



OZAUKEE ELEMENTARY

Learning & Growing Together

2018-19 Student Handbook

401 Highland Drive
Fredonia, WI 53021
262-692-2401/FAX 262-692-2441
www.nosd.edu

www.facebook.com/ozaukeeelementary
#OESWARRIORS

Table of Contents

Mission Statement	3
Vision	3
Non-Discrimination Statement	3
Parent Complaints or Concerns	4
Student Services	4
Home-School Communication	4
School Closings	5
Progress Reporting System	5
Testing	5
Emergency Situations	6
Health Services	6
Enrollment Information	7
School Hours and Supervision	8
Student Attendance	8
Student Fees & Waiver	9
Supplies	9
Responsibility for School Equipment	10
Food Service Program	10
Transportation Services	11
Dress and Grooming	11
Student Expectations – Warrior Way	12
School Discipline Procedures	13
Homework	13
Personal Technology Devices	13
Items Causing Distraction	14
Party Invitations	14
Birthday Treats	14
Student Phone Use	14
Volunteering	14
School Visitation	14
Animals in School	14
Locker Search Policy	15
Weapons Policy	15
Field Trips	15
Pupil Interviews	15
Curriculum Access	15
Information for Non-Custodial Parents	15
Parent Teacher Resource Group	15
Student Harassment Policy	15
Student Use of Technology	15
Student Records Policy	16
Release of Information	16
Staff Directory	17

Ozaukee Elementary School

Mission Statement

Ozaukee Elementary strives to prepare students for further schooling. Our mission is that all students upon completion of fifth grade will:

- Possess a functional knowledge of reading, math, and writing.
- Know how to gather, apply, organize and effectively communicate ideas and knowledge.
- Understand and apply learning strategies for thinking, reasoning, and problem solving.
- Acquire a basic understanding of the world through experiences in social studies, science, fine arts and movement.
- Show respect for peers, property, authorities and self.
- Cooperate and work with others.
- Work independently and be self-starters.

Vision

In order to achieve our mission, we will:

- Teach reading and writing using a balanced literacy approach. Instructional strategies will be grounded in best practices which emphasize/encourage a meaningful interaction between student and text.
- Teach math strategies that focus on developing number sense, computation, problem solving and critical thinking skills. Students will be engaged in the exploration and practice of concepts with manipulatives, mental math and technology.
- Use informal and formal assessments to measure student progress and plan for optimal learning.
- Develop and implement consistent routines and language to instill respectful, polite communication and social interaction.
- Provide opportunities for students to set goals, make choices, and become responsible learner
- Expand student knowledge base in science, social studies, fine arts, and movement by integrating meaningful experiences into the daily curriculum.
- Use technology to improve student learning and provide student assessment data.

It is our intent to reflect current district policies in this handbook. We will do our best to inform you of any changes. Note: If there are any discrepancies district policy supersedes building handbook information.

Non-Discrimination Statement (Per NOSD Policy)

The Northern Ozaukee School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Parent Complaints or Concerns (Per NOSD Policy)

All parental complaints or concerns should be directed to the person directly involved. If a superior is called, the caller may be referred to the employee directly involved and advised of procedures in this policy. If a complaint is logged, the teacher will be notified.

A conference may be requested by the parent to discuss the situation or alleged problem.

Student Services

Questions regarding student services should be directed to the building principal and Barbara Peterka, Director of Pupil Services (262-692-2489 EXT 411).

Rtl

Response to Intervention is practiced by identifying the needs of struggling students and providing focused instruction they need through varying levels of assistance ranging from assistance in the regular classroom to assistance in a special education program.

Ozaukee Elementary addresses Rtl by providing a power period each day. The power period runs 30-40 minutes depending on grade. Language arts skills are focused on 3 days per week with math skills the other two days. Three times a year language arts and math skills will be screened to determine student instructional groups. Students at or above grade level are placed in the universal group. This group will focus on practice and enrichment activities. Students falling slightly below grade level will be assigned to Tier 2. During the power period these students will work with a classroom teacher on specific skills needing improvement. Students who are struggling significantly are assigned to Tier 3. They will work with a reading or math teacher in a group not larger than four students. Student progress will be carefully monitored on a regular basis. Students may move between the tiers. The goal is to improve every student's skills to grade level and above. Parents will be notified of student assigned tiers and any change in placement during the school year.

Limited English-Proficiency Students

The district provides services for students with limited English proficiency. The district will identify potential LEP pupils within the school district as part of the enrollment process using a home language survey and department-approved English proficiency assessment under s. PI 13.07.

