Muir Elementary School
2010-11 Handbook and Calendar

http://muirweb.madison.k12.wi.us

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6602 Inner Drive
Madison, WI 53705-4219
Telephone: 663-8170

SAFE ARRIVAL: 663-8173
AUTO ATTENDANT: 663-8172
Dear Families,

I would like to welcome you to the 2010-2011 school year at John Muir Elementary School! I am so happy to be your new principal and I look forward to meeting and getting to know all of you. The beginning of a new school year is a wonderful time as students, families, and staff join together to anticipate new experiences as a community of learners. Those who attend Muir quickly see that we are an established and collaborative community that works hard to attend to the learning needs of each individual child in our school. We value the relationships that we build with families and promote a welcoming environment for all.

The staff at Muir looks forward to this new school year and will provide you with a strong partnership for the benefit of your child. The communication link between home and school is vital and we invite you to participate in your child’s education at every opportunity. One of the most important ways you can partner with the school is by supporting the learning with your child at home as well as at school. Take time to read together, talk about what your child is learning, find every opportunity to incorporate math into your discussions, and encourage your child to do their best. Children are motivated when you praise their successes and provide support and direction. We encourage you to visit school and keep in touch with your child’s teachers. Please contact us when you have questions or concerns and participate in our school community special events.

We hope that you will join and assist the Parent Teacher Organization (PTO) in its efforts to support our school community. Traditionally, Muir Elementary parents have been very active in school events and activities. Parent volunteers have been active in supporting classrooms, lunch bunches, demonstrations and talks, and fieldtrips. The best way to become familiar with our school is to become involved in the activities and programs. Please contact your child’s teacher or the school office if you wish to become involved.

We look forward to working and learning in partnership with you and your child during the 2010-2011 school year. Together we can continue to make Muir Elementary School a wonderful place where each child has a positive and successful learning experience.

Andrea Kreft, Principal

JOHN MUIR SCHOOL PHILOSOPHY

A school’s philosophy is a generalized reflection of its many parts—teachers individually and collectively, the principal, its students, and the parents of the children. A philosophical statement which accurately captures the educational values of us all would probably be either too extensive, too nebulous, or both. Therefore, listed below is a collection of statements, which describe the philosophy of John Muir School.

The Child As A Learner

• Children learn at different rates.
• Children learn in different ways.
• Children vary in their readiness to learn.
• Children learn efficiently and effectively when teachers and families work together.
• Children learn from a variety of methods.
• Children must have opportunities to interact, to talk about what is learned.

SCHOOL ORGANIZATION

John Muir School serves approximately 430 children in grades Early Childhood through five. Each teacher teaches a class of heterogeneously grouped youngsters.

The grades at Muir operate primarily as teams of teachers for purposes of planning, implementing, and evaluating instructional programs. Collaboration, sharing, and joint problem solving are essential elements for successful teams.
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II. Introduction

BOARD OF EDUCATION MEMBERS, 2010-11

Maya Cole, President
118 Keyes Ave
118
259-0549 (H)
239-1484 (Other)
mpcole@madison.k12.wi.us

James Howard, Treasurer
2012 Brentwood Pkwy, (04)
244-5278 (H)
231-9376 (Other)
jhoward@madison.k12.wi.us

Ed Hughes, Clerk
2226 Lakeland Ave (04)
241-4854 (H)
ejhughes@madison.k12.wi.us

Lucy Mathiak
716 Orton Court (03)
255-0939
lmathiak@madison.k12.wi.us

Beth Moss, Vice President
2 Highgate Circle
17
833-3166
bmoss@madison.k12.wi.us

Marjorie Passman
3118 Todd Drive
13
271-0645 (H)
334-2043 (Other)
mpassman@madison.k12.wi.us

Arlene Silveira
5760 Barbara Drive
11
270-0435 (H)
516-8981 (Other)
asilveira@madison.k12.wi.us

Wyeth Jackson
Student Representative

Jessica Brooke, Alternate
Student Representative

BOARD OF EDUCATION MISSION AND MMSD STRATEGIC PLAN

OUR MISSION

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

BELIEF STATEMENTS

1. We believe that excellent public education is necessary for ensuring a democratic society.
2. We believe in the abilities of every individual in our community and the value of their life experiences.
3. We believe in an inclusive community in which all have the right to contribute.
4. We believe we have a collective responsibility to create and sustain a safe environment that is respectful, engaging, vibrant and culturally responsive.
5. We believe that every individual can learn and will grow as a learner.
6. We believe in continuous improvement informed by critical evaluation and reflection.
7. We believe that resources are critical to education and we are responsible for their equitable and effective use.
8. We believe in culturally relevant education that provides the knowledge and skills to meet the global challenges and opportunities of the 21st Century.

PARAMETERS

1. The district’s highest priority is to create and sustain a learning environment that enables all students to maximize their potential.
2. All individuals are treated with dignity and respect.
3. Expectations are high and clear for all.
4. Community input is valued and actively sought.
5. Families, schools, businesses, organizations and communities work as partners.
6. Communication is timely and accessible.
7. Data informs decisions.
8. Decision-making processes are transparent.
9. The district’s culture is one of accountability for work, actions and results.
11. A culture of creativity and innovation is nurtured.
12. Leadership and collaboration are fostered at all levels.
13. Our practices are held to an environmentally ethical standard.

STRATEGIC OBJECTIVES

1. Student:
   We will ensure that all students reach their highest potential and we will eliminate achievement gaps where they exist. To do this, we will prepare every student for kindergarten, raise the bar for all students, create meaningful student-adult relationships, and provide student-centered programs and supports that lead to prepared graduates.
2. Curriculum:
   We will improve academic outcomes for all students and ensure student engagement and student support by strengthening comprehensive curriculum, instruction, and assessment systems in the District.
3. Staff:
   We will implement a formal system to support and inspire continuous development of effective teaching and leadership skills of all staff who serve to engage and support our diverse student body while furthering development of programs that target the recruitment and retention of staff members who reflect the cultural composition of our student body.
4. Resource/Capacity:
   We will rigorously evaluate programs, services and personnel through a collaborative, data-driven process to prioritize and allocate resources effectively and equitably, and vigorously pursue the resources necessary to achieve our mission.
5. Organization/Systems:
   We will promote, encourage, and maintain systems of practice that will create safe and productive learning and work environments and that will unify and strengthen our schools, programs, departments, and services as well as the district as a whole.
# October Calendar

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**Notes:**
- **PTO meeting, 6:30 pm in LMC**
- **K-12 Staff Development Early Release (1:45 pm)**
- **Principal for a Day**
- **No School-WEAC**
- **WEAC Convention**

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Dear Parents and Guardians,

On behalf of the entire staff of the Madison Metropolitan School District, I want to welcome you to the 2010-11 school year. It is an exciting time for families and our school district to know that your children are back at school for another year of learning and development.

The coming school year provides another opportunity to commit to each other to ensure your children receive from us what they need as learners and citizens of this ever more complex and opportunity-filled world.

As a school district, our commitment to you as parents and guardians includes the following:

1. Provide high quality learning experiences that tie to curriculum standards. These standards serve as the key tool in determining what your child should know and be able to do.

2. Use multiple ways to assess the progress of your children. As a district we are working to improve how we assess student learning.

3. Be fair and respectful in our interactions with your children. We know the importance of modeling good behavior.

4. Be available to address your concerns. When you have a concern, contact school staff members for assistance.

As the new school year is about to begin, we ask you to help us with the following:

1. Have high expectations for the success of your child. When we believe our children will accomplish a great deal, they will.

2. Support your child's learning at home. There are many ways to support your child as a learner. Ask your child what s/he learned in school and find ways to build upon these experiences.

