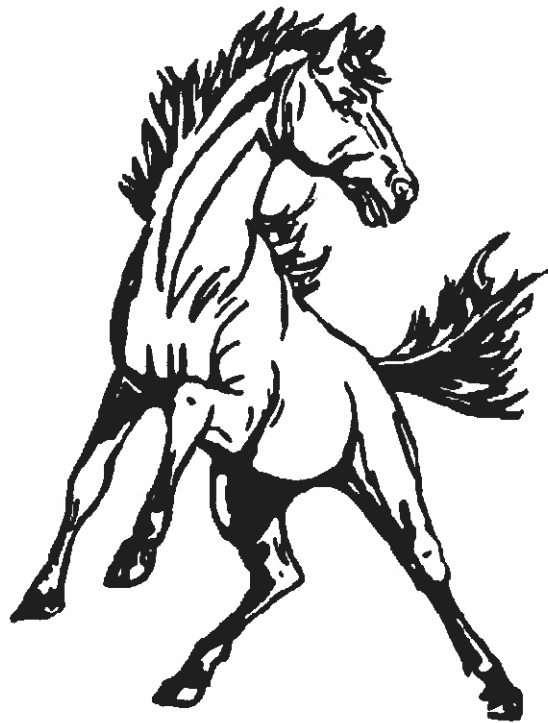


Melrose-Mindoro

Elementary
Handbook



2019-20

Area Schools

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Melrose-Mindoro Elementary Handbook

“Kids Come First”

Vision & Mission Statement

Our mission statement is a simple one: “Kids Come First.” This means that every decision we make is in the best interest of our children, helping them become the well-rounded citizens of today and the many tomorrows to come.

To accomplish this, Melrose-Mindoro Schools believe in and are committed to the following values:

Responsibility (Honesty and Trust)

Therefore we

- Strive for excellence through positive role modeling
- Make our school a place where honesty and trust are core values
- Provide opportunities/choices for our students
- Hold our students and selves accountable

Cooperation/Teamwork

Therefore we

- Communicate ideas using praise, good manners, and **constructive** criticism
- Encourage one another and embrace positive change
- Promote groups of happy students sharing ideas
- Are committed to working together for the benefit of all

Positive Attitude

Therefore we

- Are positive people exuding a welcoming, family-oriented atmosphere
- Are supportive to the needs of our students and each other
- Are friendly, caring and kind

Environment

Therefore we

- Provide a kid-friendly learning environment
- Develop the need and sense of community
- Celebrate multicultural diversity
- Display the work of our students
- Encourage fun and joy in learning
- Welcome students, parents, visitors, and community members into our schools and classrooms with pride.

Letter from Your Principal

Greetings Mustang Parents!

Welcome back to what will be an amazing 2019-2020 school year for our Mustang Family! This year we enter into the second round of our united campus and as a district we are set to embark upon constructing a new mission and vision for our guiding light moving forward. Using the input of our students, parents, community, and staff, we will construct a roadmap for what our district will aim to become over the next 5 years. In the past, we have had tremendous parent and community support (as was evidenced in our referendum success), but the next step is to ensure our actions have a guiding force.

Throughout this fall, several listening sessions and community surveys will be available to engage the stakeholders in our mission/vision process. Please take some time to make sure and give us your insight on not only what might be going well, but also what we can do better. We, as a district, want to continuously improve and this process will assist us in doing so.

The start to each school year is a good time to offer up a few key reminders for our families that can help our elementary school year run smoothly. First, please know that we are offering our before and after school care to families again this year. Our extended care hours are from 7:00 AM to 4:30 PM. At this time, we offer our services to those students in grades PK-3rd. Students will need to be picked up no later than 4:30 PM.

Next, we often are asked how parents can be more involved in their student's academics. A big key to any student's success lies with parent's positively encouraging reading at home. By modeling as adults the value of reading, students create a positive association for the benefits of lifelong learning. (My son finds it fascinating that I still read a print newspaper!) Please encourage reading in any manner possible with your child(ren) at home – even 15 minutes a night will add up!

Finally, thank you in advance for your positive support and teamwork throughout the year. If you have any questions, please feel free to contact me at 608-488-2201 or petersonc@mel-min.k12.wi.us. As a team, we will work hard to create new levels of success for our students, staff, school, and community. Whether this is your first year in district, or you have been a life-long resident, please know that this is truly a fabulous district to be part of – be proud that you are a Mustang!

Your Partner in Education,

Corey Peterson



Melrose-Mindoro Schools 2019-2020 School Calendar

BOE approved 11-26-18
PARENT COPY



August

M	T	W	R	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October

M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November

M	T	W	R	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Symbol Guide

Open House - Public 1:00-7:00pm

First & Last Day of School

No School

Early Dismissal at 1:15 p.m.
(10-24-18, 12-13-18, 3-12-19, 4-9-19)

ECH - 12th Grade Parent-Teacher
Conference (4:00-8:00 pm)

Holiday

High School Graduation

Possible Makeup Snow Day

January

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February

M	T	W	R	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March

M	T	W	R	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April

M	T	W	R	F
		1	2	3
6	7	8	9	10
	13	14	15	16
20	21	22	23	24
27	28	29	30	

May

M	T	W	R	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June

M	T	W	R	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19



Melrose-Mindoro Elementary Staff (ECH-6)

How do I contact my child's principal, office, or teacher by phone or e-mail?

