

SCHOOL DISTRICT OF REEDSBURG



HANDBOOK FOR PARENTS AND
ELEMENTARY STUDENTS

IRONTON-LA VALLE
LOGANVILLE
PINEVIEW
SOUTH
WESTSIDE

2010-11

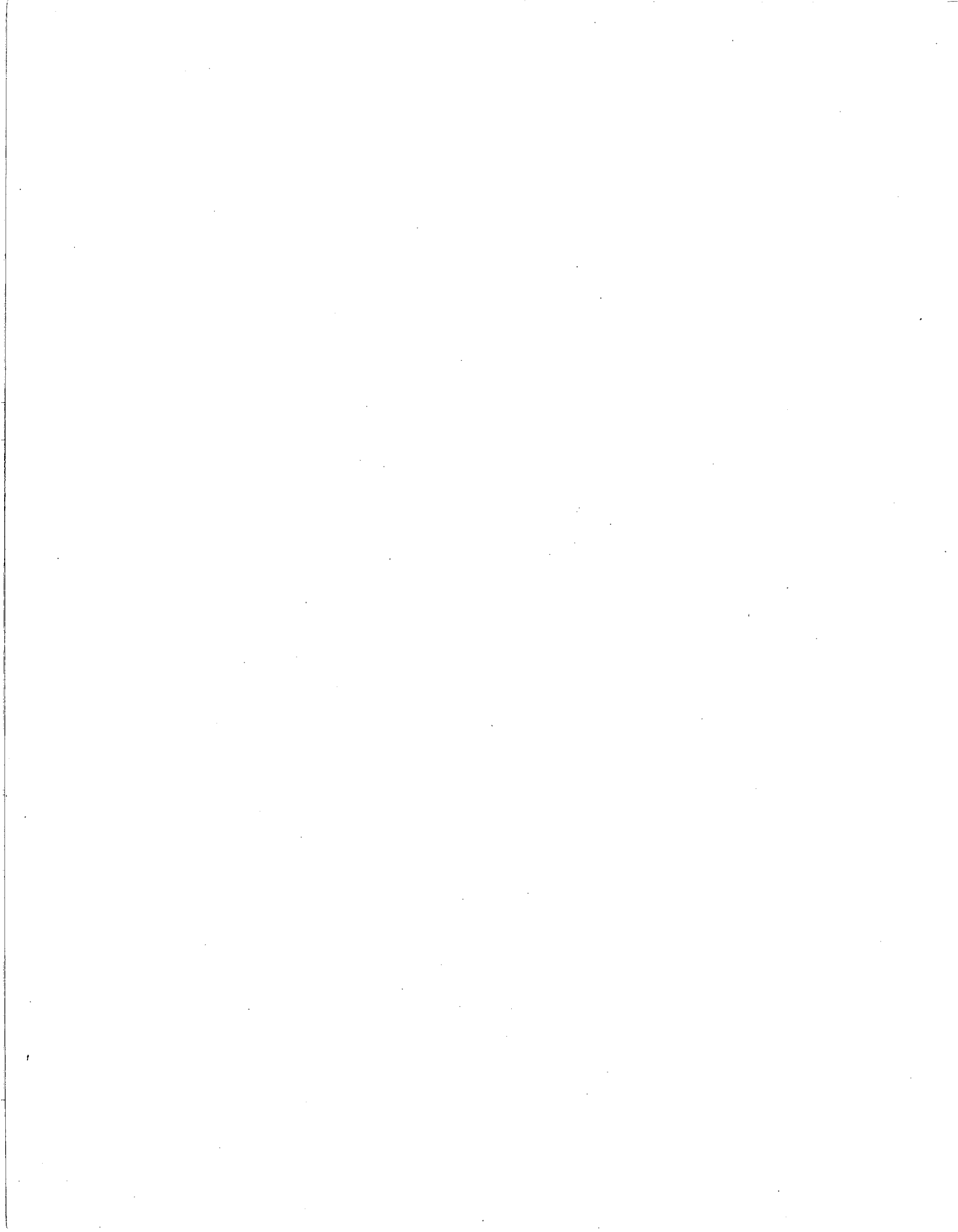


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WELCOME

Welcome, students and parents, to the 2010-11 school year. Our entire staff is excited about the year of learning that lies ahead for all of us. We hope this will be a successful and satisfying year for you.

The pages of our handbook are filled with information that you will find useful about our schools. It is designed to help students and parents understand all aspects of life at the Reedsburg Elementary Schools. We suggest parents and students read it together and keep this handbook for reference throughout the school year. Feel free to ask your child's teacher, guidance counselor or the school office personnel for additional information or explanation of the material in this handbook.

Close cooperation between the home and school is essential to promote the best interests of the child. Parents are encouraged to visit school and to attend scheduled meetings of parents and teachers. Mutual benefits accrue when there is a meaningful exchange of information between home and school. It is hoped that this handbook will be helpful to you.

Ironton-LaValle School

109 River St.
La Valle, WI 53941
(608) 985-7716
(608) 985-7719 Fax
Paul Bierman,
Principal
Jennifer Hynek
Teacher-in-Charge

Loganville School

55864 Hwy. 23
Loganville, WI 53943
(608) 727-3401
(608) 727-2715 Fax
Jenny Gehri,
Principal
Angela Herschleb,
Teacher-in-Charge

South School

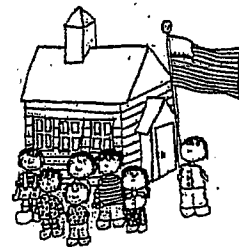
420 Plum Street
Reedsburg, WI 53959
(608) 524-4306
(608) 524-3421 Fax
Paul Bierman,
Principal
Tom Hora,
Teacher-in-Charge

Pineview School

1121 8th Street
Reedsburg, WI 53959
(608) 524-4322
(608) 524-0622 Fax
Tammy Hayes,
Principal
Bill Schultz
Teacher-in-Charge

Westside School

401 Alexander Ave.
Reedsburg, WI 53959
(608) 524-4846
(608) 524-1835 Fax
Paul Bierman,
Principal
Jay Utley
Teacher-in-Charge



MISSION STATEMENT

The mission of the School District of Reedsburg is to educate and prepare all students for the future by working in partnership with family and community and by striving for ***excellence***.

