

2016-2017
Mosinee Elementary
School

Parent
Handbook

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School District Mission Statement

The Mission of the Mosinee School District is to improve student progress academically and socially, preparing them to be productive members of a multicultural society; promote partnerships with the community to create multiple opportunities for learning; foster life-long learners who are self-motivated with the adaptability for future change.



Welcome to Mosinee Elementary School. As parents you are valuable members of our learning community. We request that you read the handbook carefully and review the rules and policies with your child. Knowing and understanding the rules and policies which govern the Mosinee Elementary School will help everyone achieve the ideals established in the mission statement.

The contents of this handbook reflect the goals of the mission statement above and are based on State of Wisconsin laws, school board policy, administrative rules and common sense. These rules will be equally enforced for all students. Those who follow the rules will be provided with various opportunities to learn and actively participate in the various programs at Mosinee Elementary School. Students who violate the rules will suffer consequences that lead to restrictions, fewer privileges, and loss of opportunities.

The rules stated in the handbook are in effect on all property under control of the Mosinee School District and in all vehicles used to transport students. They are also in effect at all school associated activities involving students; including musical events, field trips, or any other activity in which students represent the school district.

The School District of Mosinee is committed to providing the best education possible for every child in the district. Therefore, each individual student is expected to display conduct compatible with the welfare of the entire student body. We want your child's years at Mosinee Elementary School to be successful and rewarding. Working together, we can achieve the mission of the Mosinee School District.

Statement of Nondiscrimination

The Mosinee School District shall not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability or any other characteristic protected by state or federal law in the educational programs or activities which it operates or in employment practices.

All inquiries or complaints regarding discrimination under Title II, Title IX, Section 504 or other state or federal law shall be directed to:

Richard Lind, Director of Instructional Programs
Mosinee School District
591 West State Highway 153
Mosinee, WI 54455

Complaints regarding the interpretation or application of this policy shall be referred to the appropriate administrator as listed above and in accordance with established procedures.

Complaint Procedures

Any complaints regarding the interpretation or application of the district's nondiscrimination policy shall be processed in accordance with the following grievance procedures:

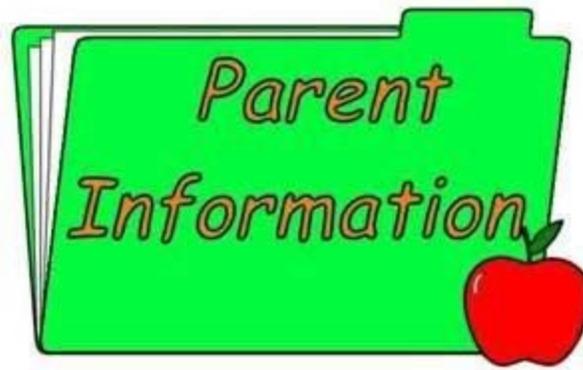
The Director of Instructional Programs, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The director will review with the building principal, or other appropriate person, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the Director of Instructional Programs shall decide the merits of the case, determine what action will be taken, if any, and report in writing the findings and the resolution of the case to the grievant.

If the complainant wishes to appeal the decision of the Director of Instructional Programs, he/she may submit a signed statement of appeal to the school district's administrator within five (5) school/business days after the receipt of the local director's response to the grievance. The school district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) school/business days.

If the grievant is dissatisfied with the decision of the district administrator, he/ she may appeal the decision in writing to the board. The board shall hear the appeal at its next meeting, or a special meeting may be called for the purpose of hearing the appeal. The board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.

If the grievant is dissatisfied with the board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate educational needs shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.



General Information

Access to Students

To assure the safety of our students, parents, visitors, volunteers, and tutors are required to sign in at the office when visiting the building or school grounds. Once sign in is completed, a visitor/tutor pass must be worn while on the school premises.

Students are not allowed to be interrupted during the school day by visitors unless the visitor is a parent or guardian. Parents/guardians must sign in at the office to request access to the student. Student access may be denied in cases of suspected child abuse or neglect and when the parent requesting access does not have visitation rights as documented in a court order submitted by the custodial parent.

Enrollment

Children are eligible to enroll in Kindergarten if they have reached age five on or before September 1 of the school year in which they are enrolling. Children may be enrolled in first grade who have reached age six on or before September 1 of the school year in which they are enrolling. A copy of the birth certificate needs to be presented when registering to verify the child's age. A copy of the child's immunization record must also be presented to verify immunizations are complete. (Policy 421)

Early Entrance

Early admission will be considered in accordance with School Board Policy 421-R. Parents wanting early entrance need to contact the school prior to May 1 of the academic year preceding the requested entry to obtain an application form. Once the form is received, an interview and evaluation need to be completed to determine if the child meets early entrance criteria.

Open Enrollment

Persons who do not live in the Mosinee School district, but would like to enroll their children in the district may be eligible to attend under Open Enrollment. Procedures for inter-district transfers are governed by Wisconsin Statutes and school district policy. Detailed information regarding due dates and forms which need to be completed are available at the District Office. These materials are usually available in February.

Student Registration/Emergency Form

Each year parents are asked to update the information the school has on file for each child. It is important that information we have on file remains current since it is used in the event you need to be contacted regarding your child. Parents are asked to notify the school of changes in address, telephone numbers, cell phone numbers, and emergency contacts as soon as they are known. It is also important that persons listed as emergency contacts in our system are aware their name has been given as a contact for the child. It is recommended that the alternate contact is someone available locally who can pick the child up from school at times parents or guardians are unavailable.

Early Release Information Forms

Shortly after the start of the school year, parents will receive an Early Release Information form. This form needs to be completed to notify the school how parents want children to get home in the event of an early release due to weather or an emergency. If school dismisses early, the elementary staff will assume the child is to follow the directions on this form unless the parent or guardian calls the school with other arrangements. If plans change, parents are asked to notify the office of changes as soon as they are known so the child is dismissed to the correct location.

School Hours

The instructional school day begins at **7:55 AM** for students in grades K-3. Students are not to arrive at school before 7:30 AM unless care has been arranged with Kidstown for before school. **Students who arrive in the classroom after 7:55 AM are considered tardy.**

School is dismissed at 3:00 PM for students in Kindergarten and Grade 1 and at 3:05 PM for students in Grades 2 and 3. Students should be picked up promptly at dismissal time. If this is not possible, the following daycares provide care for students:

- Kidstown-located at the Mosinee Elementary School - 715-297-1691
- Storybook Kids-658 Maple Ridge Road, Mosinee – 715-693-5580

Early Childhood classes are in session on Mondays and Wednesdays. Early Childhood classes begin at 8:30 AM. And dismiss at 12:00 PM.