N181 ST RD 108
Melrose, WI 54642
608-488-2201 or
608-857-3410



Aasen, Abigail—5th Grade
Anker, Nick—PE (5th/6th)
Arneson, Joey—5th Grade
Blaken, Michelle—Elem. Spec. Ed.
Blaken, Rebecca—6th Grade Lit/Lang
Bradshaw, Megan—4th Grade
Caravelli, Michelle—Elem. Spec. Ed.
Freeman, Morgan—4th Grade
Gasch, Toni—4K/Title Reading
Giese, Karen—2nd Grade
Gregor, Gloria—1st Grade
Gunderson, Lisa—3rd Grade
Hanson, Erik—6th Grade Band
Hanson, Sylva—K-5 Music
Helgeson, Kathy—3rd Grade
Humfeld, Stacy—6th Grade Music
Johnson, Kari—Secretary
Johnson, Lisa—Speech & Language
Kleinsmith, Heidi—Speech & Language
Kowalke, Jenna—Kindergarten
Kurschner, Christina—Kindergarten
Larson, Lisa—5th Grade
Mack-Johnson, Kris—4th Grade
Koehler, Haley—Secretary/Para
Miller, Jessica—2nd Grade
Mulholland, Jessica—6th Grade Math
Nicolai, Julie—1st Grade
Paisley, Sandy—K-6 Art
Peterson, Corey—EC-6 Principal
Ramsey, Cathy—1st Grade
Rozek, Lindsay—Elem. Spec. Ed.
Sanders Teri—2nd Grade
Scherr, Sherry—K-4 PE
Shepardson, Haley—4K
Suttie, Ann—Kindergarten
Thesing, Amy—Title Reading
Woodward, Janet—6th Grade Science/Soc St

aasena@mel-min.k12.wi.us
ankern@mel-min.k12.wi.us
arneson@mel-min.k12.wi.us
blakenm@mel-min.k12.wi.us
blakenr@mel-min.k12.wi.us
bradshawm@mel-min.k12.wi.us
caravellim@mel-min.k12.wi.us
freemanm@mel-min.k12.wi.us
gascht@mel-min.k12.wi.us
giese@mel-min.k12.wi.us
gregor@mel-min.k12.wi.us
gundersonl@mel-min.k12.wi.us
hansone@mel-min.k12.wi.us
hanson@mel-min.k12.wi.us
helgeson@mel-min.k12.wi.us
humfelds@mel-min.k12.wi.us
johnsonk@mel-min.k12.wi.us
johnsonl@mel-min.k12.wi.us
kleinsmith@mel-min.k12.wi.us
kowalke@mel-min.k12.wi.us
kurschner@mel-min.k12.wi.us
larson@mel-min.k12.wi.us
mackjohnson@mel-min.k12.wi.us
koehler@mel-min.k12.wi.us
millerj@mel-min.k12.wi.us
mulholland@mel-min.k12.wi.us
nicolaij@mel-min.k12.wi.us
paisley@mel-min.k12.wi.us
Petersonc@mel-min.k12.wi.us
ramsey@mel-min.k12.wi.us
rozekl@mel-min.k12.wi.us
sanders@mel-min.k12.wi.us
scherr@mel-min.k12.wi.us
shepardsonh@mel-min.k12.wi.us
suttie@mel-min.k12.wi.us
thesinga@mel-min.k12.wi.us
woodward@mel-min.k12.wi.us

Other District Staff

Arzt, Jeff—District Superintendent
Leis, Tom—Media Director
Proft, Tony—Maintenance/Grounds Supervisor
Sinclair, Mary—Health Coordinator
Sonsalla, Marie—School Psychologist/Spec. Ed. Designee
Young, Brant—Transportation Supervisor

arztj@mel-min.k12.wi.us
leist@mel-min.k12.wi.us
proftt@mel-min.k12.wi.us
sinclair@mel-min.k12.wi.us
sonsalla@mel-min.k12.wi.us
youngb@mel-min.k12.wi.us

Important Dates

Parent-Teacher Conferences

Thursday, October 10, 2019 4:15—8:00 p.m.

Thursday, October 15, 2019 4:15—8:00 p.m.

Tuesday, March 3, 2020 4:15—8:00 p.m.

Tuesday, March 10, 2020 4:15—8:00 p.m.