BOARD OF EDUCATION

Committee
Appointments

Steve Balda, President 310 LaValle St Reedsburg, WI 53959 E-mail: sbalda@rsd.k12.wi.us	524-4626- H		City of Reedsburg	2013
Heather Scully, Vice President PO Box 143 (105 Holtz St.) Rock Springs, WI 53961 E-mail: hscully@rsd.k12.wi.us	524-5033- H	Curriculum Chair Policy Chair	Area III	2011
Gary Woolever, Clerk 1570 Canterbury Drive Reedsburg WI 53959 E-mail: gwoolever@rsd.k12.wi.us	524-3389- H	Bldgs/Grounds Chair Finance	City of Reedsburg	2011
John Pearson, Treasurer E3906 Cemetery Rd Reedsburg, WI 53959 Email: jpearson@rsd.k12.wi.us	985-7579- H	Finance Chair Bldgs & Grnds	Area I	2013
LuAnn Brey S2178 Chitwood Road Reedsburg, WI 53959 Email: lbrey@rsd.k12.wi.us	985-8117 (H)	Curriculum Finance Policy	At Large- Rural	2013
Mike Hartje S2480 Meadowview Road Reedsburg, WI 53959 E-mail: mhartje@rsd.k12.wi.us	524-6785- H	Curriculum Policy	Area II	2012
Jim Wieczorek 1377 Wellington Drive Reedsburg, WI 53959 E-mail: jdwieczorek@yahoo.com	524-3376- H	Bldg & Grnds Curriculum	City of Reedsburg	2012

Regular School Board meetings are held the third Monday of each month, at 7:30 PM, in the school district central office located at 501 K Street, Reedsburg.

2010-11 Teaching Assignments

Revised August, 2010

Area	Ir/LaValle	Loganville	Pineview	South	Westside
Principal	Paul Bierman	Jenny Genri	Tammy Hayes	Paul Bierman	Paul Bierman
Teacher In Charge	Jennifer Hynek	Angela Herschleb	Bill Schultz	Tom Hora	Jay Utley
K	Joy Schaaf	Angela Herschleb	Stacy Stecker Chris Schrank Kristi Roth	Katie Campbell Cheri Delkcamp Gail Lichte	Michelle Bauer Sarah Lancaster Jesse Monte
1	Tonya Brandt	Nova Mijal	Becky Colwell Aimee Wallace Patty Wirtz Tiffany Kraemer	Char Olsen Jenny Meacham Karla Campbell	Jane Prell Ann Schmitt Kristin Maass Sarah Steiner
2	Jennifer Hynek	Tracy Jaynes	Janice Braun Cathy Zellmer Jill Weis Marilyn Toenjes	Anne Blake	Mary Olson Carolyn Yager Patty Mayer
3	Susan King	Sarah Casey	Patty Ludvigson Mary Vethe Amy Bass Melissa Hendricks Becky Riberich	Annie Putnam	Colleen Jepson Carol Sebranek Jay Utley
4		Sue Hineman	Kim Shrake Tom Steinhorst Jeff Ladwig	Dana Westedt	Debbie Rosholt Debbie Schell
5	Shirley Green		Rachel Burkel Karen Schuppner Matthew Peetz	Tom Hora	Katie Corbin
Reading Specialist	Linda Bruun	Linda Bruun	Linda Bruun	Linda Bruun	Linda Bruun

2010-11 Teaching Assignments

Area	Ir/LaValle	Loganville	Pineview	South	Westside
Art	Mary Seering	Andrea Kaiser	Darren Honnold	Andrea Kaiser	Mary Seering
Physical Education	Patty Hyzer	Patty Hyzer	Bill Schultz Chris Hahn	Byron Williams Patty Hyzer	Brenda Erdman
Music / Band / Strings	Carly Huebsch	Carly Huebsch	Barb Klang	Ethan Ott	Ethan Ott
Title I			Deb Beisbier	Sue Ferstl	Sue Schultz
LMC	Pamela Sheard	Pamela Sheard	Pamela Sheard	Pamela Sheard	Pamela Sheard
S/L	Gina Auel	Jean Olson	Judy Brey Sharon Horkan Marlie Millar	Jean Olsen	Keely Bauer Gina Auel Maggie Christensen
Guidance	Kari Monte	Kari Monte	Debbie Bindl	Debbie Bindl K-1 Karl Monte 2-5	Kari Monte
ECH			Mary Leatherberry Kristin Coleman Patty Schwartz		
Head Start			Julie Rundhaug		
Resource			Christine Stieve Pam Walsh Jennifer Anderson	Barb Trodahl Brenda Emery	Carrie Nygren Karen Jochimsen-Verthien Tara Uminski
CDS			Katherine Weix		
School Psychologist	Martha Turner	Martha Turner	Michele Knudtson	Martha Turner	Martha Turner

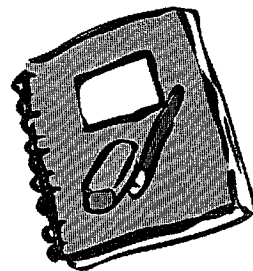
2010-11 Paraprofessionals

	IR/LAVALLE	LOGANVILLE	PINEVIEW	SOUTH	WESTSIDE
Secretary	Marcia Botsford	Wendy Colvin	Paula Landon	Barb James	Jan Albrecht
Office Aide	Shirley Jennings		Shari Miller	Becky Stando	Linda Stanek
Teacher Aide	Shirley Jennings	Charity Fuhrman	Irene Benish Cathie Faber	Becky Stando	Rachel Niemann Cathie Faber
Health Aide	Office Staff	Office Staff	Rachel McBee	Office Staff	Office Staff & Ashley Houslet
LMC Aide	Mitzi Hisel	Theresa Kohlmeier	Bonnie Mazur	Nydia Pietri	Kari Hyde
Kindergarten Aide			JoAnne Van Wormer Anna Gundlach	Joan Check Cathy Pickel	Tammy Kissack Karen Harrison
EBD Aide					Lori Winchel
CDS Aides			Terra Turner Heidi Stovey Jennifer Krayer Tracey Davis Missy Carrigan		
ECH Aides			Kristin Zenz Janet Oleson Julie Phillips Chris Dunse		
Special Education Aide			Linda Meyer Sue Strubel Linda Rivard Laurie Hentges Cam Utter Meridee Johnson	Deb Hartje	Ellen Brogren Ashley Houslet Karen Ennis Mary Frye