Student Dismissal

For the safety of our students, children who leave school at a time other than the regular dismissal times are to be dismissed to parents or guardians through the elementary office only. If there is going to be a change to your child's normal end of day routine, the child needs to have a note sent to school with him/her or the parent/guardian needs to call the office before **1:00 PM** that day. Children will be sent home according to their normal routine if no note or call is received even if they tell us they are to go somewhere else.

If your child is already on the bus when you arrive to pick him/her up, parents or guardians must go to the elementary office to sign the child out. The office will call to have the child released from the bus. The child will meet the parents/guardians in the office (please do not go to the bus and try to remove the child).

Student Pick-Up

Students are to be picked up promptly after school. School is dismissed at 3:00 PM for students in Kindergarten and Grade 1 and at 3:05 PM for students in Grades 2 and 3. Parents are asked to park in the parking lot off of Highway B or along 12th Street when picking up students. Students may be picked up by the main entrance to the building. For the safety of the students, parents are asked to park in the designated parking spots or along 12th Street and walk to the front of the building to pick up students. Parents should not wave students across the traffic lanes to the parking spots as children may get hit by oncoming traffic. **Parents are not to park in the drop off area in front of the building.** This area needs to remain clear to allow traffic to flow through the lot.



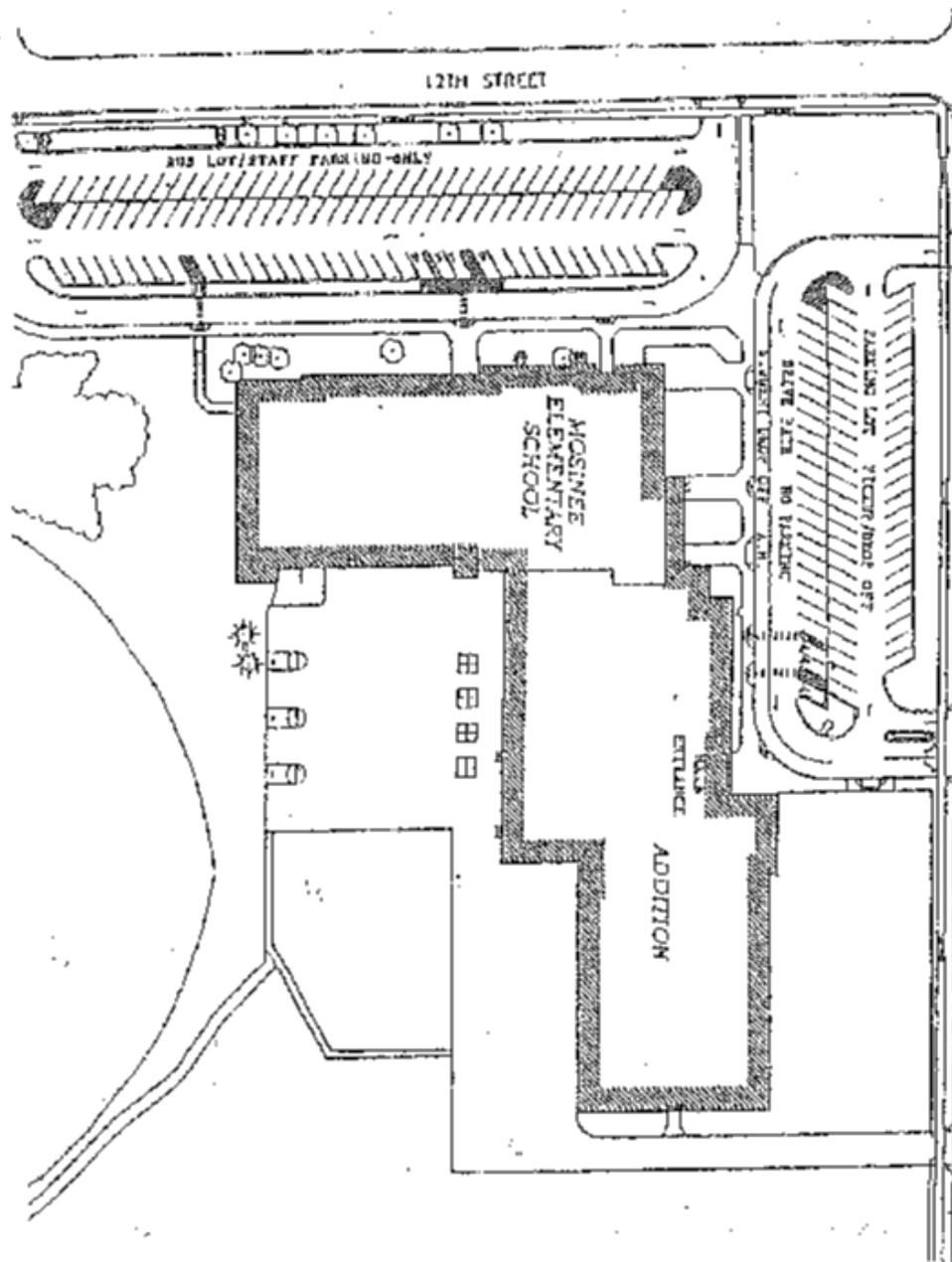
Parents driving in the parking lot are asked to **DRIVE SLOWLY** so they are able to stop for persons crossing the driving lanes. Parents exiting the parking lot are asked to stop at the crosswalk area in the front of the building to make sure students and parents are safely across the driving lanes. When driving through the parking lot, parents are asked to follow the traffic pattern marked on the pavement and in the diagram below. Parents are asked to use caution at all times in the lot (backing up, driving, walking, etc.) to prevent persons from being hurt or accidents from occurring.

Student Drop Off

Students may be dropped off between 7:30 and 7:50 AM. Parents who are dropping off students may pull into the drop off lane when just dropping off. This is the lane next to the sidewalk. Parents are asked to drop their children off on the sidewalk side of the car to help keep students out of the traffic lane. The lane closest to the parked cars is the traffic flow lane to allow access to the parking spots and exits. **No students should be dropped off from the traffic flow lane.** If parents need to assist students with car seats, backpacks, and other school materials; they are asked to park in the parking spots and walk their child to the building. When walking to the building, parents and students are asked to cross the traffic lanes in the crosswalk areas to help keep them safe.

Parents driving in the parking lot are asked to **DRIVE SLOWLY** so they are able to stop for persons crossing the driving lane. Parents exiting the parking lot are asked to stop at the crosswalk area in front of the building to make sure students and parents are safely across the driving lanes. When driving through the parking lot, parents are asked to follow the traffic pattern marked on the pavement and in the diagram. Parents are asked to use caution at all times in the lot (backing up, driving, walking, etc.) to prevent persons from being hurt or accidents from occurring.