3. Get to know your child's teachers and communicate with your child's teachers when you have a concern. The more your child sees us working together, the more successful s/he will be.

4. Ensure your child attends school regularly. Other than when your child is ill, s/he needs to attend school regularly, and arrive to school and class on time.

Your children and our students will benefit by us working well together. May our new school year provide us many opportunities to communicate with each other and to support the great young people of this district.

Sincerely,
Daniel A. Nerad, Ed.D., Superintendent of Schools
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### III. General Information

#### Animals at School

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

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

#### Animals on School Premises Policy Summary

School Board Policy 4615 adopted on August 7, 2006
(Refer to [www.mmsd.org](http://www.mmsd.org) for the entire Board Policy)

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

#### Attendance

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

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

#### Procedures

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<th>CATEGORY</th>
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| Animals Used in Educational Presentations (single event) | 1. Identify instructional purpose or social/emotional objective  
2. Provide statement of animal health & temperament or verify that the animal is part of a presentation conducted by an experienced animal handler who engages in demonstrations in a school setting on a regular basis  
3. Obtain principal’s signature of approval to proceed to next steps  
4. Notify parents of upcoming presentation (Parent consent not required; Appendix E given to parents upon enrollment)  
5. Provide modifications for students who have animal fears or allergies  
6. Obtain principal’s final approval |
| Cold Blooded Animals Not Handled by Children (for 1 semester, renewable) | 1. Identify instructional purpose or social/emotional objective  
2. Provide statement of animal health & temperament or verify that animal is provided by a certified program or agency  
3. Obtain principal’s signature of approval to proceed to next steps  
4. Send letter to parent and obtain parent consent (Appendix F)  
5. Provide modifications for students who have animal fears or allergies  
6. Obtain principal’s final approval  
    - Staff member follows procedures for cleaning and disinfecting sinks, cages and surfaces |
| Classroom Animals (for 1 semester, renewable) | 1. Identify instructional purpose or social/emotional objective  
2. Provide statement of animal health & temperament or verify that animal is provided by a certified program or agency  
3. Obtain principal’s signature of approval to proceed to next steps  
4. Send letter to parent and obtain parent consent (Appendix F)  
5. Provide modifications for students who have animal fears or allergies  
6. Obtain principal’s final approval  
    - Staff member follows procedures for cleaning and disinfecting sinks, cages, and surfaces  
    - Staff member provides instruction for students on proper care and handling of animal |
| Animals Excluded from School or Classroom Use | 1. Identify instructional purpose or social/emotional objective  
2. Provide statement of animal health & temperament or verify that animal is provided by a certified program or agency  
3. Obtain principal’s signature of approval to proceed to next steps  
4. Send letter to parent and obtain parent consent (Appendix F)  
5. Provide modifications for students who have animal fears or allergies  
6. Obtain principal’s final approval  
    - Staff member follows procedures for cleaning and disinfecting sinks, cages, and surfaces  
    - Staff member provides instruction for students on proper care and handling of animal |
| Animals Exempt from Compliance With Policy | 1. Identified instructional purpose or social/emotional objective  
2. Provide statement of animal health & temperament or verify that animal is provided by a certified program or agency  
3. Obtain principal’s signature of approval to proceed to next steps  
4. Send letter to parent and obtain parent consent (Appendix F)  
5. Provide modifications for students who have animal fears or allergies  
6. Obtain principal’s final approval  
    - Staff member follows procedures for cleaning and disinfecting sinks, cages, and surfaces  
    - Staff member provides instruction for students on proper care and handling of animal |

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

**Excused Absences**

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

**A. Physically and/or emotionally unable to attend:**

A student may be legally excused from school if s/he is not physically or emotionally able to attend school. This includes:

1. A pupil who is ill to the extent that he/she is not in proper physical or mental condition to attend school.
2. Absences related to dentist, doctor, chiropractor, psychologist and other medical appointments that cannot be scheduled at any time other than school time.

**B. Elected Officials:**

The following reason for absence is also allowed under state statute:

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

**C. Planned Absences:**

1. Planned absences related to a student’s medical appointments should be arranged to fit the student’s school schedule whenever possible.
2. (3) Serious illness or medical condition of a member of the immediate family, when the student is definitely needed at home.
3. Bereavement due to death in the immediate family.
4. Inclined weather (Parent(s)/guardian(s) may choose to keep their children home during extreme weather conditions, when a concern for safety is a factor).
5. Religious instruction/religious holidays.

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

1. Serving as an elected official/pollster (the student must have at least a 3.0 GPA or equivalent).
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Planned absences are absences in which any child shall be excused in writing for up to 10 days by his/her parent or guardian before the absence. A child excused pursuant to this provision shall complete any course work that was missed during the absence.

SAFE ARRIVAL
In the event your child is absent, or will be late, we ask that you call the school safe arrival and attendance line (663-8173). As the title implies, we want to make sure every child is safe and accounted for each school day. To make the project work, we must have your cooperation. Please call the school before 8:45 a.m. any day your child will not be at school. Teachers will notify the office by 8:45 of all attendees. If we do not hear from you, someone will be calling you.

If your child has a dental or doctor’s appointment or if it is necessary for him/her to be absent for other family reasons, please let the teacher know prior to the time of absence.

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

1) The parent/guardian should call the school’s Attendance Line by 7:45 a.m. to explain the absence, or
2) If no contact is made on the day of the absence, upon returning to school, the student must bring a written excuse signed by the parent/guardian to the appropriate school secretary. The note must list the date(s) of the absence and explain the reasons. Excuses that are submitted late and do not contain exact dates, times and reasons for absence will not be honored and the absence(s) will be unexcused.

3) The principal will determine if the reason for the absence is excusable based on Board of Education Policy. The determination of whether an absence from school is excused or unexcused must be made on the day the student returns to school so that the school can notify the parent(s)/guardian(s) if the absence is not valid. The absence may be recorded as unexcused or changed from excused to unexcused. If a request of a parent is denied, the parent should be advised by the Principal of the probable consequence.

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

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

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

For those students that become identified as habitually truant, a number of interventions will be attempted including interviewing, reviewing attendance history and problem-solving. The parent/guardian and the student will be invited to attend a Habitual Truancy conference and a case coordinator will be assigned to further examine the obstacles to attendance for the student. The purpose of these interventions will be to identify the cause(s) of the attendance problems, develop an appropriate attendance improvement plan, and identify supports within the school and community that can assist the student and family.

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

Tardy
Students are expected to be on time for school at the start of the school day and for their classes throughout the school day. In addition to missed learning opportunities for the tardy student, tardiness to class or to school causes disruption to the learning environment for all students. For elementary school students, a half-day absence is recorded when students miss more than one hour of school but are in attendance for part of the day. Middle and high schools use various formulas to calculate absences, depending upon the length of the school’s class periods. Patterns of severe tardiness call for intervention by the teacher, the principal, and/or the school’s student services staff.