2010-11 Paraprofessionals

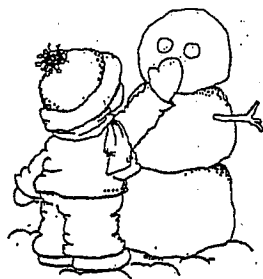
	IR/LAVALLE	LOGANVILLE	PINEVIEW	SOUTH	WESTSIDE
Food Service Secretary			Dawn Schroeder		
Food Services Supervisor Debra Wollin	Shari Douglas Mary Anderson	Luann Parkhurst	Diana Gher Mary Jackson Lou Ann Byrnes Connie Schmidt Linda Fargen Elaine Kosch	Denise Daniels Julie Everson	Judy Verthein Jan Geffert Alice Zuch
Custodians	Tracy Jennings	Dan MacLeod	Bud Knoop Troy Fuller Bonnie Pagel	Dan Pagel	Mike Stenner Larry Frank Dan Mac Cleod

SCHOOL CALENDAR



NO SCHOOL ON THE FOLLOWING DATES:

October 15, 2010	All District Parent-Teacher Conferences
October 28 & 29, 2010	Teachers' Convention
November 25 & 26, 2010	Thanksgiving Break
Dec. 23, 2010-Jan. 2, 2011	Winter Vacation (School reconvenes Jan. 3, 2011)
February 25, 2011	No School
April 21-25, 2011	Spring Break
May 30, 2011	Memorial Day



Last scheduled day of school is Friday, June 3, 2011

MAKE-UP SNOW DAYS: June 6, 7, 8, 2011 etc.,

EARLY DISMISSAL DATES:

November 5, 2010	1 st Quarter Ends
January 21, 2011	2 nd Quarter Ends
March 25, 2011	3 rd Quarter Ends

School will dismiss at 1 p.m. on the above dates. Teachers will be involved in student assessment on these days. **Please be sure your child knows where he/she is to go when school dismisses at 1:00.**



Kids Are One In A Million!

SUCCESS BEGINS WITH THESE GUIDELINES

1. Respect yourself and other students.

- Play nicely (no fighting, follow the rules of the game).
- Be friends (share, be courteous).
- Be kind (no name-calling, teasing, or swearing).
- Harassment is a form of discrimination. It is inappropriate and illegal and will not be tolerated.
- Keep hands, feet, and objects to yourself.
- Treat others, as you want to be treated.

2. Respect the things that belong to others.

- Ask before you take something.
- Return what you use or find.
- If you break, rip or damage something you will be responsible to pay for it or repair it.

3. Respect the school and school materials.

- Be proud of your school.
- Keep the school neat and clean. Pick up litter in the classrooms, hallways, on the playground and in the lunchroom.
- Pick up balls and other recess equipment.
- Take care of your books.
- Use school equipment properly.

4. Respect the adults at school.

- Cooperate with adults.
- Listen to them and follow their directions the first time they are given.

School District of Reedsburg Discrimination Policy.

The District shall not discriminate any student on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.



CODE OF CLASSROOM CONDUCT

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, expertise and authority to create schools and classes where effective learning is possible.



Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems. Additionally, students are expected to come to school and every class willing to learn. Student behavior that is dangerous, disruptive, and unruly or that interferes with the teacher's ability to teach effectively will not be tolerated.

Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to other disciplinary action in accordance with established Board policies and school rules.

This code of classroom conduct applies to all students in grades Pre-K-12.

The District shall not discriminate any student in the classroom on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

STUDENT DISCIPLINE

A positive approach in the disciplinary measures shall be used, taking into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of students.

When a teacher is unable to adequately handle a behavior situation alone, he/she should contact the building principal, assistant principal, or the teacher-in-charge immediately.

The building principal shall communicate, through a student handbook, appropriate rules to promote desirable student behavior and discipline.

The District shall not discriminate any student in the classroom on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

PHYSICAL EDUCATION REQUIREMENTS

All students must have appropriate tennis shoes for Physical Education class. This means the tennis shoes must fit securely, that they do not slip off as well as being safe for the student to be active in during class or the student will not be allowed to participate in class. Tennis shoes can have either tied shoelaces or Velcro, which are considered appropriate secure and safe.

Examples of inappropriate shoes include tennis shoes that are not tied, sandals, thick/high/platform soled shoes, shoes with wheels, boots, dress shoes, slip on shoes, flip flops, open-heel, open-toe, clogs, and hiking shoes.

Policy/procedure to be excused from Physical Education class

The following procedure will need to be used when a student needs to sit out of physical education class for each incident.

1. A parent note is required to be excused from one Physical Education class.
2. A doctor's note will be required to be excused from more than one Physical Education class.
3. The doctor's note will need to include:
 - a. What medical condition the student has.
 - b. What restrictions/limitations the student may have.
 - c. What CAN the student participate in.
 - d. When can the student resume activity (should state a specific date).
4. A note from the doctor will be required to resume activity if no date is given in the first note or if the first note says "re-check."

The District shall not discriminate any student who becomes involved in a fighting situation on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

FIGHT-FREE SCHOOL

We have "zero tolerance" for fighting at school. If someone hits, kicks, or punches, students are asked not to respond but to let an adult know who did it. That's the way it is done in "real life"-police are called when problems arise. At school, adults should handle all physical problems. Teachers will reinforce this in the classroom. Should a student make the choice to attempt to cause physical harm to someone, whether it be hitting, kicking, biting, etc., he/she will receive some form of disciplinary action. The disciplinary action will be reported to the classroom teacher.

Repeated cases of physical aggression obviously will call for more severe discipline,



Fight-Free School continued...

including removal of playground privileges for a significant period of time, conference with the parent and possible suspension in extreme cases.

The District shall not discriminate any student who becomes involved in a fighting situation on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

STUDENT LOCKER SEARCHES

All lockers are the property of the School District of Reedsburg and are under its jurisdiction. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a school employee specifically designated by the district administrator or building principal, a police school liaison officer, or a law enforcement or other agency official at the request of or in conjunction with school authorities.

Reasonable searches among the personal belongings of the student possession may be conducted where there are reasonable grounds to believe that the search will provide evidence that the student has violated or is violating the law or school rules.

The District shall not discriminate any student who becomes involved in a fighting situation on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

POSSESSION OR USE OF WEAPONS

No one shall possess or use a dangerous weapon or look-alike weapon in school buildings, on school grounds, in school vehicles, or at school-sponsored activities except as otherwise specifically provided. According to state law, any person who knowingly possesses or goes armed with a dangerous weapon on school premises is guilty of a misdemeanor or a felony, depending upon the seriousness of the offense.

A dangerous weapon or look-alike weapon is defined in state statutes and includes a gun, knife, razor, martial arts equipment, metal buckle, or any other object. These items and any other object, which are capable of being used or intended to be used, to inflict bodily harm or could pretend to be capable of inflicting bodily harm will not be tolerated.