Parents are not to park, pick up or drop off students in the bus/staff parking lot located off of 12th Street. That lot is reserved for bus traffic and staff parking.



Bicycles

City ordinances require the registration of all bicycles. Students who bring bicycles to school are required to properly park and lock them in the racks provided. The school assumes no responsibility for bicycles. It is suggested that students record their bicycle serial numbers in the event the bicycle is stolen.



Birthday Parties

Parents are asked not to send party invitations, flowers, balloons, etc. to school. These items cause distractions in classrooms and on buses. Feelings of students who do not receive these items are hurt. The flowers and balloons are difficult to transport on the buses.

Classrooms

Classrooms are the direct responsibility of the teacher assigned to that room. The teachers will contact parents regarding snack, homework, and other classroom procedures. Teachers post and enforce the classroom rules and consequences. Classrooms are locked at the conclusion of the school day. Unless the room hosts an after hours activity, the classroom will not be accessible to students or parents/ guardians.

Crossing Guards

Students who walk to school are to remain on sidewalks and cross only at designated crosswalks. Crossing guards are positioned at the corners of 12th Street and Jackson Street, 11th Street and Fremont Street, and 12th Street and Fremont Street.

Dress Code

Parents/guardians and students are responsible for the personal appearance of children enrolled in Mosinee Elementary School. The following guidelines should be followed regarding student dress or grooming during the school day or whenever a student is involved in school related activities (i.e. field trips):

- Student dress should not affect the health or safety of students.
- Students should dress appropriately for the weather. During the winter, as long as snow is on the playground, children need to have snow pants and boots.
- Shoes and apparel should be appropriate for running and active play. No roller shoes (heelines) should be worn.
- Dress or grooming (clothing, hair color, accessories, etc.) should not disrupt the learning process within the classroom or school. Permanently or temporarily dyed hair other than natural colors, i.e., blue, pink, orange, green, is discouraged.
- Students should not wear spaghetti straps or have shirts exposing the bare midriff.
- Shorts and skirts worn by students should be mid thigh in length.
- Head coverings (i.e. hats, hoods) and must be removed upon entering the school building.
- Clothing which is normally identified with gang or gang related activities (i.e. gang related colors) is not allowed.



- Clothing containing pictures and/or writing referring to alcoholic beverages tobacco products, sexual references, profanity and/or illegal drugs is not allowed.

If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the building administrator will use his/her discretion to make the decision. (Policy 443.1)

Elevators

The elevators located in the building are for the use of students with disabilities and health issues and the movement of heavy equipment from level to level. They are not for general student use.

Family Education Rights and Privacy Act (FERPA)

This act is a federal law affecting public school and records. The following explanation is necessary to publish so the public is notified in accordance with the Family Education Rights and Privacy Act.

1. Parents and students (18 years or older) have the right to inspect and review the student's educational records.
2. Students or parents wishing for a copy of the permanent record for personal use or to be mailed to another similar school or a school of higher education, must complete a release of information form which is available at the school the student attends. Eligible students (18 years or older) must sign the form for the release of records while parents must sign for students under the age of 18.
3. An eligible student or a student's parents have the right to seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading or in violation of student rights. This right indicates a request for a hearing to present the evidence that part(s) of the record be changed if the school district decides not to alter or refuses to change.
4. Specific directory information, such as student's names, address, telephone listing, date and place of birth, major field of studies, participation in officially recognized activities and sports, weight and height, as member of athletic teams, dates of attendance, degrees and awards received, and the most recently previous school attended by the student, may be released by the school officials. The school district will make a reasonable decision whether or not to release information to various agencies or organizations. However, any eligible student or a student's parent may request in writing during the first two weeks of school to their respective principal, if it is felt any part of the information would not be released. The request will not cover pictures taken by news media related to school events.

5. Any person has the right to file a complaint with the Department of Education in Washington, D.C., if the school violates this federal law. The school district limited the disclosure of information contained in a student education record except: 1) by the prior written consent of a parent or eligible student, 2) as directory information, or 3) under certain specific circumstances as permitted by federal law.

Field trips within the city and to nearby points of interest are scheduled by the classroom teachers throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will usually be asked to sign a field trip permission form. Sometimes a small amount of money may be requested from each student to defray the transportation or facility use costs.

Preschool or school age children of families who live in any of the following situations may have certain rights or protections under the Homeless Education

In a shelter, motel, vehicle, or campground,

In an abandoned building, trailer, or other inadequate accommodations or
Doubled up with friends or relatives because housing cannot be found or

For more information regarding these rights and protections contact the Mosinee School District Liaison for Homeless Education, Mary Zimmerman, at 715-693-2530

Homework is considered an extension of the learning that takes place in the school. The activities can provide practice and drill which reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for students to work and by seeing that assignments are completed and returned to school.

Hot Lunch/Breakfast Program

Hot lunch money is collected daily from 7:40-8:00 AM in the cafeteria. Students who arrive tardy to school should bring their hot lunch money to the office upon arrival. Mosinee Elementary School serves breakfast daily from 7:30-7:55 AM.

<u>Lunch Prices</u>	<u>Daily</u>	<u>Weekly</u>
Grades EC-3	\$1.70	\$8.50
Reduced	\$.40	\$2.00
Adults	\$2.50	
Milk	\$.35 per carton—for students with cold lunch or those wanting extra milk.	

<u>Breakfast Prices</u>	<u>Daily</u>	<u>Weekly</u>
Grades EC-3	\$1.15	\$5.75
Reduced	\$.30	\$1.50

Parents or guardians are welcome to join their child(ren) for lunch. To assist with the lunch count, it is requested that the parent or guardian call the school before 9:00 AM or send a note with the child. If younger siblings are joining the parent or guardian, they need to be with that adult during the entire time they are at the school.



Cold Lunch

Children may bring cold lunches to school. If a cold lunch is sent, please send foods in containers the child can open easily. Students should not bring food items that need to be heated up since facilities are not available for students to heat up their lunches. Pop is not allowed because it violates our wellness policy. It is also requested that fast foods (i.e. Hardees, McDonalds, etc.) are not sent for lunches.

Lost and Found

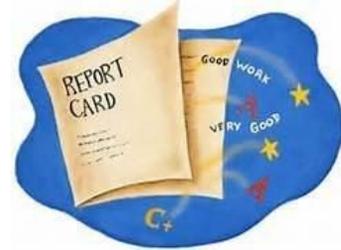
A lost and found bin is provided in the lobby area of the older part of the building near the assistant's work room. Articles will be stored approximately nine weeks. Any unclaimed items are then donated to a local charity. Valuable items are to be turned in to the office and must be described before they will be returned.