Early Dismissals

Thursday, October 24, 2019—1:15 pm

Friday, December 13, 2019—1:15 pm

Thursday, March 12, 2020—1:15 pm

Thursday, April 9, 2020—1:15 pm

No School

Friday, October 25

Wednesday, November 27—Friday, November 29

Monday, December 23—Wednesday, January 1

Monday, January 20

Friday, February 14 & Monday, February 17

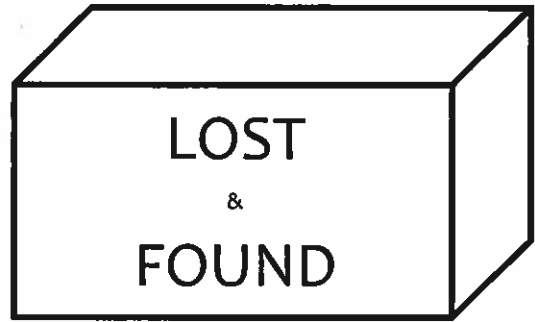
Friday, March 13

Friday, April 10 & Monday, April 13

Monday, May 25

Snow Make-Up Days

If needed, snow days will be made up in this order: June 2, June 3, June 4, and June 5.



Each year Lost & Found boxes overflow with lost items. Please make sure that shoes, boots, coats, etc. are clearly labeled. The items will be donated twice a year, if they are not claimed.



The school district collects Box Tops for Education to help defray the costs associated with field trips, guest speakers, and playground equipment. Thank you for saving your Box Tops!

SURROUND CARE

We are happy to provide before and after school surround care for children in 4K through 3rd grade. Care begins at 7:00 am and ends at 4:30 pm. Staffing is provided by paraprofessional personnel.

Directory Data Public Notice Policy

The following public notice shall be published in the student handbooks, the official school district's newspaper, and displayed on each school's bulletin board by September 1 of each year.

Notice is hereby given that the Melrose-Mindoro School District, in accordance with state law, designates the follow specific information regarding individual students as 'directory data' and that this information may be made public or disclosed to any person:

Directory data is defined as those student records which include 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, dates of attendance, photographs, degrees and awards received, and the name of the school previously attended by the student.

A student's parent, legal guardian, or guardian ad litem shall have two (2) weeks after this notice is published or posted to advise the building principal in writing of any or all items he/she prohibits the district to designate as directory data about that student.

Daily Schedule

7:45 am.....	Breakfast begins, teachers report to work
8:00 am.....	Class begins
9:45—10:00 am.....	Morning recesses vary
11:00 a.m. —12:00 pm.....	4K-2 eat lunch & recess
12:00—1:00 pm.....	3-6th grade eat lunch & recess
3:15 pm.....	Load buses

Arrival Time

Students may begin arriving at school at 7:45 a.m. Prior to that, there is no supervision. For their safety, students should not arrive before 7:45 a.m. The school cannot be responsible for the students before that time.

Attendance

Regular attendance and promptness are essentials of good performance on any job. Absence from school is the greatest single cause of poor achievement in school. The State of Wisconsin, in statute 118.15, recognizes the importance of regular school attendance. *This statute states that all persons between the ages of six (6) and 18 are required to attend a public or private school regularly for the full period and hours the school is held.* Since the schoolwork missed during absence can never be made up completely, poor school attendance usually results in unsatisfactory academic performance. The home and school should regard it a prime responsibility to assist young persons to develop good habits of attendance.

Wisconsin Statute Sec. 118.15 (1) (am), also known as Act 41, requires the parent or guardian of a child who is enrolled in 5-year-old kindergarten at a public or private school, and has not been excused from school, to cause the child to attend school regularly during the full period and hours that kindergarten is in session until the end of the school term. *Act 41 establishes completion of 5-year-old kindergarten as a prerequisite to enrollment in first grade in a public school unless certain exemptions apply.* [Wis. Stat. Sec. 118.33 (6) (cm)].

Excused Absences

The Melrose-Mindoro School District allows 10 days per school year to be excused absences and per Wis. Stat. 118.15(3)©, the district shall excuse absences in the following categories:

1. **Illness/Personal:** students may be excused ill up to 10 times during the school year. If your child suffers from a chronic illness, please make sure to let the school office know. Please note that excuses must be provided for the office within two days of the student's absences or the absence will be considered unexcused.
2. **Doctor/Professional Appointments:** Doctor's visits/appointments or other professional appointments (dentists, social services, court appearances, etc.) do not count against the 10 excused absences allowed per year as long as official documentation is provided. Arrangements are to be made through the office.

Prearranged: An absence that is three or more days in length must be prearranged through the office. This does not include medical or family emergencies. To pre-arrange an absence, the parent should provide the office with written permission at least one week prior to the absence. Class work from a

pre-arranged absence will be completed prior to the absence or immediately upon return. If it is found that the student's absence record is negatively affecting their academic performance, the request to pre-arrange an absence may be denied. If prearranged absences are denied yet your child is absent anyway, those days will be marked unexcused.

Tardies: Being on time to school is important for our students. Our day is short and we utilize each minute. Your child will be marked tardy if they are not in their classroom at 8:00 a.m. Multiple tardies may result in truancy citations.

Note: After 10 excused absence, all subsequent absences are considered UNEXCUSED, unless prescribed by a doctor. Please be aware that even if a doctor's note is provided, the school district has the authority to "unexcused" any absence.