Any person violating this policy may be referred to law enforcement officials for possible prosecution for violation of Wisconsin State Statutes for federal laws relating to possession or use of firearms or other dangerous weapons.

The District shall not discriminate any student involved in the weapons policy on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

STUDENT FEES AND FINES

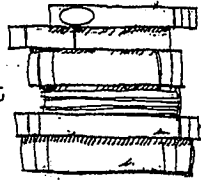
FEES

The Reedsburg Board of Education provides a total education program for students. Certain activities, courses and services require additional funding and the Board shall charge accordingly.

FINES

Fines shall be assessed when school property is abused or lost. Fines shall be in direct relation to the damage, taking into consideration the normal life of the property.

The District shall not discriminate any student who becomes involved in a fighting situation on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.



CHANGE OF ADDRESS/PHONE NUMBER

It is very important that we be able to reach you in the event of an emergency concerning your child. For this reason, we ask that you keep us informed about any changes in your address, telephone number, etc. Please be sure the school office has the names of preferably two **emergency contact people and phone numbers** on record at all times. It is preferred that these names be in addition to the home number listed. Please inform the school immediately of any changes to the Registration Card.

The District shall not discriminate any student involved in the weapons policy on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

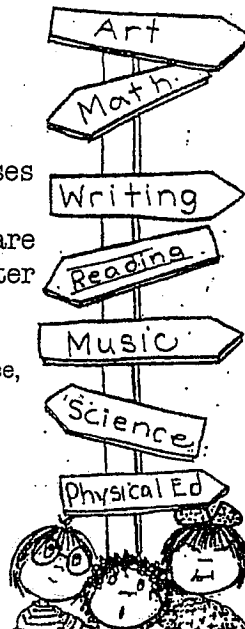
BEFORE and AFTER SCHOOL

For the safety of students, **arrival at school should not be before 8:00 A.M.**

Below is a general schedule. Times may vary in specific schools. All morning recesses are 15 minutes.

Students are to leave the school grounds immediately after dismissal unless they are involved in a supervised school activity. Students who are not involved in the after school activity must be accompanied by a parent if they wish to stay as a spectator.

The District shall not discriminate any student involved in the weapons policy on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.



STUDENT INSURANCE

The school participates in a low cost insurance program that provides benefits for medical expenses not covered by other insurance. Therefore you must first file a claim with your own health insurance company.

The school's insurance policy provides secondary coverage for bodily injury incurred while:

1. Attending regular school session.
2. Participating in school sponsored extra-curricular activities.
3. Participating in school sponsored interscholastic sports.
4. Traveling directly to and from school for regular school sessions, or activities under the direct supervision of a school employee.

STEPS TO FOLLOW IF AN INJURY IS SUSTAINED

1. Notify a school official immediately.
2. Consult a doctor within 30 days from the date of injury.

The District shall not discriminate any student with or without insurance on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

ATTENDANCE REGULATIONS

State Law under Articles 118.15, sub-sections 1-5 states:

"Any person having under control a child who is between the ages of 6 and 18 years shall cause such 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 child becomes 18 years of age."

It is important to all elementary students to establish a positive attendance record. Absence from school, whether excused or unexcused, often has an adverse effect upon a student's academic progress. A child who misses a day of school also misses a day of learning that might never be replaced. You can help by making school a top priority.

EXCUSED ABSENCES

The parent **must verify** the absence by calling the school on the date of absence between 7:45 and 8:45. Failure to do so will result in a call from the school office to verify absence. If the absence has not been verified, a note stating the reason for the absence must be brought to the school office upon return. If this is not done, the absence is unexcused.

UNEXCUSED ABSENCES

As of **July, 1998, State Truancy Law** reads, *a pupil is truant when he/she is absent from school without an acceptable excuse for any or all of any school day which school is held during a school semester.*

Attendance Regulations continued...

It is also our duty to inform you that the penalties that may be imposed under **Wisconsin Statutes 118.15(5)** on the parent or guardian if he or she fails to cause the child to attend school are as follows: "For the first offense, by a fine of not more than \$500 or imprisonment for not more than 30 days or both. For a 2nd or subsequent offense, by a fine of not more than \$1,000 or imprisonment for not more than 90 days or both. The court may require a person who is subject to subd. 1 to perform community service work for a public agency or a nonprofit charitable organization in lieu of the penalties specified under subd. 1. The court may order any person who violates this section to participate in counseling at the person's own expense or to attend school with his or her child or both."

ATTENDANCE AWARDS

Attendance awards are given at the end of each semester to students who have shown perfect or outstanding attendance. **Perfect Attendance** requires no tardies or leaving early. **Outstanding Attendance** allows one excused absence and 2 excused tardies per semester.

PLANNED ABSENCES

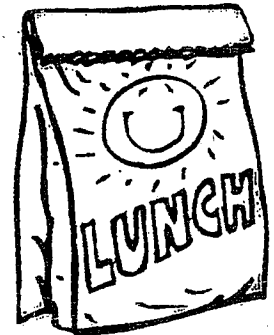
If known in advance that your child will be missing school for vacation, hospital stay, etc., please complete a Planned Absence form. (See attachments in back).

The District shall not discriminate any student involved in the weapons policy on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

LUNCH PROGRAM

SCHOOL LUNCH, BREAKFAST, MILK PRICES

Breakfast:	K-12	\$6.25 per five meals/\$1.25 single meal
	Adults	\$1.60 for one single meal
	Breakfast is served each morning between 7:45 and 8:15.	
Lunch:	K-5	\$2.50 single meal /\$12.50 per five meals
		Additional lunch \$4.00
	6-12	\$2.75 single meal /\$13.75 per five meals
		Additional lunch \$4.00
	Adults	\$4.00 single meal



Deposits to the breakfast and lunch program should be made to School District of Reedsburg. Any questions regarding your family's lunch account should be directed to the **Food Services Dept 524-2738.**

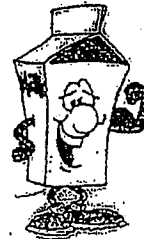
Deposits received after 9:00 am will be credited to your family account the next day.

Lunch Program continued...

Please refer to the folder received at registration regarding information about your Family Food Service Account.

Food Service Department, 524-2738

Milk tickets: K-12 \$1.75 for a strip of 5 tickets
Milk tickets are sold each morning between 8:00 and 8:15.