Questions about your school’s absence procedures can be directed to your school administrator(s). Last Revised June, 2010

BANNED ITEMS IN SCHOOL
For safety reasons, children are not permitted to bring the following items to school: skateboardes, baseballs and baseball bats, roller skates or any items that might be dangerous if used where a group of children are playing. Recreational items that are properly labeled such as baseball gloves, rubber balls and jump ropes are permitted.
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1. **January 2**: School Resumes
2. **January 3**: PTO meeting, 6:30 pm in LMC
3. **January 7**: 2nd Friday Official Membership Count
4. **January 9**: No School
5. **January 10**: Martin Luther King Jr Day
6. **January 16**: No School
7. **January 17**: Martin Luther King Jr Day
8. **January 21**: Early Release for Grade Reporting (11:30 am)
9. **January 23**: Beginning of 3rd Qtr. & 2nd Semester
10. **January 30**: 3rd Qtr. & 2nd Semester
General Information (continued)

CHILD CARE – BEFORE AND AFTER SCHOOL ON-SITE PROVIDERS

<table>
<thead>
<tr>
<th>Program Provider</th>
<th>School/s</th>
<th>Contact</th>
<th>Services Provided</th>
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<tbody>
<tr>
<td>East YMCA</td>
<td>Elvehjem Elem.</td>
<td>Ali Johnson  711 Cottage Grove Rd. 288-4101 x6005</td>
<td>before and after school childcare</td>
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<td>Gompers Elem.</td>
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<td>Kennedy Elem.</td>
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<td>Sandburg Elem.</td>
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<td>Schenk Elem.</td>
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<tr>
<td>MSCR</td>
<td>Allied Learning Center+</td>
<td>Jean Gascho  3802 Regent St. 204-3008</td>
<td>** Safe Haven childcare &amp; Community Learning Center (CLC)</td>
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<td>Allis Elem.+</td>
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<td>+ Safe Haven childcare only</td>
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<td>Emerson Elem.+</td>
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<td>All programs - after school only</td>
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<td>Falk Elem.+</td>
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<td>Glendale Elem.+</td>
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Red Caboose

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<tr>
<th>School/s</th>
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<tbody>
<tr>
<td>Lapham Elem.</td>
<td>Lisa Fiala</td>
<td>after school only</td>
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<tr>
<td>Marquette Elem.</td>
<td>654 Williamson St. 251-5432</td>
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West YMCA

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<tr>
<th>School/s</th>
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<tr>
<td>Huevael Elemen.</td>
<td>Lisa Strub</td>
<td>before and after school</td>
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<td>Olson Elem.</td>
<td>5515 Medical Circle 276-6616 x4020</td>
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<td>Orchard Ridge Elem.</td>
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Wisconsin Youth Company

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<tr>
<td>Chavez Elem.</td>
<td>1201 Mc Kenna Blvd. 276-8752 x15</td>
<td>before and after school</td>
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<td>Crestwood Elem.*</td>
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<td>Thoreau Elem.*</td>
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<td>Van Hise Elem.</td>
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Updated for the 2010-11 School Year.

DIRECTORY INFORMATION

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

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

Census Verification

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

Change Of Address/Phone

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

Instructions for Family Information

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

Follow these instructions for the family information section:

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

FOR EXAMPLE, if each of the following applies in a family situation:
• Parents/legal guardians are divorced; Parent filling out form should include the other parent as a secondary address either household or mailing.
• Student lives with mother and stepfather, mother would have to sign rights to records for stepfather to have rights.

Student Records

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

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

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

(1). “Behavioral records” means those pupil records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual pupil’s behavior, tests relating specifically to achievement or measurement of ability, the pupil’s
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Medications which are normally given to students during the school day will be given by school staff during school office.

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

When riding a school bus as part of a field trip, students are expected to obey all rules governing school bus transportation (see “Bus Transportation”). Any time a field trip is planned by a class, it is necessary for the school to require and obtain parental consent for all students participating. The teacher in charge will supply you with the necessary form and information. The form must be signed by a parent or guardian and returned to school prior to the event.

Adults who volunteer to help supervise field trips should make other arrangements for their younger children.

On occasion, families are asked to provide money to cover the costs of field trips or special activities (bus fares, tickets to events, admission fees). At Muir, all children are included in these activities, regardless of their ability to pay. Please let your child’s teacher know if cost is ever a concern. Your child is always welcome to participate.

FOOD SERVICE

Lunch Program And Schedules

Hot lunch is available at Muir. It is brought to our school prepackaged for each child participating in the program. The cost per meal is $2.35. Children may also bring a sack lunch and purchase milk for 50 cents a carton on a daily basis.

You may send one check covering all the children in your family. Make checks payable to John Muir School and send in a labeled envelope. Please write child/children’s name(s), grade(s) and the teacher’s name on the envelope. To provide the school with an accurate number of students eating, lunch money is collected on Wednesdays for the following week (Monday through Friday).

If a child qualified for a free or reduced meal, the parent(s) must complete an application form.

Breakfast Program

A breakfast program has also been implemented at Muir. Children may eat breakfast for $1.10 per meal. There is no charge for reduced breakfasts for the 2010/11 school year ONLY. Payment for breakfasts should be sent in a labeled envelope just as for hot lunches.

For additional information, please visit our website at www.foodsvcweb.madison.k12.wi.us

What is the Eatery?

The Eatery is the Food Service Program at your child’s school. Each Elementary, Middle & High School offers meal service. The Elementary Schools offer USDA Breakfast and Lunch programs. The Middle Schools offer USDA Breakfast and Lunch programs as well as an Ala Carte program. There are four Value Meals offered each day, which qualify for the USDA Lunch programs. Our High Schools offer Breakfast and Food Courts at lunch. All Food Courts have Meal Deals that qualify as the USDA Breakfasts and USDA Lunches, in addition to an Ala Carte Menu.

All of our menus in the USDA programs are designed to meet nutritional standards. Each menu is analyzed weekly, evaluating it against 8 specific nutritional targets. We analyze for five different vitamins and minerals, provide no more that 30% of calories from fat, no more than 10% of calories from saturated fat, and meet specific caloric guidelines for both breakfasts and lunches for each age group (elementary, middle and high school-aged children). Meeting these targets ensures that our meals provide students with one third of their dietary requirements for lunch and one fourth for breakfast.

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

FEES

School Activity Fee Waiver

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

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

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

FIELD TRIPS

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

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

Medications which are normally given to students during the school day will be given by school staff during school office.

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Physical health records other than his or her immunization records or any lead screening records required under s.254.162, law enforcement officers’ records obtained under s.48.396 (1) or 938.396 (1)(b)2 or (c)3 and any other pupil records that are not progress records.

“Progress records” means those pupil records which include the pupil’s grades, a statement of the courses the pupil has taken, the pupil’s attendance record, the pupil’s immunization records, any lead screening records required under s.254.162 and records of the pupil’s school extracurricular activities.

“Pupil physical health records” means those pupil records that include basic health information about a pupil, including the pupil’s immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil’s ability to participate in an education program, any lead screening records required under s.254.162, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information, as determined by the state superintendent.

“Pupil records” means all records relating to individual pupils maintained by a school but does not include notes or records maintained for personal use by a teacher or other person who is required by the state superintendent under s.115.28 (7) to hold a certificate, license or permit if such records and notes are not available to others, records necessary for, and available only to persons involved in, the psychological treatment of a pupil and law enforcement unit records.

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

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The MMSD Eatery believes that good nutrition is a key to learning. Our food service operation is based upon the following beliefs:

- Serving students is our number one priority
- Our customers are served with dignity and respect
- Nutritional balanced meals are offered daily
- Teamwork and communication skills are essential ingredients to our daily operational performance
- Maintaining fiscal integrity is vital

**Food Safety**

In order to ensure the safety of the food served at the Eatery, our Eatery Staff is trained and updated regularly on food safety issues. Our employees are trained through the National Restaurant Association ServSafe Course.

**Lunch at the Eatery**

Our USDA Lunch program is available at our Elementary, Middle, and High Schools. We serve lunch daily at each of our locations. The USDA lunch is designed to provide students with 1/3 of their daily nutritional requirements.

Families may qualify for free or reduced-priced meals and pay according to their financial situation. See the section on Free or Reduced-price Applications.

All USDA meals include MILK.

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

**Ala Carte at the Eatery**

Our District offers an Ala Carte program in the Middle and High Schools. The Ala Carte program allows students and staff to purchase individual food items of their choice. Although this program is primarily a lunchtime service, limited services are offered at other times. The High Schools offer Ala Carte items before school. At the Middle & High Schools, serving times vary by location.