Student Assessment

Elementary students are assessed throughout the school year to monitor their academic progress. Classroom assessments are used to monitor student progress and design classroom instruction. The reading skills of students in grades 3 are assessed using SRI and SMI (Scholastic Reading Inventory) three times throughout the school year. Students in grades 4K-2 are assessed through PALS (Phonological Awareness Literacy Screening) two times throughout the school year. These assessments monitor student progress and identify district curricular needs. Results of the assessments are

communicated to parents at conferences or through reports. These results are one way for teachers and parents to monitor the academic growth of a child. Third grade students participate in an additional statewide assessment, the Forward Exam, each spring. Parents will receive specific information about the grade 3 spring testing as it becomes available.

Progress reports are issued following the completion of each nine week grading period. Parents are asked to review their child's progress and contact the teachers if they have any questions.



Weather permitting, students are given several recesses each day. All students must be on the playground during outside recess.

A written note is required if parents request their child have an inside recess due to illness or other extenuating circumstances.

Student Lockers and /or Desks

Lockers and desks are assigned to students at the beginning of the school year. Students are to use only the locker or desk assigned to them. Lockers or desks are the property of the Mosinee School District and may be opened by school authorities. Frequent inspections will be made by teachers to see that they are kept neat and orderly. Unauthorized items found in the locker or desk will be removed. The student and his/ her parents will be notified by the inspecting authority of items removed from the locker or desk and of the parent's right to obtain items removed.

Students should not to keep money or valuables in their lockers or desks. The school does not accept responsibility for items taken from a student's locker or desk. Students should not tamper with lockers or desks. A damage fine may result at any time for misuse/abuse of lockers or desks.

Student Telephone Use

Student use of the telephones will be limited to emergencies only. The telephones should not be used to make play arrangements after school. These arrangements need to be made before the child arrives at school.

Student Visitations

Visitations from children in other school districts are discouraged. No student visitors are permitted the day before or the day after a vacation, or during the first and last week of school. Students who wish to bring a visitor to school must make arrangements with the building principal and classroom teacher at least two days prior to the visit. If advance arrangements are not made, the student visitor will be required to leave.

Toys and Valuables

Students are discouraged from bringing toys or anything of value to school. The school does not assume responsibility for student valuables or toys. If a student does bring something of value to school, the teacher may request that it be brought to the office for safe keeping.

Wellness and Nutrition

According to state requirements, the Mosinee School District has adopted a wellness and nutrition policy (Policy 493). The district discourages classroom distribution of high fat, low nutrient home-prepared foods and any food containing peanuts. Soda and pop will not be sold or distributed during the instructional day.

The following list of items are recommended for snacks or treats:

- Raw vegetable sticks or slices
- Fresh fruit and 100% fruit juices and fruit snacks
- Dried fruits (raisins, banana chips, etc.)
- Trail Mix (without nuts)
- Dry roasted tree nuts and soy nuts (no coconut or palm nuts)
- Low-fat meats and cheese sandwiches
- Party mix (variety of cereals, pretzels, etc.)
- Low-sodium crackers
- Muffins, granola bars (encourage low-fat selections)
- Pure water



Student Attendance

Attendance



Regular attendance is one of the most important factors in school success.

When children miss a day of school, they miss classroom discussions and group activities which add meaning to work assigned during the absence and cannot be made up. Absences also limit the child's participation and contribution to the learning process.

Excessive absences and tardies negatively impact the academic progress of the child. In accordance with state law (Wisconsin State Statute 118.5), all children between 6 and 18 years of age must attend school full-time on days in which school is in session. Students who are absent from school without an acceptable excuse for all or part of five or more days a semester are considered "habitually truant" (Wisconsin State Statute 118.16(1)(a)). In October, 2009, Wisconsin Act 41 changed the statute to require a child enrolled in 5 year old Kindergarten in public or private school to regularly attend Kindergarten during the school year.

Absences and Excuses

The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian. When a student is absent, his/her guardian shall contact the school (693-2810) between the hours of 7:15 and 8:00 AM. Failure to contact the school may result in a telephone call or email to the home or work place of the parent or guardian. Parents or guardians are required to provide an explanation of absences at the time the student returns to school, or in the case of anticipated absences, prior to the absence. The school determines if the absence is excused or unexcused. Anticipated absences shall receive prior approval of the principal. A student may miss no more than ten (10) days during the school year for anticipated absences (Wisconsin State Statute 118.15(3)(c)). The school is empowered to approve a legal excuse to any student for the following reasons (Policy 431-R):

- Illness of immediate family member requiring student absence because of family reasons
- Death in the immediate family or funerals for close relatives
- Medical, dental, chiropractic, optometric or other valid professional appointments. Parents or guardians are requested to make the appointments during non-school hours.
- Religious holidays
- Family trips that can be taken only during the normal school term. Parents need to provide notification to the principal one week prior to leaving on vacation
- Court appearance or other legal procedure which requires the attendance of the student
- Out of school suspensions
- Student is not in proper physical and/or mental condition to attend school (Wisconsin Statute 118.15(3)(a)).

Any absence in excess of ten (10) days for illness will require a statement from the doctor verifying the student should not attend school for health reasons. Every attempt, as required by law, will be made by the office to notify and work with parents to avoid serious attendance problems. These attempts may include parent conferences and/or referrals to the guidance counselor, social services, or special education staff. If these attempts fail to correct the problem, the case will be referred to the Marathon County Court.

Absence and Tardy Guidelines

Punctuality is very important. Students need to get to school and their classrooms on time. If a student arrives in his/her classroom after the 7:55 AM bell has rung, he/she needs to report to the office for a slip admitting him/her to class because they are considered tardy. Further tardy concerns will be addressed with a parent conference and may fall under the procedures for attendance problems.

To avoid the confusion regarding the exact deadlines which make students absent or tardy, the following guidelines are followed at the elementary school:

1. Students who arrive between 7:55 and 9:00 AM are considered tardy
2. Students who arrive after 9:00 AM are considered absent for the morning
3. Students who leave prior to 11:30 AM are considered absent for the entire day
4. Students who leave between 11:30 AM and 2:00 PM are considered absent for the afternoon

Anticipated Absences

Parents wishing to take students out of school for family trips or other viable reasons are to contact the office a week in advance for approval. Specific details about the family trip or special circumstances must accompany the request. Students are expected to make arrangements with their teachers prior to the absence for all make up work. A student may miss no more than ten (10) days during the school year for anticipated absences (Wisconsin State Statute 118.15(3)(c)).

