, responsibility, empathy, and self-control to promote excellence in learning and in living and to promote a sense of personal and civic responsibility. Additionally, we survey our students twice each year to gauge the school climate to ensure all of our students are feeling safe and happy to come to school.

Effective discipline requires a team effort involving school personnel, students, and parents. The Lake Mills Elementary School staff depends on support and cooperation from parents as parental support is essential to effective student discipline. We strive for strong communication in order to promote success for all of our students. At times, students need some additional support to promote positive behavior. This support can include targeted social/emotional groups through our pupil services team or Check-In, Check-Out (CICO), which is a system to support and encourage students to meet school-wide expectations. If your child is recommended for any additional behavior supports, a pupil service team member will contact you.

Bullying - Policy 5517.01

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional wellbeing. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 – Student Anti-Harassment.

Complaint Procedures

Any student that believes they have been the victim of bullying should immediately report the situation to the building Principal, Dean of Students, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building Principal, Dean of Students, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment and may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti- Harassment.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

IV. Student Safety

Bicycle Safety

Students younger than first grade are not allowed to ride a bike to school unless accompanied by an adult. Bikes, scooters, and skateboards may not be ridden on the playground or the sidewalks surrounding Lake Mills Elementary School.

Emergency Drills

Lake Mills Elementary School is committed to the safety of our students. We believe that preparedness is a vital component of our District Safety Plan. Tornado, fire, and safety drills are practiced periodically during the school year.

School Visitors

All visitors to Lake Mills Elementary School (parents, high school TA's, community members, sales people, etc.) **MUST REPORT TO THE OFFICE**, sign in and receive a "visitor" badge to wear while they are in the building. Before leaving the building visitors must sign out and return the badge to the office. All volunteers must obtain a background check **before** working with students and/or chaperone field trips. Background check forms are on the Lake Mills Area School District website. Background checks may take several weeks to process.

Cameras on Campus

For safety purposes, we have numerous cameras on school grounds and property. Some of these cameras may include audio. In addition, audio may be used in investigations.

Search

Cubbies and desks may be inspected by school authorities at any time. Students may be asked to disclose the contents of their backpacks, bags, and/or pockets, as well.

Weapons - Policy 5772

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

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

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by a principal as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. theatrical props used in appropriate settings; and

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

V. School Communication

Emergency Contacts

The emergency form which you complete during registration will aid office personnel to deal with a medical emergency or illness of your child. Remember to keep the school advised of any changes in the following information that might affect our contacting you in cases of emergency: names of people to contact and phone numbers, employment phone numbers for parents; and doctors to be contacted.

Release of Information

Permission for the Release of Information forms are available in the office. These are in accordance with FERPA and COPPA and are valid for one year.

Reporting Pupil Progress

Reporting pupil progress can be broadly defined to encompass all of the methods and techniques utilized to communicate pupil performance to parents. The following list would represent the most widely used avenues:

1. Report Cards
2. Parent-Teacher Conferences
3. Notes, phone calls, and/or emails

Severe Weather

A decision on the opening and/or closing of school will be made by the District Administrator and the Transportation Supervisor, and/or other appropriate personnel. Weather reports, county highway officials, and others will be surveyed in an attempt to gather as much pertinent information as possible. There may be occasions when we will operate for those who can get to school even though buses cannot get to all parts of the district

If school is to be closed, parents will be notified via Skylert. Please make sure to keep your contact information current in Family Access to ensure that you receive these important messages.

Seesaw

Seesaw is an app that students, families and staff use to communicate and complete student work. It creates a powerful learning loop that makes students' thinking and learning visible, engages families with students' learning in real time, and helps to form strong partnerships between families and teachers. For more information, visit <https://www.lakemills.k12.wi.us/pes/seesaw.cfm>.

Peachjar

Peachjar is an eflyer management system used to distribute approved flyers directly to families and post to the school website automatically. LMASD utilizes this system to inform families as needed about school information and events.

VI. Student Health

Immunizations

All children must have an immunization card on file in the elementary school office. All immunizations must be up-to-date according to the rules and regulations of the State of Wisconsin. If a parent chooses, they can sign a waiver on the back of the form stating their child will not receive immunizations as required by law.