LUNCHROOM RULES

All school rules for behavior apply. **Soda pop is not allowed.** All food must be eaten in the dining areas since no food is allowed on the playground. **Please do not bring in fast food items during the lunch period as it causes a distraction in the daily schedule.**

District Nutrition—Refer to Policy 451

RECOMMENDED SNACKS:

Graham crackers	Fruits in single serving containers
Teddy Grahams	Fresh, canned or dried fruit
Animal crackers	Apples w/peanut butter or nut butters
Any whole grain, reduced fat crackers	Applesauce
Rice Krispie treats	Baby carrots
Fig Newtons	Broccoli florets
Cheese Nips-reduced fat	Celery sticks w/peanut butter
Baked potato chips, corn chips or pretzels	Any vegetables cut into bite size pieces
Air-popped popcorn	Vegetables with dip
Chex mix	Cheese-reduced fat varieties such as:
Breakfast bars (low sugar)	American, Cheddar, Monterey Jack,
Cereal bars	Mozzarella, string cheese, etc.,
Granola bars	Crackers
Yogurt coated granola bars	Yogurt-low fat or light, all flavors
Fruit and oatmeal bars	Fruit smoothies or yogurt smoothies
Fruit and nut trail mix bars	Pudding snacks (fat free)
Nutra-Grain bars	Sugar free Jell-O
Cheerios, Kix, low sugar cereals	Nuts and sunflower seeds-all varieties
Popsicles	Trail mix
Frozen juice bars	Small sandwiches (choose lean meats)



Recommended snacks continued...

RECOMMENDED BEVERAGES TO SERVE AT HOME:

Non-carbonated calorie-free flavored water Sports drinks-low calorie 1% or Skim milk (white or flavored) Gatorade	Low-fat yogurt beverages Juices that are 100% fruit juice V-8 juices Bottled water-all brands
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The District shall not discriminate in school-sponsored food services programs on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

HEALTH INFORMATION CORNER

Lucinda Yanke, School Nurse at LaValle, Pineview, Rock Springs & Westside Schools
Laurie Eastman, School Nurse at Loganville & South Schools

EMERGENCIES, ILLNESS OR INJURIES

If a child becomes ill or has a serious accident at school, the parents or guardian will be notified immediately. In order for the school to be absolutely sure how we can contact you or someone close to you, the school must have Emergency Cards on file containing up-to-date information including names and home/work phone numbers, as well as current emergency phone numbers. (Please inform the school immediately of any changes). In most situations the parents (or a person designated by them) are responsible for picking up their child at school and making the necessary arrangements for medical care. If a child comes to school already sick or with an untreated injury, the parents will be called to take the child home. In cases where immediate medical treatment is needed and the parent is unable to respond quickly enough, the school will take the necessary steps to obtain emergency medical care. **Please return the health cards and emergency cards immediately, with 2 emergency names and phone numbers listed.**

COMMUNICABLE DISEASE

There are many episodes of colds and flu during the school year. These outbreaks affect both the students and the staff. Due to these illnesses, students who become ill during the school day, will be sent home. The decision to send students home will be based on if he/she exhibits any of the following symptoms:

- * Fever of 100 or greater
- * Diarrhea
- * Vomiting
- * Unidentified rash
- * Open sores - especially on the face or hands
- * Red, runny eyes
- * Feeling too uncomfortable to participate in school

Wash your hands



Please keep your child home if your child exhibits any of these symptoms.

Health Information Corner continued...

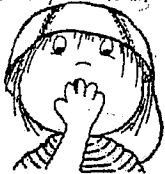
To help with health concerns, we encourage you to dress your child in appropriate clothing for the weather, temperature and season.

A doctor's note is required to stay in at recess.

MEDICATIONS

Students are encouraged to take medications at home rather than at school, whenever possible. If medication **must** be taken at school it must be dispensed by designated school personnel if the following conditions are met.

Cover your mouth



1. Parent signs a "Medication Request/Consent" form.
2. The Medication Consent form **must** be signed by the physician or medical provider for prescription medications.
3. The medication must be in the original container. (It may be necessary to ask the pharmacy for an extra labeled container to send to school.)
4. It is the parent's responsibility to bring the medication to school and pick up any unused medication. Medication will not be sent home with the child.

If the above criteria are not completed, it is the parent's responsibility to administer any medication required by the student during the school day. There are no exceptions to giving medication without parent and medical providers signatures.

HEAD LICE

Students will be checked periodically at school for head lice. If live lice or untreated nits are found, parents will be contacted and the child will need to be picked up immediately. The child must be treated before returning to school. To reenter school, the child will be rechecked for lice and nits before going to class. It would be appreciated if you would bring your child to school for the recheck. More information on head lice is available at the school office. Please inform the school office if your child has head lice.

If you have any questions about emergencies, communicable diseases or the medication policy please feel free to contact Lucinda Yanke or Laurie Eastman, School Nurses at Pupil Services 524-2174.

The District shall not discriminate any student in the classroom on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

STUDENT TRANSPORTATION

BUS RIDERS

The student transportation policy has been developed to insure the safety of all students riding the bus. It is important that the bus be orderly and quiet. The driver's attention should not be distracted from the road. Observation of the following rules will help make riding the bus a safe and pleasant experience.

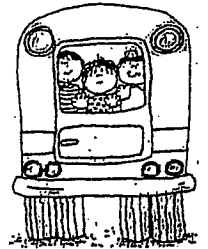
Student Transportation continued...

1. Riding the bus is a privilege, not a right. The bus is an extension of the classroom. The same acceptable behavior is expected of all riders.
2. Bus riders are under the driver's authority at all times when riding the bus. Promptness and obedience are essential. Refusal of authority will be reported to school officials resulting in the possibility of the riding privilege being denied.
3. If there are any transportation arrangements other than the normal, parent contact is required by phone or note prior to dismissal time.

BUS RIDER RULES

Students that reside in the School District of Reedsburg and utilize district transportation are expected to adhere to the following general rules:

1. Cooperate with the driver.
2. Practice safe conduct.
3. Be courteous, do not use profanity and do not yell.
4. Remain in your seat.
5. Keep all belongings on your lap.
6. Do not use tobacco products.
7. No animals may be transported on the bus.
8. Do not possess or use a dangerous weapon or look-alike weapon.
9. Do not throw or place things out of the bus window.
10. When crossing highways, pass at least 10 feet in front of the bus.
11. Do not step out on the highway beyond a point protected by the bus until the bus driver gives the signal that it is safe to cross.