Ala Carte items are full price for all students and not part of the USDA Breakfast or Lunch Meals.

**Breakfast at the Eatery**

All of the schools in our district participate in the USDA Breakfast Program. This program, as does the USDA Lunch, meets USDA nutritional requirements. The USDA Breakfasts are designed to provide students with 1/4 of their daily nutritional requirements.

Families may qualify for free or reduced-priced meals and pay according to their financial situation. See the section on Free or Reduced-price Applications.

All USDA meals include MILK.

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

For information on serving times please check with your child’s school.

At the Elementary Schools, the Breakfast menu is included with the Lunch menu that is sent home with your child from their school.

**Free or Reduced-price Applications**

If you choose to apply for free or reduced-price meals, each year you must fill out a new application (only one per family). The applications are approved based on a federal standard for household size and household income. These applications are available at registration or through your school office. On the backside of the application you will find the income guidelines used to determine if you qualify for school meal benefits. If you need any assistance, please call your school office or the Food Service office at 204-4001. Our office hours are 8:00 am to 3:00 pm Monday through Friday.

Families that qualify for free or reduced-price meals may participate in both the USDA Lunch and Breakfast Programs.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C.20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**Meal Price**

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<tr>
<td>Reduced</td>
<td>$0.40</td>
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<td>Elementary Student</td>
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<td>Middle Student</td>
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<td>1/2 Pint Milk</td>
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**Payment Options**

The Madison Metropolitan School District Eatery has implemented the online payment option called MealPayPlus. This system is an Automated Online and Telephone based system which allows parents to make school meal prepayments.

Note: You will need your child’s MMSD student ID number in order to set up a MealPayPlus account. If you do not know the account number for your child/children, please inquire about your child’s ID number at your school office or by calling Food Services at 204-4001.

**MEALPAY PLUS**

- Convenient – pay anywhere, anytime 24/7, by phone or web
- Quick, easy and secure
- Easily access child’s school lunch balance
- No more handing out cash or checks to children
- Email notification when child’s balance is low
- Faster serving lines
- View purchase history of your students
- Create re-occurring payments – don’t think about lunch payments again!

Families will be receiving more information about www.MealpayPlus.com at registration.

Visit www.MealpayPlus.com today to:

- Make payments to your student’s meal accounts - (note: there is a transaction fee when entering money on your student’s accounts – currently $2 per transaction)
- View account balances, payments entered via MealpayPlus, and account activity AT NO COST
- Set up free email reminders to you know when your child’s account balance is getting low
- Create settings to automatically replenish your student’s Eatery account

The Eatery at your child’s school has a computer based accounting system. Each child’s account is the same, whether the child qualifies for the free or reduced-price meals, or if they pay full price. In order to use their account, paying students must have funds on their Eatery account. Parents may utilize www.MealpayPlus.com or send checks or cash to school with their student. Deposits are accepted on any

**General Information (continued)**

The MMSD Eatery believes that good nutrition is a key to learning.

Payment Options

Visit www.MealpayPlus.com today to:

- Make payments to your student’s meal accounts - (note: there is a transaction fee when entering money on your student’s accounts – currently $2 per transaction)
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General Information (continued)

school day. Checks should be made payable to THE EATERY at your child’s school (example – East Eatery). Your child’s positive (or negative) balance will carry over year to year. This balance will follow your child within any MMSD school. ALL MEALS MUST BE PAID FOR IN ADVANCE.

The Eatery staff at your child’s school maintains the account information. Unless you use www.MealpayPlus.com, the Eatery staff will enter money into the account as it is received. Envelopes are available through the Eatery or the school office. Should you need to inquire about the specifics of your child’s account, we have the capability of producing a detailed report indicating both payments received and the meals charged to your child’s account.

If you visit school and would like to have lunch with your child, please let the school office know early that morning so we can plan a meal for you. Parents and non school-age children will be charged the adult price.

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

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

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

Help With a Concern

How to Get Help with a Concern

The Board of Education and the Superintendent expect that all concerns be treated with respect. All persons will be assisted by the best person to help them with their concerns, including parental concerns, regarding their children and their schools. The flowchart explains some general guidelines.

Not all concerns may be resolved exactly as all persons involved desire, but district staff will be open to considering all concerns and providing any assistance possible.

Kindergarten Screening for Early Entrance
Board of Education Policy states that a child who becomes five years of age between September 2 through December 31 may enroll in kindergarten only after satisfactory completion of preliminary student assessments. A child being assessed for early entrance into kindergarten should have superior intellectual growth and language skills and must demonstrate the social, emotional, physical and mental maturity normally expected for successful participation in kindergarten. Parents who have concerns about school readiness should contact the school psychologist. They will be asked to complete a request form for placement on the early entrance evaluation schedule. If you need further information on the early entrance procedure, please contact your school’s psychologist or see www.mmsd.org. Children born after December 31 may not be screened for early entry. (Wis. Statute). BOE Policy 4011
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General Information (continued)

Parent/Legal Guardian Involvement (Board Policy 4500)

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

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

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

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

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

PTO

The John Muir Parent-Teacher Organization, or PTO, is your means to give and receive information about the education of your children. The PTO is an organization that offers John Muir parents an opportunity to work for the enrichment and betterment of the school. Parents’ ideas and thoughts are needed and welcomed.

Muir’s PTO sponsors several educational programs each year. It also sponsors fund raising events such as the Book Fair, etc. These fund raising programs provide money for additional projects which are not included in the regular school budget.

In addition, the PTO recruits and organizes volunteers to help in many PTO sponsored activities. The parent volunteer form shows the scope of these activities in which we encourage parent participation.

All families are members of the PTO. There is no fee.

The PTO meetings are open and all parents are invited to attend. The meetings are held on the first Tuesday evening of each month at 7:00 p.m. in the LMC. If you have a special concern and cannot attend the meeting, please speak to a Board member about it.

Visitation to School or Classrooms (Board Policy 4005)

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

Parent/Teacher Communications

Scheduled Parent/Teacher Conferences

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

Written reports are sent home at the end of the second quarter, third quarter, and at the end of the year. When parents are divorced or separated both parents/legal guardians have the right to receive information about their child’s school progress, unless the court has ruled otherwise. Please stop at the school office to confirm if duplicate information is needed.

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

Playground Policies and Guidelines

I. Use of Playground Equipment
   A. Children using the monkey bars must cross the bars in the same directions, one at a time.
   B. Only one child may swing on the tire swing at a time.
   C. Children must sit on the swing and must not lean beyond the edge of the tire.
   D. One child at a time will slide down the slide; slide feet first in a sitting position.
   E. Use the slide only when the person in front of you has cleared the bottom.

II. Playground Activities
   A. Tag and other running games are allowed in designated areas. When play is unsafe, the supervisor may decide not to allow tag or running games to continue.

III. Playground Boundaries
   A. Stay on the playground. Stay out of the bushes and trees and away from the back hill and the hill along the edge of the playground.
   B. Students must stay outside on the playground during recess unless they have a teacher’s permission to be inside.
   C. Students must stay off the sidewalks that lead into the building during recess.
   D. Students must stay off the steps behind the building that lead into the fifth grade wing.
   E. Students must stay off the time-out rail unless a supervisor has directed them to go there for time-out.

IV. Transitions
   A. All students line up immediately after the bell rings. All students come into the building without talking.
   B. Students must obtain a nurse’s pass from a supervisor before going to the nurse’s office.