Call Back Program

To ensure the safety of students attending Mosinee Elementary School, a call back program has been implemented. When a student does not arrive at school in the morning and does not have a written or called in excuse for the absence, a call will be placed or email will be sent to the parents/guardians of the child. This will assure school personnel that the child is safely in the care of his/her parents/guardians. **It is important parents/guardians call the school to notify personnel if the child is absent or late to prevent these calls.**

Leaving School During the Day

Students should always check in and out at the office when they leave and return to school.

Students will not be allowed to leave the building without a pass from the office or Health Office. Students who need to leave school early (medical appointments, dental appointments, etc.) need to present a written parent request to the secretary in the office to obtain a pass. Students are to report to the office upon returning to school to get a slip to be admitted to class.

Make Up Work

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines (Policy 431-R):

1. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
2. Students who miss classes for reasons determined to be excused will be given the opportunity, whenever possible, to make up work missed when they return to school.
3. Teachers will be asked to grant the number of days absent plus one for make up time. This provision applies to all work assigned during absences(s).
4. Assessments missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and teacher, but within the number of days absent plus one day. Assessments missed during an unexcused absence will be permitted to be taken on the day the student returns to school.



Student Conduct

Elementary students are expected to follow the rules and policies listed below. Parents are asked to review these rules/policies and explanations with their children throughout the school year.

Body Basics

Body basics is the term used by all staff members in the building to encourage students to display appropriate behavior. When the term “body basics” is used, the students are expected to:

- Have eyes watching the speaker

- Have mouths quiet
- Have ears listening
- Have hands at sides
- Have feet on the floor or pretzel style if sitting on the floor

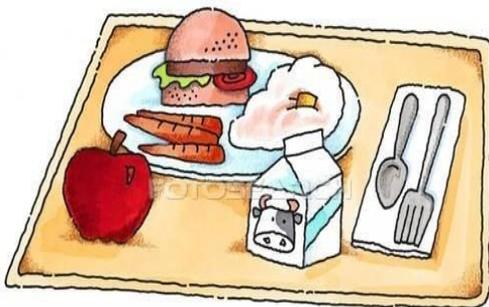
General Rules

1. Keep hands, feet, and objects to yourself. This rule means that kicking, hitting, pushing, and throwing things (pencils, rocks, etc.) are not allowed. This rule also prohibits fighting.
2. If you don't have anything nice to say, don't say anything at all. This rule means name calling, teasing, talking back, taunting, and swearing are not allowed.
3. Walk in hallways.
4. Respect the property of others. This rule covers stealing and damages/vandalism to bathrooms, classrooms, halls or playground.

Playground Rules

1. No excessively rough play (i.e. tackling, grabbing articles of clothing, wrestling, etc.)
2. Balls should be played with on the grass with the exception of basketballs.
3. Use the playground equipment properly (i.e. Students should not climb up the slides).
4. No throwing anything except balls.
5. Stay out of the mud and off the ice.
6. Only one person on each swing. No underdogs or pushing. No twisting or jumping off swings.

Lunchroom Rules



eds064 www.fotosearch.com

1. Use indoor voices only. These are quiet voices.
2. No yelling is allowed.
3. Walk in the lunchroom.
4. Sit with both feet under the table.
5. Stay seated in one spot until you are finished eating.
6. Leave your eating area clean.

Removal From Class

A student may be removed from class for conduct or behavior which (a)violates the District’s policies regarding suspension or expulsion; (b)violates the behavioral rules and expectations set forth in the Student Handbook (c)is disruptive, dangerous, or unruly; (d)which otherwise interferes with the ability of the staff member to teach or supervise effectively; or (e) which is compatible with effective teaching and learning in the class. (Policy 443)

Suspensions

A student who have been suspended out of school will not be allowed in the school building or on the school grounds. Verbal notification of a suspension will be confirmed in a follow-up written communication to the parents/guardians of the students suspended. This student will remain in an assigned area until the parents/ guardians make arrangements to pick him/her up at school. During the suspension, this student will be under the care of the parents/guardians during normal school hours.

Expulsion

“Expulsion” means an action taken by the School Board to prohibit an enrolled student from further attendance for a period that shall not extend beyond one year. Students who repeatedly violate school rules and policies and/or whose conduct represents a threat to the safety of others, may face expulsion.

Bullying

Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Teaching and support staff must be alert to and aware of the signs of bullying and act promptly and firmly against it. Suspected bullying should be reported to staff so the incident can be dealt with immediately.



Gang Related Behavior

The Mosinee School District will not tolerate gang related behavior in the schools, on school property, on buses, or at school sponsored events. Gang behavior creates an atmosphere where unlawful acts or violations of school regulations may occur. Such behavior intended to initiate, advocate, or promote activities which threaten the safety or well being of persons or property is harmful to the educational process and school environment and interferes with the mission of the school district.

A “gang” as defined by this policy, is a group of two or more individuals with a unique name, identifiable marks or symbols who claim turf or territory, who associate on a regular basis, and who engage in antisocial or criminal activity. The following gang related behaviors are prohibited in school buildings, school buses, and at school sponsored activities:

1. The presence of jewelry, accessories, manner of grooming, or apparel which implies membership, affiliation or sympathy with a gang.
2. Displaying gang markings or slogans on personal property or clothing.
3. Use of gang related hand signs or signals.
4. Possessing literature that indicates gang membership.
5. Antisocial or criminal activities which disrupt school or school sponsored activities.
6. Committing a crime.
7. Initiations, hazings and intimidations

If the administration verifies a student's involvement in gang activities, the parent/guardian will be informed in writing as will the appropriate law enforcement agency. Violation of this policy will subject students to appropriate disciplinary action which may include suspension or expulsion (Policy 443.8)

Harassment and Intimidation

The Mosinee School District prohibits harassment and/or intimidation of any nature. This is defined as any act or attempted act intended to cause physical injury, emotional suffering or property damage through intimidation, harassment, stress, bigoted remarks, vandalism, force or the threat of any of the above, motivated all or in part out of hostility to the victim's real or perceived race, ethnicity, religion, handicapping condition, or sexual orientation. Students violating this policy will be subject to disciplinary action which may include suspension or recommendation for expulsion review (Policy 411.1).

Locker Room Privacy

The Mosinee School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker room are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing the policy

Student Possession of Two Way Communications Devices

It is recommended that students do not bring these devices to school. Students are prohibited from using or possessing two way communication devices while on school grounds. However, cell phones may be used by students outside their regular school hours in extenuating circumstances. Any exception to this rule must be approved by building administration. Only after it has been determined that use or possession of such a device by a student is for medical, educational, vocational or other legitimate use will it be allowed.

Unauthorized use of picture phones will lead to further disciplinary action.