The District shall not discriminate any student involved in the weapons policy on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

BICYCLES, SKATEBOARDS & SCOOTERS

Bicycle, skateboard and scooter riding presents a safety hazard when students do not follow proper safety rules. If you are not able to handle a bicycle, skateboard or scooter safely, please do not ride it to school. Ride your bike, single file on the right side of the road. Watch out for cars. Stop at all stop signs. Walk your bike, skateboard or scooter across crosswalks.

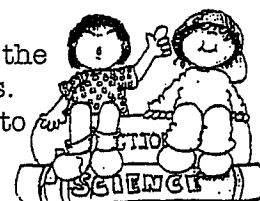
Bicycles, skateboards and scooters must be parked at the bike rack immediately upon arrival at school and kept there until dismissal. We strongly recommend that you wear a helmet. Students who ride bicycles to school will not be allowed to leave until all buses have left.

The District shall not discriminate any student requiring transportation on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.



HOMWORK

Students are given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. Normally, 10-30 minutes is acceptable. However, the amount may vary from day to day.



The District shall not discriminate any student regarding assigned homework on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

VISITORS

Please report your presence in the building to the office upon entry. Students are not allowed to bring visitors to school. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal, or to visit their children's classes.

The District shall not discriminate any student regarding assigned homework on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

CHILDREN ARRIVING LATE/LEAVING EARLY

The office must be notified when a child is arriving late or leaving early. If a student must leave the school grounds with their parents/guardians before the end of the school day, providing there is no court order placing restrictions on one or the other; all persons (including parents/guardians) shall notify the school office before leaving the school grounds with any child. Parents/Guardians are asked to limit such requests to essential appointments or activities.

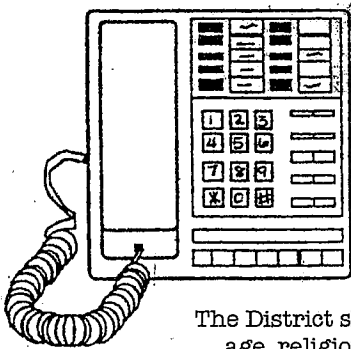
Students must be "signed-out" before leaving school grounds.

The District shall not discriminate any student regarding assigned homework on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

COURT ORDERS

Parents/Guardians are responsible for supplying us with a copy of any type of court order that may affect the student, e.g. who may pick up the child, etc. The order will be maintained in a separate correspondence file. If any changes take place during the year, which change the court order, the school must be notified. Parents Who Live Apart forms must be completed yearly and will be kept on file in the school office.

The District shall not discriminate any student regarding assigned homework on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.



TELEPHONES

Please try to call teachers when classes are not in session or ask the secretary to have the teacher call you when he/she is free. Teachers may usually be reached before school, at lunch, or after school dismisses. Students may use telephones for emergencies at the discretion of school staff. Phone usage by students for arranging after-school activities is prohibited.

The District shall not discriminate any student regarding assigned homework on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap

TOYS, GAMES, CELL PHONES, ETC.

Please do not allow students to bring toys, games, cell-phones, beepers, walk-mans, electronic games and other items that they value to school. The school is not responsible for items such as these that are lost, stolen or broken. Prohibited items will be held in the office until a parent /guardian picks it up.

The District shall not discriminate any student regarding assigned homework on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

POLICY 850 NON-SCHOOL INVITATION

The School District of Reedsburg does not allow the use of classroom time and space to pass out items such as invitations to parties, invitations to outside school events or non-school related activities. Please help us out by not sending invitations to school with your child.

The District shall not discriminate any student regarding assigned homework on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.



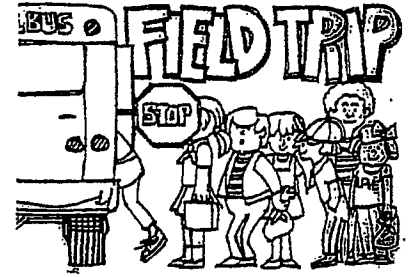
FLOWERS & GIFTS

If a student receives flowers or gifts during the school day, they will not be delivered to the student until the end of the day. This way, the gift does not cause a distraction. Students will not be allowed to take balloons home if riding the bus. Parents will be called to pick them up.

The District shall not discriminate any student regarding assigned homework on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

FIELD TRIPS

Field trips are an important part of education and occur throughout the school year. The teacher will notify you when such trips are planned. Written permission will be required for student participation on all out-of-district field trips.



The District shall not discriminate any student regarding assigned homework on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

GUIDELINES FOR CHAPERONES & VOLUNTEERS

Background checks need to be completed before volunteering or chaperoning. If you have been asked or may have volunteered to accompany a public school teacher with a group of students on an event, please use the list below as a general guideline to follow:

1. You are in charge of a small group of students.
2. It is your responsibility to report to the teacher any problems or concerns.
3. This event is an extension of the school environment. School rules apply. This is a non-smoking environment.
4. No inappropriate language will be spoken to children or adults.
5. All final decisions will be made by the Classroom Teacher or Principal.
6. Younger siblings are not allowed on field trips. No exceptions whether the chaperone drives to the trip event or not.

The District shall not discriminate any chaperones on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

DRESS CODE

Students shall wear clothing that is appropriate for young people. Suggestive, sexual, vulgar, alcohol, or tobacco product related, or any inappropriate clothing will not be allowed. Sunglasses, coats and hats are not to be worn in class. The appropriateness of other forms of dress will be left to the discretion of the building principals and staff. Students may be asked to change clothing if it is found to be disruptive to the class. Repeated violations may result in a detention and/or suspension and/or referral for expulsion.



Students are to be dressed in neat appearing, appropriate, and clean clothing. Students should wear appropriate clothing for winter weather. Boots are especially needed beginning with the first snow cover. We suggest boots for warmth even when no snow is present. If a student's dress and appearance is a distraction, parents will be notified and the distraction will need to be corrected.



Dress Code continued...

Attire should properly cover the child's front and back. Shorts, skirts and dresses should be of an appropriate length.

Physical education classes require non-marking athletic shoes.

The District shall not discriminate any chaperones on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap

USE OF FACILITIES/MATERIALS

The use of the school building, for after school activities, will be allowed only if there is a Facility Use form on file in the school office.

STUDENTS WILL NOT BE ALLOWED IN THE SCHOOL BUILDING AFTER 4:00 P.M. UNLESS CHAPERONED BY THE TEACHER/S IN CHARGE OF AN EVENT. THIS INCLUDES SATURDAY AND SUNDAY ACTIVITIES.