V. Special Considerations for Winter Weather
   A. Students without proper clothing (snowpants and boots) must stay on the blacktop.
   B. Students may not throw snowballs.
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<td>10 Last day of school Early release at 10 am</td>
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Return from Discipline

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

Muir Elementary School aims to be a positive place where students, staff, and parents feel good about school and where important learning occurs. We believe all students and staff must be physically and emotionally safe to have an effective learning environment. We also believe that establishing an appreciation for all cultures and developing positive relationships in a school community is essential for students’ engagement and learning. Further, we believe that appropriate student behaviors must be defined, modeled, supported and recognized to achieve personal growth. The responsibility for developing appropriate behavior that ultimately leads to self-discipline must be shared by staff, parents/guardians, and the students themselves.

Muir staff has developed a SCHOOL-WIDE POSITIVE BEHAVIOR PLAN based on the work of Corwin Kronenberg. The ultimate goal of this plan is to provide a structure that helps students effectively work through behavior situations in a positive and meaningful way. Part of this plan will be positive recognition and celebrations for student behaviors that contribute to a sense of community. The other part of the plan is the consistent response to misbehaviors as they occur. We have developed a system to categorize behaviors and the kinds of responses for each level. All staff will use consistent language to describe behaviors that either add or detract from making Muir a safe and productive learning community. By adopting this system and putting it into practice throughout the school, we hope to communicate clear boundaries for behaviors and work in a coordinated way for students to make good decisions.

Muir’s School-Wide Positive Behavior Plan will consist of three primary components. The first component of the program is the conceptual graphic that communicates a common understanding of behavioral expectations. The second component is the approach Muir staff will take to teach, affirm, and celebrate desirable behaviors. The third component is the plan to address and intervene when misbehaviors occur.

The following graphic will be displayed in all classrooms and throughout the school to serve as a reference point for communication among staff, students and Muir families.

This representation is based on the work of Corwin Kronenberg and, as a model, has been adopted by a number of MMSD schools. Its structure is simple: ABOVE the LINE refers to student behaviors that are desirable in that they contribute to a sense of community. BELOW the LINE refers to student misbehaviors that detract from the sense of community. BOTTOM LINE behaviors not only detract from the sense of community but are defined in the MMSD Code of Conduct. These general concepts – Above the Line, Below the Line, and Bottom Line provide a clear way of talking about behaviors. The graphic has been developed with the behaviors included. It is also available as a blank graphic for more specific behavioral descriptions in classrooms and other environments.

A critical part of this plan is the communication with families and enlisting home support of the school’s basic rules. Together, Muir school staff and Muir families can establish and mutually reinforce common expectations for positive behavior.
Our school will work to help all of our students stay “above the line” through specific programs, engaging learning experiences, and the relationships we foster each day.

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

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

**SCHOOL SCHEDULE**

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<td>8:30 - 10:37</td>
<td>11:12 - 1:20</td>
<td>8:30 - 1:45</td>
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<td>12:23 - 3:00</td>
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Students are not to be in the building before 8:15 a.m. or after 3:20 p.m. unless they are registered in the After School Day Care Program. Supervision for the students is provided between the hours of 8:15 a.m. and 3:20 p.m. Parents will need to make their own arrangements for childcare falling outside of these hours.

**STUDENT SERVICES**

John Muir School has an educational support staff, which includes teachers, special education, speech and language therapist, psychologist, social worker, nurse, and an occupational and physical therapy team. Individually or collectively, support staff members are available to consult with teachers or parents regarding any concerns for children.

In addition, they provide direct services to children. Some services are provided as a result of a formalized IEP evaluation, which determines that a child requires “special education.”

**Health Services**

Each elementary school has a nurse and nurse’s assistant on staff who are available to perform a number of health-related services including: administration of medication during the school day, hearing and vision screening, reviewing immunization records, caring for sick or injured students, help with chronic illness management and assistance in finding health care. Feel free to contact the school nurse about any health concerns you may have about your child.

**Psychology**

Psychologists are available at all elementary schools. Psychologists provide: individual and group support to help students solve problems, support for students concerned about grades or other issues, assistance when a crisis occurs at school or home, mental health assistance referrals and information about educational programs to meet the educational needs of students.

**Social Work**

Social work support is provided at all elementary schools. Social workers help students in crisis or in conflict, give guidance in family/friend relationships, help students learn protective behaviors, keep track of student attendance concerns and provide referrals to outside community services.

**TRANSFERS** *(Board Policy 4023)*

**Internal Transfers**

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

**By change of residence:**

a. Upon a change of residence from one attendance area to another attendance area within the MMSD, including homeless families who establish a permanent residence during the school year, a pupil may enroll in his/her new school of residence immediately, or

b. The parent may complete an Application For Student Internal Transfer Form requesting that the pupil remain at the school in which the pupil has been enrolled. Such requests shall automatically be granted.

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

a. Parents requesting a transfer to have their student attend a school outside of their current MMSD attendance area. Each request will be considered on an individual basis.

b. In judging an internal transfer request, the enrollment office will use the following major criteria:

   1. Whether granting the internal transfer will exceed the pupil-teacher ratio and/or school/program capacity as defined and approved by the Board of Education for external transfers by using actual enrollment numbers and actual staffing positions.
   2. Options for special education students.

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

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

a. Parents requesting a transfer to have their student attend a school outside of their current MMSD attendance area. Each request will be considered on an individual basis.

b. Annual application for an Internal Transfer will be accepted for the next year beginning on the 1st Monday in February. Internal applications that are filed on or after the 1st Monday in February and before 4:00 p.m. on the 3rd Friday in March shall be given preference over applications filed under the Open Enrollment Policy.

   c. In judging an internal transfer request, the Enrollment office will use the following major criteria:

   1. Whether granting the internal transfer will exceed the pupil-teacher ratio and/or school/program capacity as defined and approved by the Board of Education for external transfers by using projected enrollment numbers and projected staffing positions.
   2. Options for special education students.

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

**REVOCATION OF AN INTERNAL TRANSFER**

A principal may revoke an internal transfer for reasons related to discipline, absenteeism, tardiness, and/or academic performance of the student. If a transfer is revoked, the elementary student shall immediately be enrolled in his/her school of residence. For middle and high school students, the revocation becomes
**General Information (cont.)**

Effective at the end of the term. If the transfer was granted under specific criteria by an Assistant Superintendent then that Assistant Superintendent has the discretion to revoke the transfer.

**TRANSPORTATION**

**Bikes**

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

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

Students who are in fourth grade and/or 10 years old and who live a sufficient distance from school (five blocks or more) may apply at the office for a permit to bring their bicycles to school. Granting of the permit assumes that the bicycle is in safe riding condition, it is licensed, and that the student and his parents have discussed safety precautions with respect to this privilege. Students with bicycles who need to cross Gammon Road must cross at the crossing guard location.

**Bus Transportation**

**STUDENT RULES, RESPONSIBILITY AND DISCIPLINE**

Bus transportation is provided free of charge for all elementary students who live more than 1.5 miles away from their school or who are on a hazardous route, as determined by the city and the county. The Board of Education views transportation to and from school as part of the school day. Parents and students must assume that bus transportation is a privilege to the student, not a right. Pupils who do not conform to the rules relating to safe transportation may have their riding privilege withdrawn by the bus company.

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

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

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

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

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

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

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

The Madison Metropolitan School District is concerned about the health, safety, welfare, and rights of your child. Please go over appropriate school bus riding practices with your child. Student behavior on the school bus and the driver’s management of the behavior are two key elements to a safe and enjoyable bus ride for all students. Your child’s bus may or may not be equipped with video monitoring equipment. The video camera is an aid used to monitor bus discipline. It does not replace the discipline policy, the driver’s authority, or the responsibility of the school officials. If you have any questions, including questions regarding the use of video equipment on board buses, please call the District’s Transportation Office at 663-5288.
EMERGENCY SITUATIONS

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

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

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

Safety and Security Committee -- Every school has a Safety and Security Committee, which meets during the year to address issues around safety and security. The committee is composed of parents, staff, and administrators at the elementary schools and students are also included at secondary schools.