Truancy/Unexcused Absences: A student is considered unexcused if he or she is absent without an acceptable excuse for all or part of any day during which school is held. A student qualifies to be habitually truant when he or she is unexcused all or part of five or more days in a school semester (S.118.16 (1)(a) and (c)). Parents/guardians will be notified by mail as soon as it has been determined that an attendance problem does exist. A letter will be sent to the parents to discuss the truancy issue after a 3rd unexcused absence. After a 5th unexcused absence a parent will be issued a referral to the Jackson County Health and Human Services Department.

If you have questions regarding attendance, please contact Mr. Peterson at (608) 488-2201 ext. 2124.

Student Release Information

Students will be released during the school day to a parent/guardian with whom they reside or to another lawful custodian. **Children must be signed out and picked up from the office. Students will not be allowed to walk or meet you outside. Please plan to come in and pick up your child.**

When it is necessary to send a child home during the day, the school contacts home first. If the parent cannot come for the child, the parents need to send a friend or relative. If the parents are not at home, the school will phone emergency numbers listed. If the school is unable to contact a parent, guardian or emergency contact, the appropriate authorities (police or Human Services) may be contacted. Ill children cannot remain at school

A student will not be released to any person other than the legal custodian except when the principal (or his/her representative) has reasonable assurance that the release is authorized by the legal custodian.

Questioned authorization for the release of a student will be confirmed with the legal custodian.

Change of Address/Telephone/Employment

It is very important that every student maintain an up-to-date address and telephone number record at the school office.

You may access your family information through our school database which is called Infinite Campus.

Please notify the school immediately if you have a change of address, telephone, or employment during the school year.

Infinite Campus

The Student Information System (SIS) that is used at Melrose-Mindoro Schools is called Infinite Campus. All parents may have access to Infinite Campus through a portal. If you have not gained access, please contact the elementary office to be provided with your personal code.

Once you have access, your family information is displayed as well as any student that is part of your household. Other information you will have access to includes:

- Schedule (7-12 grades)
- Attendance
- Grades
- Health - Immunization Records
- Food Service Account

If family contact information is wrong, you can submit changes through the family portal that will be reviewed by office staff.

Messenger Preferences

An option within Infinite Campus is an automatic communication system called Emergency Messenger. This system is used during inclement weather or an emergency to alert parents/guardians. Various options of notification are available including text or voice messaging and email.

The form for signing up for Messenger is on page 20. If you have signed up in the past, you do not need to register again (unless you have a change in method notification).

Grading System

The elementary school has three trimesters during a school year.

Report cards are completed by teachers and sent home with students shortly after the completion of the trimester with the students.

District Information

Elementary building: Early Childhood and 3 classrooms for grades 4K-5th. 6th grade students rotate classrooms for core subjects and have 1 homeroom teacher.

Junior & Senior High School building: Grades 7, 8, 9, 10, 11, 12.

Building Phone Numbers

District: 608-488-2201 OR 608-857-3417

FAX 608-488-2805

Web Site

www.mel-min.k12.wi.us

School Board Members

President Rick Paisley, Vice President Shane Zeman, Treasurer Rebecca Whalen, Clerk Kathy Dunn, and Members Jodi Anderson, Kim Sacia and Terry Blaken.

Medication At School

In accordance with Board of Education Policy, the following regulations will be implemented in the administration of prescription and non-prescription medication to students:

Prescription Medication:

1. In accordance with the Wisconsin Department of Instruction guidelines, the parent or guardian should bring the medicine to the school office **in the prescription bottle**.
2. A written, dated, and signed form from the physician is required, as well as a signed parent consent form. **Please see an example of the medication form on page 22.**

Non-Prescription Medication:

1. The parent or guardian should bring the medicine in the original, sealed bottle with written directions regarding the administration of the medicine.
2. We utilize the same form for prescription and non-prescription medication. A parent consent form must be signed and completed providing us with authorization to administer. A doctor signature is non required.
3. Non-prescription medicine will be dispensed in the same manner as prescription and will be stored in the school office. Students should not store any medicine in their desk, backpack or classroom.

Under no circumstances should any medication (prescription or non-prescription) be sent to school with a child or on a school bus. **A parent/guardian should bring the medication to the office and complete the appropriate forms.**

Responsibility for Materials and School Property

Students are responsible for all textbooks, library materials, music instrument, and other equipment issued to them during the school year. All lost or damaged materials will be charged to student account.

Articles Prohibited At School

Students should not bring articles to school that may be a distraction to themselves and others. These may include games, trading cards, toys, electronics, etc. School is not responsible for lost or stolen items. If you as the parent/guardian want your child to have a cell phone at school, it should ALWAYS be turned off during the school hours and stored in their locker. Phones used during the school day will be confiscated. If confiscated more than two times, the parent/guardian will need to pick up in the office.

Search of School Building or School Property

The school administration maintains some control over desk, lockers, cubbies, and equipment loaned to students. The principal may search a desk if he/she has reasonable and or probable cause to believe that missing school/personal materials, or items that would endanger the health or safety of the school population may be present. Whenever practicable, a student shall be present when his/her desk or locker is being searched.