Students and teachers will be expected to vacate the school buildings by 9:00 P.M. on school nights.

All regularly scheduled events on the official school calendar, located in the school office, will take precedence over planned events.

The District shall not discriminate any organization using school facilities on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

LMC PROCEDURES



The LMC will be available to students during school hours, 8 A.M. - 3 P.M., with the exception of the lunch hour.



Students are allowed to check out up to 2 books for classroom projects and leisure reading. They may keep the books for 2 weeks, and can renew the book(s) one time.



Students who damage a book that may be repairable will be assessed a repair cost based on the damage done to the book.



Primary students will learn how to care for their books in weekly library classes. They will learn how to take their book(s) home safely, how to keep their book(s) in a secure place at home, and how to treat their book(s) while in their possession.



LMC Procedures continued...



Treat materials carefully. Remember you are responsible for all lost or damaged materials. Return books and materials to the book return. Bring required materials to class.

Students in all elementary schools are expected to be responsible for any library materials they have checked out. It is our hope that they will receive extra guidance from parents/guardians when necessary if they need to locate and return a lost book. Any questions or concerns about a potential book problem, contact the library assistant or media specialist at your child's school immediately.

The District shall not discriminate any student regarding LMC materials on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

CHURCH/FAMILIES NIGHT

In cooperation with the churches in the Reedsburg area and in conjunction with the other schools districts in our conference, Wednesday night has been designated as church night.

No meetings or practices involving students are to be scheduled on Wednesday night to start or extend beyond 6:00 p.m.

The District shall not discriminate any student attending church related functions on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

INCLEMENT WEATHER PROCEDURE

Recess for elementary children is a necessity to provide a break from regular school routine, a chance to get some fresh air and a way to run off some energy. We will make the decision to cancel outdoor recess when the weather is rainy or below 0 temperature or wind-chill. Students need to dress appropriately with hats, mittens, coats and boots.

SCHOOL CANCELLATION NOTICE - RADIO and TELEVISION STATIONS

CITY	STATION	DIAL/CHANNEL
Reedsburg	WRDB/WNFM	1400 AM/104.9 FM or www.WRDB1400.com
Baraboo	B102	102.9 FM
Baraboo	WRPQ	740 AM
Wisconsin Dells	WNNO	900 AM/106.9 FM

Radio and Television Stations continued...

Mauston	WJRC	1270 AM/92.1 FM
Madison	WTSO	1070 AM
Madison	Z104	104.1 FM
Madison	WOLX	94.9 FM
Madison	WMXF	96.3 FM

Television Stations...

Madison	WISC	Channel 3
Madison	WMTV	Channel 15
Madison	WKOW	Channel 27

Some local television stations also announce school closings or delays.

Occasionally school will close during the school day due to weather conditions and the children will be sent home early. **In the event that both parents work away from home and/or no one will be at home, please have an Emergency Going Home form completed. This form will be kept on file in the school office.**

The District shall not discriminate any student attending church related functions on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

OTHER EDUCATIONAL OPPORTUNITIES



BAND

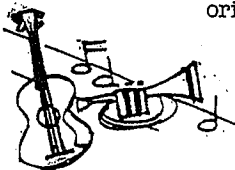
Students will be introduced to band in the spring of their fifth grade year and are eligible to start band after finishing fifth grade. Lessons/classes meet once per week. Emphasis during the first year of instruction is placed on developing fundamental skills. Rental arrangements are available for instruments.

ORCHESTRA

Instruction on string instruments is offered on a weekly or semi-weekly basis throughout the school year. Students are eligible to start orchestra instruction the summer before fifth grade.

Parents and students must meet with the instructor before beginning lessons. The cost for participation is instrument rental and a fee for summer lessons.

The District shall not discriminate any student attending church related functions on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.



REPORT CARDS

Report cards are issued two times per school year - at the end of the first semester in January and at the end of the school year for students in grades kindergarten through fifth.

This is a good time for you and your child to set goals for the rest of the year.

Report card time can also be an anxious time for parents and children. Kids may worry that they aren't living up to your expectations. You may feel you're not being a good parent.

You can use the report card as a positive learning experience. The secret is to remember the 3 "P"s - preparation, perspective, and positive action.

Report cards may be withheld if a student has outstanding library fines, overdue lunch account balance, missing classroom materials and registration fees.

The District shall not discriminate any student in regard to their report card grades on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

THREE WAYS YOU CAN HELP YOUR CHILD AT REPORT CARD TIME

PREPARATION - Talk with your child. Ask, "What do you think your report card will tell us?" Then let your child tell you if he expects any problems. Even if your child does well in school, he/she may be nervous about a certain grade. Getting ready is helpful.

PERSPECTIVE - A report card is just one small measure of your child. There have been other report cards in the past. There will be more in the future. A child who gets all "A"s still has plenty to learn. And a child with poor grades still has plenty of strengths.

POSITIVE ACTION - Think of the report card as a chance to take positive action. Find something to praise—attendance, attitude, and improvement. Then focus on areas that can lead to improvement. Ask how you can help.

You may want to set a regular time each day to review spelling words. Or, you may agree to turn off the TV during study hour. You may decide to schedule a conference with a teacher.

Please understand that a report card is a picture of your child at school. It is a whole different world from the one at home. Not every child is a straight "A" student. Your child's teacher knows your child at school. You know your child at home. The "real child" may be somewhere in between. Report card time offers an excellent opportunity to blend those two images in understanding and acceptance, a time for both you and your child to learn together.

End-of-year report cards may be held if there are any outstanding fees that need to be paid.

DIRECTORY INFORMATION

Information such as the student'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, date of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student shall be considered ***public information and may be released unless parents or adult students refuse the release, in writing, of their own initiation.***

(Ref. Policy 880/Draft 347)

The District shall not discriminate any student attending church related functions on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

SCHOOL COUNSELING

The school counselor, principal and teachers are interested in each child's welfare and are willing to try and help with any problems.

Classroom guidance lessons focus on such topics as: understanding themselves and others, problem solving, peer pressure, coping with family change and anger management. In addition, the counselors work with parents and teachers to help the students achieve their fullest academic, social, and emotional potential.

A counselor is available for all students, individually or in small groups. To request small group or individual counseling for your child please call the guidance counselor or leave a message at the school office.

Group counseling is available for concerns with friendship, self-esteem, drug and alcohol issues and coping with divorce.