Insurance

The school carries no insurance for accidents or injury to students while at school. If you do not have insurance or wish to have additional coverage, you may wish to purchase student insurance. Information on student insurance is available upon request.

Medication

School personnel are not allowed to dispense prescription or non-prescription medication at school unless an "Authorization for Administration of Prescription and Non-Prescription Medication" form is completed and signed by the parent/guardian. For prescription medications a physician's signature ***is required before administering meds at school***. The physician must list possible adverse reactions to the medication. If a non-prescription medication is to be given at school, please fill out the top portion of the form and deliver it to school with the medication, in its original packaging, to be given. If more forms are needed during the school year, please stop in to the office and request them.

VII. Student Legal Documents

Child Custody/Court Orders

In cases where parents are separated or divorced and one parent has sole legal custody, the school must have proof in the form of a copy of the court order that spells out both custody and visitation rights. Schools must have on file appropriate legal documentation in order to assure compliance with any limiting court order. Requests for additional copies of report cards, newsletters, etc., should be made in writing to the building principal including name and current mailing address. Current and updated court documents must be provided to the school.

Directory Information/Student Records

This is a public notice that the Lake Mills Area School District will disclose “directory data” to any person who requests such data. State Statute 118.125(b) “Directory data means those pupil records which include the pupil’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended.”

If you are a parent, legal guardian, or guardian ad litem of any pupil attending a public school in the Lake Mills Area School District and do not wish all or any part of the “directory data” released without the prior consent of the parent, legal guardian, or guardian ad litem, please inform the building principal of your child’s school IN WRITING.

This notice is required by Statute 118.125. The notice will enable the school district to publicize student academic and athletic activities as well as such simple things as allowing parents of elementary students to be able to contact other parents for social events (i.e. birthday and holiday parties).

Please keep directory information updated in [Family Access](#).

School Records

Under the Family Education Rights and Privacy Act, parents and students have rights in regard to school records including: the right to inspect, right to prevent disclosures, right to request amendment, right to obtain policy regarding school records, right to have directory data defined and determine its use, right to complain to the Family Rights and Privacy Act Office in Washington, DC. Please see the principal regarding questions about school records. All requests to obtain student records must be made in writing.

Student Image Release

Students have many opportunities to be recognized in both print and on cable television. Their names and images may appear on the local cable channel, in local newspapers, on the school website, in the Hands on News, on Facebook, and in the yearbook. During student enrollment, parents are asked to give permission for their child’s image and/or name to appear in the media venues listed above.

VIII. Student Technology Use

Technology Acceptable Use Policy (AUP) - Policy 7540

The Lake Mills School District has a Technology Acceptable Use Policy (AUP). Each student is expected to have one signed and on file.

Electronic Devices - Policy 5136

Students may use personal communication devices (PCDs) before and after school. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be stored out of sight.



120 East Lake Park Place
Lake Mills, WI 53551

(p) 920.648.2215
(f) 920.648.5795

NOTICE AND STATEMENT OF NONDISCRIMINATION

Notice of Nondiscrimination

The District's notice of nondiscrimination shall read as follows:

The Board of the Lake Mills Area School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator[s] is [are]:

Jamie Everson
Director of Student Services
120 East Lake Park Place, Lake Mills, WI 53551
jamie.everson@lakemills.k12.wi.us
920.648.2215 ext. 287

Charles Olson
Middle School Principal
318 College Street, Lake Mills, WI 53551
charles.olson@lakemills.k12.wi.us
920.648.2358 ext. 211

The Board designates Jamie Everson, Director of Student Services, as the coordinator who is ultimately responsible for oversight over the Board's compliance with its responsibilities under Title IX.

The Board's nondiscrimination policy and grievance procedures can be located at <https://go.boarddocs.com/wi/lmasd/Board.nsf/Public>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to <https://go.boarddocs.com/wi/lmasd/Board.nsf/Public>.



OCR's regional office in Cleveland can be reached at:

Chicago Office
Office for Civil Rights
U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 800-877-8339
Email: OCR.Chicago@ed.gov

Statement of Nondiscrimination

If necessary, due to the format or size of any publication, the District may use the following statement of nondiscrimination:

The Board of the Lake Mills Area School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The full notice of nondiscrimination is located at <https://go.boarddocs.com/wi/lmasd/Board.nsf/Public>.

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