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

In accordance with Board of Education policy, the following shall not be allowed on school grounds:
1. Hardball or tackle football (except in approved areas and under proper supervision);
2. Throwing of stones, snowballs or other missiles;
3. Tripping, shoving, unwanted touching, fighting or other disturbances;
4. Thoughtless running or chasing through other activity areas;
5. Climbing on fences, buildings, ledges, fire escapes, downsputs, swinging gates, etc.;
6. Making snow or ice slides on walks;
7. All powered vehicles, including go-karts, powered bikes, mini-bikes, motorcycles, snowmobiles, etc.;
8. Dogs or other pets.

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

EMERGENCY - WEATHER

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

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

HELPING HANDS

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

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

ILLNESS

Is Your Child Well Enough To Go To School?
It is not always easy to decide if your child is sick enough to stay home or well enough to be in school. Children who come to school are expected, with few exceptions, to participate fully in school activities. Here are some guidelines that might help in a parent’s decision-making:
1. Fever: A fever of 100 or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay home until he/she is feeling better.
2. Diarrhea or Severe Nausea: These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school.
3. Infectious Diseases: Diseases such as impetigo, pink eye with thick drainage, and strep throat require a doctor’s examination and prescription for medication. Contacting the doctor and using the medicine as directed for the full recommended length of time are necessary. Once medication has been started and the child is feeling well, he/she may return to school.
4. Students with chicken pox may return to school when all the scabs are completely dried and no new lesions are developing (usually 5-7 days).
5. Rashes: Rashes or patches of broken, itchy skin need to be examined by a doctor if they appear to be spreading or not improving.
6. Injuries: If a student has an injury that causes continuous discomfort, the student should not attend school until the condition is checked by a doctor or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education classes is not recommended, a doctor’s excuse is required.

MEDICATION

Medication Policy

1. Students who take daily or as needed medication at school must have the following in place with the school nurse before any medication can be given:
   □ Written Order for Medication Administration from the prescriber indicating the name and dosage of the drug and time to be given.
   □ The Parent/Guardian Medication/Procedure Consent Form
   □ Container supplied by the parent/guardian with the medication in it and labeled with the
     a. full name of student
     b. name and dosage of the drug,
     c. name of prescriber
     d. directions for administration
     e. effective date

2. Non-prescription (over the counter) medication must be supplied by the student’s parent/guardian in the original manufacturer’s package and the package must list the ingredients and recommended therapeutic dose in a legible format. A school may administer a nonprescription drug to a student in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student’s practitioner.

3. The student will take the medication at the designated time supervised by authorized school personnel.

4. Only limited quantities of any medication should be kept at school.

5. All medication administered at school will be stored in a locked cubicle, drawer, or other safe place.

6. Parents/legal guardians must notify the school when the drug is prescribed for their child.

7. Students with asthma and other allergy-related issues are expected to contact the school nurse before going on a field trip.

8. Any medication that a student plans to bring to school must be in it and labeled with the
   a. full name of student
   b. name and dosage of the drug,
   c. name of prescriber
   d. directions for administration
   e. effective date

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

10. Students who take daily or as needed medication at school must have the following in place with the school nurse before any medication can be given:
    □ Written Order for Medication Administration from the prescriber indicating the name and dosage of the drug and time to be given.
    □ The Parent/Guardian Medication/Procedure Consent Form
    □ Container supplied by the parent/guardian with the medication in it and labeled with the
      a. full name of student
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      c. name of prescriber
      d. directions for administration
      e. effective date

11. Non-prescription (over the counter) medication must be supplied by the student’s parent/guardian in the original manufacturer’s package and the package must list the ingredients and recommended therapeutic dose in a legible format. A school may administer a nonprescription drug to a student in a dosage other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student’s practitioner.

12. The student will take the medication at the designated time supervised by authorized school personnel.

13. Only limited quantities of any medication should be kept at school.

14. All medication administered at school will be stored in a locked cubicle, drawer, or other safe place.

15. Parents/legal guardians must notify the school when the drug is prescribed for their child.

16. Any medication that a student plans to bring to school must be in it and labeled with the
    a. full name of student
    b. name and dosage of the drug,
    c. name of prescriber
    d. directions for administration
    e. effective date
Health, Safety, Security (cont.)

• 4 doses of polio vaccine,
7. No over-the-counter medication will be administered to students unless the above process has been completed.
8. New written permission from the prescriber and parent/legal guardian must be received each year for students who take medication on a long-term basis.

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

Expanded Health Services

Due to 2009 Wisconsin Act 160 and changes enacted in Wisconsin Statute 118.29 governing the administration of medication at school, on February 28, 2011, the District's Expanded Health Services will change as described below.

Since the start of the Expanded Health Services Program in 1999, all schools have provided emergency treatment (in addition to calling 911) for serious asthma problems and serious allergic reactions. These services include (1) nebulizer treatments for serious breathing and (2) injection of epinephrine in students who have serious allergic reactions. Expanded Health Services are only available when the school nurse is in the building. The primary goal is to respond to situations in which serious allergies to foods or insects have not been previously diagnosed and to situations in which students with a known asthma diagnosis experience a sudden asthma problem. Treatment is initiated by the school nurse and 911 is contacted. After February 28, 2011, when 2009 Wisconsin Act 160 will take effect, schools will be unable to administer emergency nebulizer treatments unless a parent follows the procedures set forth in 1-8 above.

In many schools two over-the-counter medications (acetaminophen/Tylenol® and ibuprofen/Advil® or Motrin®) are available for school nurses to administer when students have occasional headaches, minor discomfort or menstrual pain. Written parental permission is required and the services are only available when the school nurse is in the building. If your child needs regular pain medication, please follow the procedures described above in 1-8. After February 28, 2011, when 2009 Wisconsin Act 160 will take effect, schools will no longer provide any over-the-counter medication for students. School nurses will only be able to administer over-the-counter medications if those medications are provided by the parent and the procedures set forth above in 1-8 are followed.

Look for more information in your child’s school newsletter or talk with the school nurse. Information is also available on the school district’s website at http://stusvcweb.madison.k12.wi.us/node/102

Medical Insurance

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

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

Immunization Law

For the health and safety of all students, Wisconsin law requires that students in grades kindergarten through 12 have at least minimum protection against certain communicable diseases. The requirements include:
- 2 doses of measles-mumps-rubella (MMR) vaccine,
- 3 doses of Hepatitis B vaccine, and
- varicella vaccine or a history of having chicken pox disease.

Recent changes to Wisconsin immunization law were effective with the start of the 2008-09 school year. The first change is the addition of a required, second dose of varicella vaccine for all students. This does not affect students who had chicken pox disease. The second change is the requirement for a dose of tetanus-diptheria-acellular pertussis (Tdap) vaccine for students in grades 6-12. The new requirements will be phased in for specific grades over subsequent school years. After the 30th school day, the district is required to exclude elementary and middle school students who do not meet the minimum requirements as established by the State of Wisconsin.

If your child receives vaccinations, please inform the school health office. You can submit immunization dates electronically by going to the MMSD website: http://stusvcweb.madison.k12.wi.us/node/101

The Expanded Health Services Program is only available when the school nurse is in the building. If your child needs regular pain medication, please follow the procedures set forth above in 1-8.

Releasing Children from a School During the Day

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

1. You or the authorized adult must sign the logbook in the office and record the reason for requesting the release of your child.
2. The adult must have the authority to pick up the child, either
   • he or she is the legal guardian or parent
   • he/she is verified as the emergency contact listed on the official registration form or
   • your child has brought a note signed by a legal guardian or parent to the office saying that this adult has authority to pick up your child.
3. If the office staff does not know the adult, then
   • identification matching the parent’s note must be secured or
   • the child’s parents or someone listed on the official enrollment form must be called to verify the person’s identity and their authority to pick up the child.