Visitors at School

We want you to feel welcome and be an active participant in your child's education! You will notice when you come to school that we have a security system. Please rest assured that we have no negative interactions that have caused us to install cameras and "buzzer" systems. It is 100% preventative! Our number one priority is the education and safety of our children. Please do not feel that we are trying to lock you out, we are simply keeping pace with the safety recommendations for public schools. We also try to instill independence and self-confidence in our students by allowing them to walk to their classrooms without parental assistance.

The office will work diligently to buzz you in as quickly as possible! If going to your child's classroom is determined to be necessary, the office will provide you with a visitor's pass.

PLEASE NOTE: Our elementary does not allow student visitors from another school (cousins, friends or relatives from out of town, etc.) to spend all or part of the school day here unless they are attending a special activity or performance with prior permission from the principal.

Telephone Calls

Telephone calls to school with a message for your child should be kept to a minimum. We allow children to call home if they forget books or other essential items, in case of emergency, or in the event of a cancellation of a scheduled activity. Arranging after school activities, like going to a friend's house, does not constitute a call home.

If you wish to talk to a teacher, a voice mail message may be left and he/she will return your call as soon as possible.

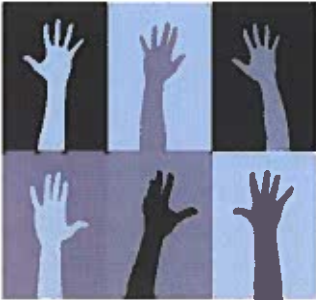
School Transfers

When a family moves from the school district, the parents should contact school prior to leaving. It would also be helpful to know the name and address of the school the students will be attending. Attendance will continue to be recorded until we receive a request for records from the new school. It is important to enroll your student as soon as possible to ensure this happens.

Pets at School

Animals are exciting to students, but can also be harmful to students with allergies. Contact your child's teacher at least three days before the visit to allow school to contact the school nurse to ensure there are no allergies reported in that classroom.

Want to be a Volunteer?



Are you a parent, grandparent, interested community member who would like to volunteer your time and talents? It could be reading to a classroom once a week or helping out during special events such as our Book Fairs. If you are interested, stop in any of the school offices and ask what you can do. All we ask from you is to read through and comply with our Volunteer Policy, which can be picked up in the office.

Party Invitations

Parents are asked not to send party invitations or come in to distribute them. We do not promote the hurt feelings that are caused by students not receiving invitations and students not having a party for their birthday. Please find other means like the postal system or social media to distribute the invitations.

Request for Teacher

Parental requests for a particular teacher placement for the following school year must be in writing and submitted to the building principal **no later than February 15**. The request must contain an educational reason for the placement. Please be aware that it may not be possible to honor all requests.

Open Enrollment

The State of Wisconsin has a program entitled Open Enrollment (School Choice). This law allows a pupil to attend school in a public school other than the district in which they reside. The enrollment request period begins in February. More information and enrollment forms are at www.dpi.wi.gov/open-enrollment.

Nondiscrimination Policy

The Melrose-Mindoro School District is committed to equal opportunity for all students in the district. The Melrose-Mindoro School District, pursuant to s.118.13, Wisconsin Stats., and PI9, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, pupil services, recreational, or any other program.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex) and Section 504 of the Rehabilitation Act of 1973 (handicap).

Forward Exam (AKA: State Testing)

All 3, 4, 5, and 6th grade students will take the Forward Exam. The testing window is late March through April. Scheduling your child's medical appointments to avoid the mornings during this time would be appreciated. A letter will be sent home with more specific information as the testing date draws near.



EC—6th Grade Cold or Inclement Weather Policy

Students go outside for recess everyday unless during rain or the air temp is below 0° with wind chill. To determine the temperature, we use the National Weather Service web site.

Please be sure that your child dresses appropriately.

Cancellation of School

Decisions to close school are made based on the best information we have early in the morning or during the school day. We want to make a late start or closing decision as early as possible knowing parents may have to make childcare arrangements for the day. If we do start school late or cancel the entire day, we try to make the decision no later than 6:00 a.m. If we decide to close school for the day or have an early release, please keep in mind that ALL after school practices and activities are cancelled.

When there is a need to start late, close for the day, or release early, the FASTEST way to receive the information is:

1. We will use the school district's Emergency Messenger to make the calls, texts, and emails. The form for signing up for Emergency Messenger notices from the school can be found on page 20.
2. Sign up for Channel 8 and Channel 13 weather alerts. They have done a great job of texting this information to subscribers of this service. Channel 19 has stopped text messaging their weather alerts. They require you to sign up for their respective smartphone application (app).
3. Watch Channels 8, 13, 19, and 25 to watch the "crawler" at the bottom of the television screen. A very important point: they will only run this information in the "crawler" if there are 3 or more schools that make a decision to delay/close/early dismissal! Black River Falls, Sparta, and Melrose seem to be in an area where it is unusually cold and there have been times we are the only school or Melrose-Mindoro and Black River Falls Schools decide to go late/close/dismiss early and it does not appear on the "crawler."