These materials will be confiscated, students may be suspended and proper authorities will be contacted. (Policy 443.5)

Student Possession of Alcohol, Tobacco Products and/or Other Controlled Substance

Use of possession of alcohol, tobacco products or any controlled substance in the school building or on school grounds, prior to or during any school activity, local or away, is forbidden. Distribution or sale of prescription or over the counter drugs is forbidden. Any students possessing these items face legal and/or school disciplinary action including possible suspension and/or expulsion (Policy 443.4).

Students caught in the act of student vandalism or determined that they have been involved in student vandalism will be assessed the cost of replacement, repair, and/or restitution of damages. Additional disciplinary action will be in accordance with student disciplinary procedures. Legal authorities may be contacted by the school district administration should the situation dictate such action necessary. (Policy 443.9)



Possession or use of a weapon in school buildings, on school grounds, in school vehicles before, during, or after school or at any school-sponsored activity is prohibited. A dangerous weapon taken from a student will be reported to the student's parents/guardians. Disciplinary measures taken will be the responsibility of the building principal and may include suspension, referral to law enforcement authorities, and/or recommendation for immediate expulsion. (Policy 443.6)

Elementary students are not allowed to bring any toy weapons to school.

Emergency Procedures

Fire, Tornado and Emergency Evacuation

Fire and tornado drills are held periodically during the school year. Students should become familiar with the procedures for each. Procedures for students will be explained at the beginning of the school year by the classroom teacher. In the event of an emergency such as a bomb threat, students will evacuate the building and proceed to a designated area, either the recreation center or the National Guard Armory.

Storm Cancellations and Early Dismissals

Schools will be closed when inclement weather or road conditions might jeopardize the safety of our students. Do not phone the school as this ties up the telephone lines for schools calling the stations to give school closing information. School closing announcement will be made as near to 6:00 AM as possible on the following area stations:

WAOW-TV - Channel 9
WSAW-TV - Channel 7

WDEZ 101.9 FM
WIFC 95.5 FM
WOZZ 94.7 FM
WSAU 99.9 FM
WSAU 550 AM
WRIG 1390 AM

Parents/guardians will be asked to complete an Early Release Information form. If school dismisses early, the elementary staff will assume the child is to follow the instructions on that form unless the parent/guardian notifies the school with other arrangements.

When school is cancelled due to inclement weather or emergencies, all school sponsored activities are also cancelled.

Health Procedures

The school district has a registered nurse in the district nearly every day when students are in attendance. The nurse alternates coverage between the three buildings and may not always be in the facility. The elementary does have two health assistants who help cover the Health Office.

The following forms and procedures have been established to help ensure the school is a safe and healthy place. Parents are asked to review the procedures regarding health concerns.

Health Forms

(All forms listed below are available online at

www.mosineeschools.org. Elementary School-School NurseSchool Health Forms.)

Health History Form - This form needs to be completed at the beginning of each school year. Should the child have a significant health concern (i.e. asthma, diabetes, seizures, severe food allergies), additional forms requesting more detailed information will need to be completed each school year. These additional forms are also available on line.

Medication Authorization Form – This form needs to be completed and signed if the child has **any** medication (other than those noted on the Health History Form above) that must be taken at school, including occasional cough/cold medications. The form contains information regarding the medication and dosage that needs to be dispensed. If the medication is a prescription medication, a physician (health care provider) signature is also required in addition to the parent signature.

Immunization Records – Student immunization records are kept in the Health Office and must be up to date. Immunization records must be submitted on or before the first day of school. The State of Wisconsin immunization requirements are as follows:

<u>Age/Grade</u>	<u>Number of Doses</u>
PreK-2-4 Years Old	4 DT/DTaP/DT 3 Polio 1 MMR 3 HepB 1 Varicella (Chicken Pox)
Grades K through 3	4 DPT/DTaP/DT/Td 4 Polio 3 HepB 2 MMR 2 Varicella (Chicken Pox)

The first MMR vaccine must have been received on or after the first birthday. (Note: A dose 4 days or less before the 4th birthday is also acceptable.)

For a child entering Kindergarten, 4 DTP/DTaP/DT/Td are required, with one dose being received after the 4th birthday. (Note: A dose 4 days or less before the 4th birthday is

also acceptable.) A child who has received a third or subsequent doses after the 4th birthday will meet the requirement.

If the child has received the third dose of polio after the 4th birthday, further doses are not required. (Note: A dose 4 days or less before the 4th birthday is also acceptable.)

Having chicken pox disease is acceptable in place of the Varicella shot. Put the approximate date of illness on the form.

Health Procedures

Illness or Injury – Students who become ill in school are to report directly to the Health Office. In cases of sudden illness or serious injury, the school will attempt to reach parent or the alternate contact identified on the student registration card or the Health History form. Parents or guardians have the responsibility of picking up ill or injured students from school as soon as possible. The Health Office is for temporary care only. It is expected that any child should not need to be in the Health Office for more than one hour.

Return to School Policy – If the child has a contagious illness such as strep throat, the student may not return to school until he/she is no longer contagious. If the child is placed on antibiotics, he/she must have been on the **antibiotics for a full 24 hours** before returning to school. For example, if the child starts on antibiotics on Tuesday afternoon, he/she may not come to school on Wednesday morning. The child must also be feeling well enough to return. If a child has had surgery or a medical emergency, such as a fracture, a doctor's note containing permission to return and information on activity, diet, or any restrictions is required.

Accident Policy – It is very important that students report all accidents or injuries to the supervisor in charge at the time the accident occurs. A student may be more seriously injured than he/she realizes and postponing medical attention may increase the risk of injury. Please discuss this with your child. In case of an emergency, the school will call 911.

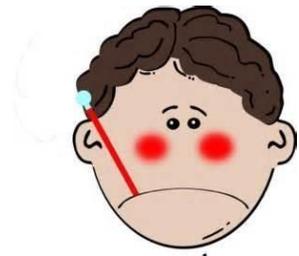


Dispensing Medication At School – If a child is on prescription medication that he/she needs to receive during school hours, the Medication Authorization form, completed with parent/guardian signature and doctor (provider) signature, is required. If more convenient for parents/guardians, the Health Office can fax this form to the doctor for signature. ANY medication (prescription or over the counter) **MUST** be in the original container when brought to the Health Office. The pharmacist can be asked to label an extra prescription bottle for the school. This is usually provided at no extra cost. If the child is on antibiotics that must be given three times a day, this can be done at home-(before school, immediately after school and at bedtime).

Yearly Over the Counter Medication Given Occasionally

Permission for occasional use of over-the-counter medications is included in the annual Health History form. Each time the child receives an occasional medication, the Health Office sends home a yellow note indicating which medication was given and the time it was given. If over the-counter medications are sent from home (such as Triaminic Thin strips, cough syrup, etc.), the Medication Authorization form needs to be printed, completed, signed by the parent and sent with the medication. By law, the medication **MUST** be in the original bottle with the med name, ingredients, and dosing instructions (how much medication for child's age/weight, how often). A single dose of the med in a blister pack usually does not have all three items listed above. The box/bottle would also need to come to school.