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

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

(Revised June 2010)
To ensure the safety of your child, we will ask that any authorized adult (including parents) picking up a child will do so in the school office under the supervision of an office staff person.

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

Traffic Safety

School Safety Patrols

All elementary schools with students enrolled in grades 3-5 have safety patrol programs, wherein fifth graders assist younger students at street crossings. Patrols are stationed before and after school at street intersections and at school building doors in order to help students get to and from school safely. Some schools use safety patrol members as “helpers on the playground” during lunch recesses, or for hallway safety throughout the day.

Parents/legal guardians are encouraged to urge their children to cooperate with school safety patrols to promote:
- Acceptance of responsibility
- Being valuable members of a team
- Being responsible citizens
- Volunteering and helping fellow students
- Becoming leaders and pathfinders.

City Crossing Guards

The Madison Police Department provides adult crossing guards to ensure the safety of school children at busy intersections.

Wellness Policy On Physical Activity And Nutrition

(Refer to www.mmsd.org for complete Boe Policy 4610)

Children and adolescents need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Good health fosters student attendance and education. The Madison Metropolitan School District (MMSD) is committed to providing school environments that promote and protect the health and well-being of all students by supporting healthy eating and physical activity which are important for their ability to learn. It is the policy of the Madison Metropolitan School District Board of Education that:
- Schools shall provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and shall establish linkages between health education and school meal programs, and other activities that occur within the school day.
- All students in grades K-12 shall have opportunities and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school during the school day, at school sponsored events and in MSCP programs for students shall meet the nutrition recommendations of the U.S. Dietary Guidelines for Americas, 2005.
- To the maximum extent practicable, all schools in the MMSD shall participate in available federal school meal programs.

Wellness Policy

The “Wellness Policy on Physical Activity and Nutrition” has been approved by the BOE. (For detailed information see BOE Policy 4610.) The purpose of the policy is to ensure that all students have “access to healthful foods and opportunities to be physically active in order to grow, learn and thrive.” The intent of this document is to provide highlights within each of the five areas covered by the policy.

<table>
<thead>
<tr>
<th>I. School Nutrition Education Goals</th>
<th>II. Physical Activity Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary Schools</td>
<td>Nutrition competencies will be integrated into existing curriculum/programs. Grades 1 and 3 are targeted for implementation. Teaching and Learning will develop and pilot nutrition activities/curriculum during the 2006-07 school year with full implementation expected in 2007-2008.</td>
</tr>
<tr>
<td>K-12</td>
<td>Increased emphasis in the curriculum on physical fitness and life time sports skills.</td>
</tr>
<tr>
<td>Elementary Schools</td>
<td>Classes meet for 30 minutes three times a week all year.</td>
</tr>
<tr>
<td>Nutrition goals</td>
<td>III. Establishing Nutrition Standards for all foods available on School Campus during the day</td>
</tr>
<tr>
<td>A la carte</td>
<td>Decrease to no more than 30% of total calories from fat by 9/1/2008.</td>
</tr>
<tr>
<td>Vending</td>
<td></td>
</tr>
<tr>
<td>Elementary/Middle</td>
<td>No vending permitted.</td>
</tr>
<tr>
<td>Beverage Portion Size (Other than milk and water)</td>
<td></td>
</tr>
<tr>
<td>Elementary:</td>
<td>Up to 8 oz.</td>
</tr>
<tr>
<td>Snacks</td>
<td></td>
</tr>
<tr>
<td>Candy</td>
<td>Cannot be given or sold to students during the school day. After 9/1/2008, candy cannot be used as item for school fundraising</td>
</tr>
<tr>
<td>Food Allergies</td>
<td></td>
</tr>
<tr>
<td>Elementary:</td>
<td>No peanuts or peanut products provided by MMSD Food Services. Classroom projects should not contain peanuts, tree nuts or edible seeds.</td>
</tr>
<tr>
<td>All schools:</td>
<td>Food containing peanuts or tree nuts should not be prepared at home or at school and served to students. General info on food allergies (milk, eggs, fish, shellfish, wheat, soy) should be included with food prepared at home and served to others at school.</td>
</tr>
<tr>
<td>Meal Times</td>
<td>Breakfast: 10 minutes. Lunch: At least 30 minute break. Eat in a clean healthy environment.</td>
</tr>
<tr>
<td>Where Food Eaten</td>
<td>Staff is encouraged to limit consumption of food in classrooms. Food can be eaten in classrooms as long as eaten on a desk. Students are responsible for cleaning up after eating in classroom.</td>
</tr>
<tr>
<td>Food at MSCR After School Programs, MSCR Summer Programs, MMSD Field Trips or MMSD School Sponsored Events</td>
<td>When MMSD provides food to students outside of Food Services program during the school day, during an after school or summer program or at school sponsored event, the food must adhere to nutritional standards listed above.</td>
</tr>
<tr>
<td>Pot Lucks</td>
<td>Sponsors of any events that are open to the public must contact the local health department to get appropriate permit; state law exempts parent teacher organizations from obtaining permits for pot lucks—other groups may need permits and should consult with the local health department before scheduling an event.</td>
</tr>
<tr>
<td>Class parties or celebrations</td>
<td>Are allowed. Principals are encouraged to limit the number of parties and celebrations that involve food and to promote non-food based parties and celebrations.</td>
</tr>
<tr>
<td>Classroom Food preparation</td>
<td>Classes can prepare and eat food during class when it is directly related to the curriculum; no peanuts or nuts, and adhere to safe food handling practices.</td>
</tr>
<tr>
<td>Food safety</td>
<td>Prepare food in accordance with School Potluck Food Safety Guidelines.</td>
</tr>
<tr>
<td>Sustainable food practices</td>
<td>Are to be strongly encouraged.</td>
</tr>
<tr>
<td>Nutrition Education</td>
<td>Education and marketing regarding nutrition and physical activity that supports students making healthful choices for food and beverage items.</td>
</tr>
</tbody>
</table>
2009 Recommended Snack List

for Classroom or Program Snacks

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

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

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

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

Dairy
- Yogurt in individual cups or tubes
- Pudding in individual cups or tubes
- String cheese or other individually packaged cheeses (1 oz)
- Frozen yogurt bars

Crackers/Processed Meats
- Nabisco/Kraft
  - Crackers (Wheat Thins, Triscuits or Vegetable Thins)
  - Red Oval Farms Stoned Wheat Thins
  - Honey Maid Graham crackers or sticks (honey, cinnamon or chocolate flavor)
  - Ritz crackers (original flavor or wheat), dinosaurs or sticks (EXCEPT Ritz bits)
  - Cheese Nips or Better Cheddars
  - Teddy Grahams or Teddy Graham character brands
  - Nilla Wafers, Barnum’s Animal Crackers

Other
- Small bagels (Lenders and Thomas brand) with cream cheese (no nut types)
- Popcorn (no or low fat)
- Baked Tortilla chips and salsa (Tostitos brand)
- Jello snacks (individual cups)
- Popcorn (POP-Secret brand)
- New York bagel chips

Please remember that in order to be candy and nut-free, these items are not acceptable as daily classroom snacks:
- Peanut butter, nuts or other nut butters
- Candy
- Bakery items
- Bulk bin items
- Granola or granola bars
- Crackers (like Ritz Crackers)
- Fruit or other party snack mixes

**Please read labels carefully to make sure products are nut free. As of May 2007, some manufacturers have discontinued labeling products that may have nuts or are produced on equipment also used for products with nuts.
**ALCOHOL & OTHER DRUG POLICY** *(Board Policy 4235)*

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

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

### ADA/504

Regarding Madison Metropolitan School District’s Responsibilities Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA)

Section 504 of the Rehabilitation Act of 1973 and the ADA are Federal legislation and regulations which prohibit discrimination against persons with a disability in any MMSD program.