4. You can listen to the local radio channels as well.

Kicks 106.3	Magic 105	Eagle 102.7	Classic Rock 100.1	Today's Talk 1490 AM
WAXX (104.5 FM)	WAYY (790 AM or 105.1 FM)	I-94 (94.1 FM)	WHTL-102.3 FM	
WWIS FM 99.7 or AM1260/FM 105.3		WIZM (1410 AM)	WKTY (580 AM)	
WIZM-FM (Z-93.3)	WRQT (95.7/The Rock)	KQYB (98.3 FM)	KCLH (94.7 FM)	

No Smoking & ATODA Regulations

State law prohibits smoking in all school buildings AND on school property/grounds. We ask all adults to help in this effort.

The possession, delivery, and/or consumption or use of alcohol, tobacco, vaping products or other illegal drugs is prohibited. This includes counterfeit drugs and substances being represented as illicit drugs.

Persons violating this policy shall be reported to law enforcement officials. In addition, students violating this policy may be suspended or expelled from school.

Medical Excuses Necessary

A student may be excused from physical education class for two consecutive days with a note from the parent. After that, a doctor's excuse (stating why and how long a student is to be excused) should be provided. The doctor should also provide the school with specific instructions regarding recess time. This must be on file in the office and the information will also be given to the child's teachers.

We will honor, for one day only, parent requests to keep a child indoors after an illness. Requests for more than one day require a doctor's note or a call to the school office to discuss the problem with the principal.

Medical Insurance

The district provides insurance coverage at no cost to parents for accidents that occur outside an organized sporting event or practice. Parents can purchase alternative coverage for those children who DO participate in athletic events. For more information, contact Michelle Murray at 608/488-2201, ext. 1168.

Food Service Program

The following prices are effective for the 2019-2020 school year:

GRADE/AGE LEVEL	BREAKFAST	LUNCH
ELEMENTARY	\$1.60	\$2.40
Parents	\$2.00	\$3.75

Free/Reduced forms are available in the office and we encourage you to fill the form out. Forms can also be found on our school website under "Families". Information given on these forms is confidential. If your family has a change in income or size, you are also encouraged to fill out the form. Please contact Food Service Manager Sarah McAdams or Secretary Kari Johnson at 488-2201 or 857-3410 if you have questions regarding your account balance.

We encourage and support healthy lunches, whether hot or cold. However, we have limited staff to assist students in the use of one microwave in the lunchroom. When possible, please refrain from sending meals/food that requires the use of the microwave. Thank you.

Safety Drills

Fire drills, lock down, A.L.I.C.E./intruder and tornado drills are held at regular intervals throughout the school year.

Fire drills are held on a monthly basis. During tornado awareness week in April, the local fire departments assist with the drill at our school.

We have trained our staff on ALICE procedures for handling "lockdown" events. For those unfamiliar with ALICE (Alert, Lockdown, Inform, Counter, Evacuate) please see their website for more information (www.alicetraining.com). Drills with different scenarios are held for all classrooms.

What is Alice?

A ALERT
L LOCKDOWN
I INFORM
C COUNTER
E EVACUATE



Dress Code—Upper Elementary

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your school work. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Responsibility for the personal appearance of students enrolled in the Melrose-Mindoro School District shall normally rest with the students themselves and their parents/guardians. Students dress or grooming should not, however:

- a. affect the health or safety of students; or
- b. disrupt the educational process within the classroom or school.
- c. any clothing which is normally identified with a gang or gang-related activities;
- d. strapless tops, one-sleeved tops, spaghetti-strap tops (straps must be a minimum of 3 inches wide), halter tops, midriff-baring tops and/or bottoms, short skirts, short dresses, and short shorts. *Skirts, dresses and/or shorts must be at least the length of mid-thigh or must be at the end of the student's finger-tip when arms are at the side while standing;*

Resolutions to inappropriate dress:

- ⇒ Students will be asked to turn clothing inside out.
- ⇒ Students will be asked to cover up with clothing provided by the office.
- ⇒ Parents will be contacted to bring in appropriate clothing.
- ⇒ Students may be sent home (after parent contact has been made) to change clothes.
- ⇒ Students will sit in the conference room for the remainder of the day.

If there is a disagreement between students and the staff regarding the appropriateness of clothing, the principal will use his/her discretion to make the decision.

This policy is in force during the school day.

Code of Classroom Conduct

Wisconsin Act 335 requires school boards to adopt a classroom code of conduct, authorizes teachers to remove students from class in specified circumstances and requires that placement determinations be made with regard to such students.

A teacher is authorized to remove a pupil from the teacher's classroom if a pupil violates the code of classroom conduct adopted by the school board or is dangerous, unruly, disruptive or exhibits behavior that interferes with the ability of the teacher to teach effectively, as specified in the code of classroom conduct.