Fever—A child with a fever (100 degrees or greater orally) will be sent home from school. Fevers are often associated with contagious illnesses. In addition, children experiencing a fever often are unable to achieve any benefit from the school environment. **If your child stays home with a fever, or is sent home with a fever, he/she should not return to school until the temperature has been normal—without the use of fever-reducing medicine—for at least 24 hours.**



Diarrhea – A child should stay home if he/she has had two or more watery stools in a 12 hour period. The child should not return to school until it has been 24 hours since the last watery stool.

Eyes – Thick mucous or pus draining from the eye often indicates pink eye, a very contagious infection. A child may return to school after 24 hours of antibiotics and when the eye(s) are no longer draining.

Lice/Scabies – Children with live lice cannot return to school until their hair has been treated, they are free of live lice and all other procedures have been done according to directions provided in the head lice information letter. Children with scabies may return to school after medical treatment as prescribed by the health care provider.

Rash – Rashes may be associated with illnesses which are contagious. Generalized rashes with illness must be diagnosed by a physician before the child may return to school. Children who develop a rash illness at school will be sent home and must remain home until either diagnosed as non contagious by their doctor or until the rash has gone away.

Sore Throat – If a child has a sore throat with a fever, it may be “strep throat,” an infection which needs to be treated with antibiotics. Many sore throats are caused by

viruses and do not usually involve a fever. These can generally be treated symptomatically (lots of fluids, rest and throat lozenges, if desired). If the child is diagnosed with strep throat, he/she may not return to school until having been on antibiotics for 24 hours and when the child is feeling well enough to attend.

Vomiting – A child who has vomited within the past 24 hours should not come to school. **If a child vomits in the evening or during the night he/she SHOULD NOT come to school the next day.**

Common Cold – If a child has thick yellow or green nasal discharge or a bad cough, he/she should stay home. If symptoms persist for more than two to three days, or are accompanied by fever, he/she should be seen by a health care provider.

Parents or guardians are asked not to send children to school with an illness that could easily spread to other children. If the child is unusually tired or irritable, pale, nauseated or has a lack of appetite, he/she is generally too sick to come to school. Do not send a child to school if he/she would be miserable all day. Make arrangements with someone else who is available to care for your ill child if you cannot get off work to do so.

Parent Involvement Opportunities

Parent Teacher Communication

Parents are encouraged to communicate with their child's teacher regularly to share information or concerns regarding their child. If concerns are not resolved with the classroom teacher, parents may contact the principal.

The elementary staff communicates with parents through the use of newsletters, conferences, e-mail, district website and telephone communications.

District Website

The school district website (mosineeschools.org) offers access to learning games and activities that can be used to review and reinforce skills learned in classrooms. This website also contains information about district events and activities.

Newsletters



The staff at the elementary communicates with parents regarding events occurring in the school district through newsletters. It is important that parents/ guardians read the newsletters so they are aware of the events which occur in the school district.

- Classroom newsletters are sent home with students upon the discretion of the individual classroom teacher. These newsletters provide information about upcoming events and topics covered during the week or month.

- The elementary newsletter is sent home with students monthly. This newsletter informs parents of meaningful student and classroom activities, early dismissals and holidays, hot lunch menu, and PTO information. This newsletter is also available on the school website.
- The Mosinee Link is the district newsletter which is sent to all mailing addresses in the Mosinee School District. The newsletter contains information regarding district activities and events. Events scheduled at the Creske Center and Adult Education opportunities are included in this publication.

Parent Teacher Conferences

Parent conferences are encouraged and can be arranged with the classroom teacher at any time during the school year to discuss concerns regarding the child's progress. Elementary parent teacher conferences will be held in November. These conferences provide valuable opportunity for teachers, parents, and students to review the child's progress.



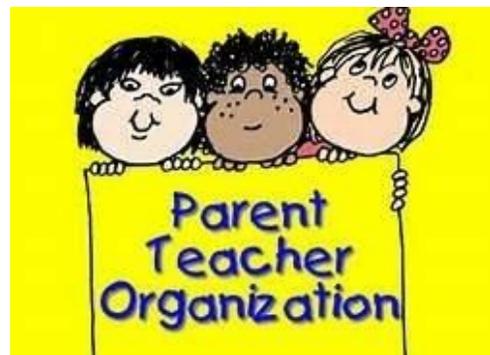
Parent Volunteers

Parents are encouraged to assist classroom teachers as volunteers. Classroom teachers set up volunteer duties and expectations that are explained to volunteers. In general, the following expectations should be followed:

1. All volunteers should sign in and out at the office.
2. All volunteers need to pick up a visitor badge at the office.
3. Volunteers are in classrooms to assist students with work or projects. Therefore it is recommended younger siblings do not accompany volunteers. This prevents them from distracting students.
4. Volunteers and times of service are scheduled by the classroom teacher.

PTO

The Mosinee School District has a parent teacher organization (PTO) that meets monthly at the elementary. This group supports the school by conducting a fall fundraiser from which proceeds are used to finance enrichment opportunities for the students. The PTO usually sponsors enrichment opportunities for students to attend activities (Grand Theatre events), playground items, minigrants for projects, and PTO events (Sock Hop, Fundraiser Reward Party, etc.).



Activities

The students and parents are invited to attend the elementary open house scheduled in the fall of the school year. Throughout the school year, various classrooms schedule activities involving parents, grandparents and community members. Classroom teachers notify parents of these events through their newsletters and notes sent home with the children.

Information about community sponsored student activities (flag football, baseball, wrestling, mini-poms, soccer, etc.) is either posted near the office or sent home in flyers with the students. This information contains registration dates for activities and usually contains the name of the organization contact person should parents have any questions.

Educational Opportunities

Mosinee Elementary School provides a variety of educational opportunities designed to meet student needs. Parents are welcome to contact the child's teacher, student support program personnel, or the elementary principal for further information regarding specific opportunities.

Four Year Old Kindergarten

The Mosinee School District supports a community based four year old kindergarten program. Students are eligible for this program if they four years old by September first in the year in which they are enrolling. Parents or guardians wishing to enroll their child in the four year old Kindergarten program should sign up with the individual community provider. The 4K curriculum focuses on meeting the Wisconsin Early Learning Standards. This program is a full day, every other day program.