The District shall not discriminate in the methods, practices and materials used for testing, evaluating or counseling students on the basis of sex, race age, religion, national origin, color, ancestry, creed, pregnancy, marital parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

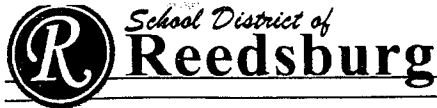
PARENTAL RIGHTS AND CONFIDENTIALITY

It is the policy of the School District of Reedsburg that both parents shall have access to all school information concerning their son or daughter. The only exception to this policy is a court order on file with the student's principal. The parent must provide this documentation before any alteration in policy can be initiated.

The District shall not discriminate against any parent who wishes to have access to school information regarding their son or daughter on the basis of sex, race, age, religion, national origin, color, ancestry, creed, pregnancy, marital parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

www.rsd.k12.wi.us


The School District of Reedsburg's website is a great resource for both Parents and Students. At the click of a "mouse" the district has made available the following areas to assist you... (Note: PowerSchool for Parents and Students is only available for WEBB Middle and RAHS students at this time.)



District Schools Family Staff Community
Resources Resources

Search

- Home
- About our District >
- Atención, Padres!
- Board of Education >
- Board Policies
- Building Use
- Calendars >
- Contact Us
- District Administration
- Employment Opportunities
- Food Service Program >
- Library & Technology >
- Open Enrollment
- Pupil Services/Special Education >
- Scholarship Application Links
- School Locations & Maps
- Staff Directories >
- Wellness/Nutrition >



WELCOME and thank you for visiting the official website for the School District of Reedsburg.

Upcoming Meetings

- Monday, August 17 - Regular Board of Education Meeting - 7:00 p.m.
- Monday, August 17 - Annual Meeting - 8:00 p.m.
- Monday, September 14 - Policy Committee Meeting - 7:00 p.m.
- Monday, September 21 - Regular Board of Education Meeting - 7:30 p.m.

Evergreen Homes
Your Custom Builder

WALSOU
Homes

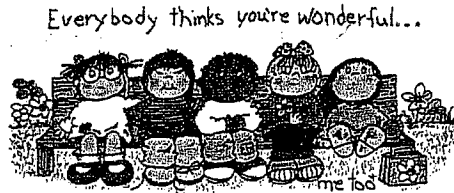
608-524-8284
Reedsburg, WI
www.EvergreenCustomBuilder.com

CLICK this AD!

**PROMOTE YOUR BUSINESS!
ADVERTISE HERE**

Alertnow...

Alert Now is an automated voice/email system used by the School District of Reedsburg. Alert Now lets the district send automated messages when necessary, reminding parents of upcoming events at their child's school, emergency school closings, etc.,



MEDICATION REQUEST/CONSENT FORM

School District of Reedsburg

Medications are to be administered at home whenever possible. If it is necessary for a student to receive medications at school, all appropriate portions of this form must be completed before medication can be given at school. One form is required for EACH medication.

STUDENT: _____ School: _____ Grade: _____

Address: _____ Phone: _____ Birthdate: _____

Physician Name: _____ Address: _____ Phone: _____

MEDICATION/PROCEDURE:

Name of medication or procedure: _____

Reason for medication/procedure (diagnosis): _____

Time(s) to be given at school: _____ Route: By mouth _____

Injected _____

Dose at School: _____ Inhaled _____

Other route _____

Dates to be given: From: _____ To: _____

If medication is to be given on an as needed basis (PRN), state conditions under which medication is to be given: _____

How soon can administration of PRN medication be repeated? _____

Any additional directions: _____

Precautions/Unfavorable Reactions: _____

PARENT/GUARDIAN CONSENT: (complete for all Medication/Procedures at school)

- I request and authorize that this medication be administered at school by school personnel.
- I will supply medication in its original, updated, properly labeled container. (Request extra bottle from pharmacist.)
- This order is in effect for this school year unless otherwise indicated.
- I will obtain a new physician's order and notify the school in writing of any changes.
- I authorize school personnel to exchange information verbally or in writing with my child's physician regarding this medication or the conditions for which it is prescribed.
- I further understand that all medication should be delivered to the school by parent/guardian/responsible adult.
- I give my permission to have my child's photo displayed on this form. Yes _____ No _____
- I understand that medication will be given by non-medically trained school personnel.
- I agree to hold the School District, its employees and agents who are acting within the scope of their duties harmless in any and all claims arising from the administration of this medication at school.
- My signature indicates that I have fully read and understand the above information.
- **ASTHMA INHALERS AND EPI PENS ONLY:** This student is capable of self-administration and may carry inhaler or EPI pen and self-administer at school. Yes _____ No _____

Signature of parent/legal guardian

Home Phone

Business Phone

Date

PHYSICIAN ORDER: (complete for all prescription medication and all procedures)

The above medication/procedure is to be administered/performed during the school day in accordance with the above instructions and agreements. I agree to accept communication about student/medication/procedure and understand medication will be given by non-medically trained school personnel. Please contact me if any of the following symptoms occur: _____

ASTHMA INHALERS AND EPI PENS ONLY: This student and his/her parents/guardians have been instructed in self-administration and student may carry inhaler or EPI pen and self-administer at school. Yes _____ No _____

Physician's Signature
Revised 6/03

Date

Printed Name & Address of Physician

Phone

PLANNED ABSENCE

School District of Reedsburg
Elementary Level Schools

Submit this request to the Principal in advance of your requested absence dates.

Complete a form for each child involved. Without the principal's written approval (bottom), your child's absences will be considered unexcused.

Student _____ Grade _____ Teacher _____

Dates of Absence _____

Reason for request _____

Parent/Guardian Signature _____ Date _____

Parent:

Complete the top portion and return to the classroom teacher.

Teacher:

Complete the "**Homework**" section on the back, make two copies (front and back), attach the copy to homework and send home with student. Give the other copy to the office. The teacher keeps the original copy. When child returns and all work is completed, sign and date original copy and put in Principal's mailbox.

Principal:

The Principal will approve or deny the absence. A copy will be sent home to the parent and original will be kept on file.

Notice from Principal to Parent:

Absence *is approved* and will be considered excused on the student's record. _____

Absence approval *is denied*; the absence will be considered unexcused. _____

Comment:

**HOMEWORK ASSIGNMENT
FOR PLANNED ABSENCE**

Student's Name _____

Student is to complete the assignments shown below. Assignments are due as shown in each section.

Assignments:

We hope this time of absence was an important family event that included a unique alternative learning opportunity for your child!

Comments

Teacher's signature/initials _____ Today's date _____
(Teacher, please sign and date when student has completed the assigned homework)

Principal's Signature _____ Date _____