If a pupil has been removed from the classroom, the school principal or principal's designee must place the pupil in one of the following:

1. An alternative education program, as defined by law;
2. Another class in the school or another appropriate place in the school, as determined by the school principal or his designee;
3. Another instructional setting;
4. The classroom from which the pupil was removed if, after weighing the interests of the removed pupil, the other pupils in the class, and the teacher, the principal or designee determines that the readmission to the class is the best or only alternative.

Playground Rules

Respect and fair play are expected of all students toward each other and adults in the rooms, halls, and on the playground. Consequences include the playground supervisors warning the student first. If violation continues, violators will stand in a designated area. If the behavior problem persists, a detention will be given and the parents or guardians will be notified.

Harassment and Bullying

The Melrose-Mindoro School System is committed to creating an environment that treats all students with dignity and respect, provides students with a safe physical and emotional learning environment and promotes respect, tolerance, and cooperation throughout the District. All employees and students must be allowed to work and learn in an environment free from harassment and/or bullying.

Individuals who experience harassment and/or bullying may process a complaint pursuant to established procedures. Incidents of harassment and/or bullying will be dealt with in an appropriate manner. Students are encouraged to try to solve the situation amongst themselves. However, additional action may be necessary or appropriate, and the consequences for intolerable behavior may be enforced.

Harassment/Bullying is verbal, physical, or indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet - also known as cyber bullying) conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment, or interferes with the individual's work or learning performance; it may consist of a single act, or a course of conduct. Harassment/Bullying may include, but is not limited to conduct relating to an individual's membership in a protected class, age, sex, race, creed, national origin, color, marital status, pregnancy, etc.

In determining the appropriate response to any substantiated complaint of harassment or bullying, the person or persons charged with making the decision at each level of the complaint procedure should consider, at a minimum:

- The nature and extent of the conduct.
- Whether the person engaging in the harassing/bullying conduct has been the subject of previous, substantiated complaints of harassment/bullying, and the actions taken in light of those complaints.
- The effect of the conduct on others in the school community.
- Whether the complaint can be adequately addressed at that level.

Complaints of harassment and/or bullying will be accepted either orally or in writing. All complaints should be made to your building principal. If the complaint is being lodged against the building principal it should be reported to the district administrator. If you feel you have been harassed and/or bullied, please report it immediately. Forms may be picked up from the building principal's office.



Let's keep the line of communication open. Teachers are here for your children and you. They want what is best for each and every one of their students and need parent input to help them provide a strong education.

Busing

The process of busing children to school is always an interesting task. To ensure safety of everyone, the following guidelines should be maintained:

- Provide the school with a bus transportation form identifying where your children will be picked up and dropped off each day.
- Buses will drop off and pick up students in the front of the elementary building wing.
- If picking up your child, please park in one of the two parking lots. Please do not park within the fenced gates.
- *Limit the number of bus changes for your child.*

If your child is riding on a different bus for a special occasion, please inform the school office **before 2 p.m.** The secretaries will issue a pink **Bus Alert** for your child to give to the bus driver.

- Bus drivers will not allow students off at any other stop unless they have notified.
- If you have any questions regarding your child's busing, please contact the school. Brant Young, Transportation Supervisor, can be reached at 488-2201, ext. 1155.



Bus Rules

Melrose-Mindoro Schools follows the policy established by the Department of Public Instruction which states in part, “**parents must realize that school bus transportation is a PRIVILEGE, NOT A RIGHT. Pupils who misbehave may be denied the privilege of riding on the bus.**”

Students are responsible for their behavior on the bus. Misbehavior could result in the driver being distracted. Such distraction could endanger the lives of all students being transported, as well as the motoring public.

Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions that are necessary to help their child change his/her behavior.

The rules for proper bus riding behavior are as follows:

1. LISTEN AND OBEY THE DRIVER.
2. STAY IN YOUR SEAT WITH YOUR FEET ON THE FLOOR WHILE THE BUS IS IN MOTION.
3. KEEP ALL PARTS OF YOUR BODY INSIDE THE BUS.
4. NO SPITTING, PUSHING, OR FIGHTING AT ANYTIME.
5. DO NOT THROW OBJECTS OR DAMAGE THE BUS.
6. NO BAD LANGUAGE OR LOUD TALKING.
7. LOAD AND UNLOAD IN AN ORDERLY MANNER.

As an additional tool in assisting with bus supervision, the district utilizes cameras on each bus. Different from our school hallway video monitoring, audio recordings may also be captured on buses, in accordance with the provisions of Wis. Stats. 968.13 (2). When an issue is reported that cannot be resolved fairly, the video is often viewed by the building principal. Parents of a student against whom a recording is being used as part of a suspension or expulsion from school or the bus will be permitted to view and listen to the recording but shall not be entitled to a copy.

**** The bus driver is authorized to assign seats if he/she feels it is necessary.**

Gun Free Schools Act (GFSA)

Any student who brings a firearm/weapon to school will not only face a one-year expulsion, but will also be referred to the criminal justice or juvenile delinquent system.