A person with a disability is someone who:

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

In order to fulfill its obligations under these laws, the Madison Metropolitan School District Board of Education and the Madison Metropolitan School District recognize a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the Madison Metropolitan School District.

If the parent or legal guardian disagrees with the determination made by the professional staff of the Madison Metropolitan School District, she/he has the right to file a complaint with the State of Wisconsin Department of Workforce Development, the City of Madison Equal Opportunity Department, or the United States Equal Employment Opportunity Commission.

**CONTROVERSIAL ISSUES** *(Board Policy 3170)*

Board Policy states that the study of and teaching of controversial issues shall be in an academic atmosphere as free as possible from bias and prejudice. In the teaching of controversial issues, a teacher must, among other things, respect and withhold the expression of his/her personal opinions unless asked by a direct question, develop a classroom atmosphere in which pupils feel free to express opinions and to challenge ideas; and choose suitable instructional materials presenting data on varying points of view on issues being discussed.

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

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

**DRESS CODE** *(Board Policy 4211, 4600)*

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

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

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

**ELECTRONIC DEVICES** *(Board Policy 4403)*

Possession of a Personal Electronic Device

1. Pupils are permitted to possess a cellular phone, personal digital assistant, personal music/video/gaming device, camera, or other personal electronic device with communications functions or the capability to capture/record voice or image information, (collectively within this Policy, “Device” or “Devices”), provided that the Device remains stored, powered off, and unused (1) throughout the entirety of the educational day that has been established for the applicable school, (2) in a school bathroom, locker room, or other dressing area at any time, and (3) at such other times as have been identified in advance by a school-issued policy, rule or directive. Such a Device shall be considered stored if it is outside of view and reasonably secured in a locker, backpack/purse, or pocket. Any headphone, ear piece, or similar equipment associated with a Device shall also be stored and not worn.
2. Any pupil who possesses or uses a Device and/or associated equipment that is not stored, that is not powered off, or in a manner that violates this Board Policy or any other policy or school rule shall be subject to consequences, including but not necessarily limited to disciplinary action, required surrender of the Device, and/or potentially having his/her right to possess a Device at school further restricted by the school PRINCIPAL or his/her designee. In any case where a Device is confiscated by a school, the Device shall be returned to the pupil or to a parent/guardian at an appropriate time.
3. Pupils who possess a Device do so at their own risk to possible loss, damage or liability.
4. The following situations represent limited exceptions to Paragraphs 1 and 2 of this Policy:
   a. If a school PRINCIPAL or his/her designee determines that a Device was used appropriately by a pupil in an emergency, the Board Policy states that the study of and teaching of controversial issues shall be in an academic atmosphere as free as possible from bias and prejudice. In the teaching of controversial issues, a teacher must, among other things, respect and withhold the expression of his/her personal opinions unless asked by a direct question, develop a classroom atmosphere in which pupils feel free to express opinions and to challenge ideas; and choose suitable instructional materials presenting data on varying points of view on issues being discussed.

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0/4/04 (Revised 2/7/05)
Each year, prior to use, each student shall receive and discuss information from his/her teacher. The school may lose their privilege to use the Internet and/or be subject to other disciplinary action. It is the policy of the Board to mandate and expect that students will use the Internet in a responsible manner. Accordingly, the Board has established a policy and procedures for the use of the Internet along with rules governing the behavior of students who access the Internet. Students who do not comply with the standards of behavior outlined in the student conduct and discipline plan or with the Internet rules below may lose their privilege to use the Internet and/or be subject to other disciplinary action.

**PROCEDURES:**

1. The District will allow every student access to the Internet provided parents or legal guardians of students do not object to the pupil’s having such access. If a parent/guardian objects, s/he shall fill out the objection form, sign it, and have it placed on file at the school the student attends.

2. Each year, prior to use, each student shall receive and discuss information from his/her teacher regarding:

   A. Internet safety and security, including:
      - the importance of understanding what materials are inappropriate to minors
      - safe use of electronic mail, chat rooms and other direct forms of electronic communication including the importance of understanding that one should never provide personal information to a site on the Internet without the supervision of an adult; such personal information includes full name, address, phone number, credit card number, and Social Security number

   B. Responsible use of the Internet, including:
      - abiding by copyright laws
      - understanding that unethical and unlawful activities include unauthorized access to any data or communications equipment without the owner’s permission, “hacking,” or unauthorized disclosure, use, or dissemination of anyone’s personal information

   C. Measures the District has taken to restrict access to materials harmful to minors, including:
      - implementing Internet filtering
      - requiring adult supervision during student use of the Internet

**RULES:**

1. **B. Responsible use of the Internet, including:**
   - adhere to same standard of conduct expected and required in a classroom
   - follow school rules for applying for password and e-mail accounts
   - follow school rules for using resources, time limits and printing instructions
   - log off the system as soon as finished to provide others with the opportunity to access the system
   - report violations of these rules

2. **C. Measures the District has taken to restrict access to materials harmful to minors, including:**
   - implementing Internet filtering
   - requiring adult supervision during student use of the Internet

3. **A. Internet safety and security, including:**
   - the importance of understanding what materials are inappropriate to minors
   - safe use of electronic mail, chat rooms and other direct forms of electronic communication including the importance of understanding that one should never provide personal information to a site on the Internet without the supervision of an adult; such personal information includes full name, address, phone number, credit card number, and Social Security number
Muir Staff * 2010-2011

Principal: Andrea Kreft
Secretary: Alice Leidel
EA: Marjie Marion
IRT: Britta Hanson
Reading Recovery: Amy Lange
Social Worker: Caroline Osgood
Psychologist: Julie Quandt
Nurse: Mandy Monson
Dee Wasylik
OT/PT: Marion Force- PT
Thia Triggs - OT
Bev Punzel–OT/PTAsst.
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Barb Perkins
S/L Phonology A&P
Lisa Kirby-Mangas
Becky Zutter-Brose
Early Childhood:
Mary Paul
EA:
Marjie Marion
IRT:
Britta Hanson
Reading Recovery:
Amy Lange
Social Worker:
Caroline Osgood
Psychologist:
Julie Quandt
Nurse:
Mandy Monson
Dee Wasylik

Kindergarten:
Nancy Padden-Venuta
Meghan May
Ronnie Smith
Dana Fuhrman
1st Grade:
Marcia North
Liza Cibula
Sylla Zarov
Jane Kaldor/
2nd/3rd Grade:
Carla Nordness
Bob Wiesner
Jen Greenwald
Krystal Polakowski
Shannon Richards
Jennifer Kalish
Cindy Desjardins
4th/5th Grade:
Julie D’Onofrio
Lesley Wilke-Nadler
Barb Brasser
Jane Allen-Jauch
Annie Keith
Maria Anita Oyarbide
Cross Categorical:
Maria Barlow
Tammy Hughes
Mary Franson
Sheila Olson
SEA:
Lisa Banaszynsk
Thelma Jenkins
Jody Reiss
Erin Schommer
Pat Trondreault
Jenny Virnig
BRT:
Ellen Ranney
New Teacher
BRS:
Nobel Perez
Physical Education:
Lynn Vande-Sande
Chris Rumbelow
Music:
Christa Kowert
Strings:
Richard Cheadle
Art:
Kris Gruninger
LMC:
John Roberts
REACH:
Lori Hamilton
Custodians:
Mark Hurst
John Duerst
Louise Endres
Food Services:
Christine Brophy
PTG:
Anne Marie Bell
Cathy Gillman