Kindergarten

The Kindergarten program at Mosinee Elementary features all day sessions. The curriculum includes a literature based reading/language arts program with guided reading and focuses on early writing skills. Hands on manipulatives are used in Science, Math and Social Studies. The curriculum at these levels is enhanced through field trips, programs, and computer access.

Grades 1-3

Students enrolled in grades 1-3 are enrolled in a traditional single grade classroom. The curriculum at these levels includes a literature based reading/language arts program and

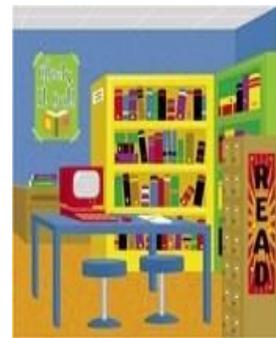
an emphasis on the six traits of writing. A foundation for future learning is laid in the areas of math, science, social studies, and study skills. The curriculum at these levels is enhanced through field trips, programs, and computer access.

Library

The elementary library is open school days from 7:40 AM to 3:30 PM. Students in grades K-3 visit the library once a week. When visiting the library, students are allowed to select the following number of books in each grade:

1. Kindergarten 1 book per visit
2. Grade 1 2 books per visit
3. Grade 2 3 books per visit
4. Grade 3 5 books per visit

No fines are charged for overdue books; however, students are not allowed to select new books until the overdue books are returned. Fines are charged for lost or damaged books.



Computer Lab

The computer lab is open school days from 7:40 AM-3:40 PM. Each class visits the computer lab at least once a week. A variety of programs are available on the computer network. Students also have the opportunity to use classroom computers to supplement their learning. Students also have access to the computers on the wireless laptop cart checked out to classroom teachers to supplement instruction.

School Counselor

School counseling services are provided by a licensed professional counselor and are available to all students to assist in dealing with personal, social and educational concerns. The elementary guidance program, delivered through classroom instruction, provides all students in Kindergarten through third grade with age appropriate skills and information related to personal, social and career exploration.

School Nurse

School Nurse services, provided by a Registered Nurse, are available to all students in the school district. Special assessment and services are provided to those students with identified medical conditions. Individualized Health Plans (IHP's) and classroom health plans are developed by the School Nurse in consultation with the student's parent/s, the student, the teacher, and the student's physician as necessary.

The goals in student health care planning include providing for maximum student safety and health during the school day, and providing necessary nursing/health

accommodations for the student while maintaining a school experience as close as possible to that of the student's peers.

Health conditions which often require individualized plans include: asthma, cerebral palsy, diabetes, feeding/nutritional disorders, food and insect allergies, school-day medication management, and seizure disorders.

The School Nurse also provides assessment and evaluation of sudden illnesses and injuries as requested by Health Office assistants, which may occur with students during the school day.

Literacy Support

Literacy support services are available to students in grades 1 through 3 who, according to grade level needs and targeted assessment, have demonstrated needs in the area of reading. These services support the reading instruction provided in the classroom. Instructional aides are available at each grade level to provide support to elementary classrooms. These persons provide assistance in the areas of mathematics and written language.

Gifted and Talented Services

Students can be nominated for gifted and talented services by a teacher or a parent. Qualifying for programming is based on assessment data. Programming is flexible in design to meet the specific needs of individuals or small groups through classroom support and/or small group thematic activities.

Special Education Services

Students identified with a disability at Mosinee Elementary School are provided special education services. Students who have a documented disability are entitled to a free and appropriate education (FAPE) and have an individually designed instructional education program (IEP). This IEP plan documents the child's academic needs and what services are being provided to support the child's educational program. State and federal law provide the framework/criteria for the school to document a disability. At this time, the disability areas in Wisconsin include the following:

Speech and Language Impairment (SPL)	Intellectual Disability (ID)
Traumatic Brain Injury (TBI)	Visual Impairment (VI)
Specific Learning Disability (SLD)	Significant Developmental Delay (SDD)
Emotional Behavioral Disability (EBD)	Autism (A)
Other Health Impaired (OHI)	Deaf & Hearing Impairment (DHH)
Orthopedically Impaired (OI)	

Parents who feel that their child may be a child with a disability are asked to talk with the child's teacher, the principal, Special Education Director or school psychologist at the Mosinee Elementary School. A daycare provider or 4K Teacher can assist you in making a referral to the Mosinee School District. A referral can be made by the teacher, parent,

doctor, or other concerned person by writing a letter to the elementary principal requesting an evaluation. Once the referral is made, parents will be contacted and asked for written permission (consent) to conduct an evaluation to determine if a disability exists. Parents will be involved in the evaluation process along with the school staff in gathering information. At an IEP meeting a determination will be made if a disability exists. If a student is found to be a child in need of special education, programming will be provided based on the student's IEP plan and educational needs. Once a child has an IEP, at least an annual IEP meeting will occur to review the student's progress towards their academic goals.

If you have further questions, please contact Mary Zimmerman, Mosinee School District Director of Special Education at 715-693-2530 or visit the Mosinee School District website at www.mosineeschools.org.

Transportation

Many students attending Mosinee Public Schools are eligible to ride the bus. Full cooperation regarding the following rules is needed at all times to maintain safe, dependable bus service. Riding the bus is a privilege and a service the school district provides; it is not a right. Violation of rules may result in the removal from the bus. Lamers Bus Line is the contracted bus service for Mosinee Public Schools. Parent(s)/legal guardians or students with any questions regarding transportation should contact the bus company at 715-814-1481, option 2.



1. Riding the bus to or from school is considered an extension of the classroom and **all school rules are applicable**.
2. Bus Rider Rules will be distributed to every student who rides the bus on a daily route. These rules must be reviewed, signed and returned to the bus company. Failure to do so may prohibit the student from riding the bus.
3. Each family must supply an Annual Transportation Application to the bus company. This form includes necessary information such as emergency contact information, etc. In the event that this information is not on file for a family the student(s) from that family may be prohibited from riding the bus.
4. Students will only be picked up or dropped off at established points. Exceptions to this may be made with a written or phone request to the students school by a parent or guardian. Students are not allowed to ride the bus for social reasons (such as a friend wanting to ride the bus to stay at another friend's home.) Bus passes will be issued to students based on bus seating availability.

5. Any willful damage done to a bus by a student will result in the loss of rider privileges as well as reimbursement to the bus company.
6. Each school bus driver is responsible for the safe transport of their students as well as the proper conduct of the students aboard their bus. Inappropriate behavior will result in disciplinary action taken by the driver through the support of the bus company and the administrative staff at school.
7. Lamers Bus Lines have school district policies in place to address poor student behavior. Typically these policies include verbal warnings, written warnings and denial of school bus transportation for brief periods up to expulsion for serious offenses. Each incident is reviewed on a case by case basis and action is taken based on the severity of the situation.