How is the term “weapon” defined? For the purpose of the GFSA, a “weapon” means a firearm as defined in Section 921 of Title 18 of the United States Code. According to Section 921, the following are included within the definition:

1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any weapon described above.
3. Any firearm muffler or firearm silencer.
4. Any explosive, incendiary, or poison gas:
 - 1) bomb,
 - 2) grenade,
 - 3) rocket having a propellant charge of more than four ounces,
 - 4) missile having an explosive or incendiary charge of more than one-quarter ounce,
 - 5) mine, or
 - 6) similar device.
5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

According to Section 921, the following are not included in the definition:

- A. An antique firearm.
- B. A rifle which the owner intends to use solely for sporting, recreational, or cultural purposes.
- C. Any device which is neither designed nor redesigned for use as a weapon.
- D. Any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- E. Surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of Section 4684(2), 4685, or 4686 of Title 10.

In addition, we have been advised by the Bureau of Alcohol, Tobacco, and Firearms that Class-C common fireworks are not included in the definition of weapon. **Any ‘look alike or toy’ weapon is not allowed in school.**

Messenger Preferences

Melrose-Mindoro School District uses an automatic communication system called Emergency Messenger. This system is used during inclement weather or an emergency.

Parent /Guardian Name: _____

Telephone Numbers:	Preferences: Check type of message you prefer	
Home _____	Voice _____	Text _____
Cell _____	Voice _____	Text _____
Work _____	Voice _____	Text _____
Email _____	Yes _____	No _____

Parent /Guardian Name: _____

Telephone Numbers:	Preferences: Check type of message you prefer	
Home _____	Voice _____	Text _____
Cell _____	Voice _____	Text _____
Work _____	Voice _____	Text _____
Email _____	Yes _____	No _____

List of current students in your household:

_____	_____
_____	_____
_____	_____
_____	_____

Please note that text message charges may be charged by your cell phone provider.

**Melrose-Mindoro Elementary
Character Code**

Student's Name _____ Teacher _____

Date _____ Time _____ Staff Member _____

This student chose not to follow the **Character Code** rule(s) checked below:

- _____ Respect the rights and property of others
- _____ Respect and follow directions from those in charge
- _____ Keep hands, feet and objects to myself
- _____ Use words and tones that were polite and kind
- _____ Use all school equipment responsibly

This is the _____ time that your child has broken the **Character Code**. This results in the loss of recess, completion of this form by the student, the parent/guardian, and the following consequences:

- 1st time..... Telephone contact
- 2nd time..... Principal contact
- 3rd time..... Parent/guardian/principal contact
- 4th time..... In-school suspension

Explanation _____

Student completes questions 1 and 2 at school with a teacher:

1) What choice did I make today?

2) Why was this a poor choice?

Student completes questions 3 and 4 at home with a parent / guardian:

3) What choice can I make next time to make "Character Count?"

4) If necessary, how can I make up for the choice that I made?

Student's signature _____

Parent's/Guardian's signature _____

Date _____

Please discuss with your child, sign this form, and return to your child's teacher the next school day.

**MELROSE-MINDORO SCHOOL DISTRICT
SCHOOL MEDICATION/PROCEDURE FORM**

STUDENT NAME _____	DATE OF BIRTH _____	SCHOOL _____	PHOTO ID (OPTIONAL)
MEDICATION/PROCEDURE _____	DOSAGE _____	TIME/FREQUENCY _____	
SCHOOL YEAR OR EFFECTIVE DATE _____	STUDENT'S PHYSICIAN _____		
REASON FOR MEDICATION/PROCEDURE _____			

NOTE: For prescription medications: Signed Parent Consent and signed Physician's Order required.
For non-prescription medications: Signed Parent Consent

PARENT CONSENT: Complete for EACH medication/procedure at school (Please review your school's handbook for specific information regarding the medication policy)

I request that this medication/procedure be administered at school.

Medication will be supplied in its original, properly labeled container.

This order is in effect for this school year unless otherwise indicated.

I will notify the school in writing for any changes and obtain a new physician's order.

I authorize school personnel to exchange information verbally or in writing with my child's physician regarding this medication or the condition for which it is prescribed.

I release the school district from any liability claims as a result of the administration of this medication or procedure as directed.

Date	Parent/Guardian Signature	Telephone Number
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PHYSICIAN ORDER: Complete for EACH prescription medication/procedure at school. The above medication procedure is to be administered during the school day in accordance with the above instructions.

Please contact me if the following symptoms occur: _____

Additional information: _____

FOR ASTHMA INHALER ONLY: Student my carry inhaler in school. (Circle one) **YES** **NO**

Date	Physician's Signature	Telephone Number
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Melrose-Mindoro Elementary Handbook

“Kids Come First”

Please sign and return this sheet to your child’s classroom teacher after you have read this handbook. Thank you.

I have read and understand the 2019-20 Melrose-Mindoro Elementary Handbook.

Parent/Guardian Signature

Date

Child’s name

Classroom Teacher’s Name