Special Education

The district provides instructional programs for children with learning disabilities, behavioral disabilities, cognitive disabilities, physical handicaps or other health impairments, and speech & language disabilities. An early childhood program is available for eligible special education children (ages 3 - 6). Children can be referred for special education assessments by parents or school personnel.

School Psychologist

The school psychologist is available to work with small groups and individual students. Individual counseling sessions will be limited, and parents will be notified if more than two sessions are scheduled.

Home-School Communication

Written Communication

The Northern Ozaukee Schools communicate in written form through: weekly updates, progress reports, and various daily communications. Weekly updates are e-blasted to family email accounts. Parents may request paper copies by contacting the office.

Telephone Communication

Secretaries answer the phone during the regular school day. Please inform the secretary if you would like to talk directly to a staff member or leave a message on their voicemail. Secretaries will not interrupt teachers during class time. Messages may be left at any time of the day or night using voice mail. Phones in instructional areas do not ring when voice messages are being recorded.

Electronic Communication (Per NOSD Policy)

The Northern Ozaukee Schools communicate through our website <http://www.nosd.edu>. The website contains a number of links to other useful electronic communications. Included are the email addresses for all NOSD staff members. **NOTE** – emails are not monitored throughout the day by teaching staff. If you need to have a reply in less than 24 hours, do not use email. In addition, parents are encouraged to sign up for automated phone calls and email blasts to be informed of school activities. Parents are asked to keep this information up-to-date.

A weekly update is sent to families every Friday evening via eblasts. The update includes information about school activities and other community information of interest to families.

Ozaukee Elementary also hosts a public Facebook page. This page is open to interested parties and may be shared with everyone. Some teachers also host private membership pages to share information with parents of students in their classroom. To protect the privacy of our students, we ask that parents do not share or place classroom posts on their personal timelines. Parents are welcome to comment and post relevant school items on the classroom page. The classroom teacher is the advisor of the page and controls membership.

Parent-Teacher Conferences

Conferences are a mutual responsibility. It is parents and teachers working together for the maximum benefit of children. Conferences are scheduled two times during the school year (see District Calendar). Parents and teachers are encouraged to have conferences as needed. Many times this may be in the form of a telephone call or through email. Parents should not hesitate to call or email the school for information concerning student progress.

School Closings

In the case of inclement weather, the district will notify families through automated phone calls, email, and post closings on the website. In addition you can check Milwaukee TV or radio stations for announcements of school closings:

Radio

WTMJ (620 AM)
WOKY (920 AM)
WISN (1130 AM)

TV

WTMJ—Channel 4
WISN—Channel 12
WITI—Channel 6

Sometimes severe weather requires that we close school before the normal time. On a two-hour delayed start, students should arrive no earlier than fifteen minutes before classes begin. Staff will also report later so there will be no supervision for students.

Progress Reporting Systems (Per NOSD Policy)

Grading systems will be designed to report to parent(s)/guardian(s) the progress of their child(ren). The system shall report the student's achievement Standards Based Report Cards will be issued at the end of each term for grades PreK-5. Rubrics explaining grade level expectations and marking codes will be sent home with students and posted on the website.

Testing

Each year students in grades 3, 4 AND 5 participate in the state testing program which assesses language arts and mathematics. Fourth grade students will also take social studies and science exams. The program will be administered according to state guidelines. Individual student reports will be provided to parents.

Wisconsin State Assessment System Opt-Out

A parent must submit a written request for student opt-out to the principal or the school board. Per Wis. Stats. 118.30(2)(b)3., if the student is in grades 4, 8, and 9-11 the request must be granted. However, if the student is not in the above mentioned grade levels, the decision to grant the request is at the discretion of the school board.

PreK-Grade 2 students will be assessed once per year according to the state literacy guidelines. Teachers will share results with parents.

The Northern Ozaukee School District also administers AIMSweb screening tests to students in 5K through fifth grade. Students are assessed 3 times a year. Information gained from these tests are used to determine RtI placement and for classroom instruction.

Emergency Situations (Per NOSD Policy)

The Northern Ozaukee School District has a number of emergency procedures on place. It is the responsibility of the student(s) to listen carefully and follow any directions given by their immediate supervisor in an emergency situation. The emergency procedures are reviewed with students each school year. For a copy of the Northern Ozaukee School District - Emergency Procedures, contact the appropriate office.

Health Services (Per NOSD Policy)

Immunization Requirements

State law requires that all children must meet minimum immunization requirements before starting school. Each student must have a record of complete immunizations on file or submit a signed waiver claiming health, religious or personal conviction reasons for not being immunized.

School Health Services

The school district employs a part-time registered nurse. This person oversees first aid practices, dispensing of medications, immunization records, screening programs and other health needs within the school setting. The county health department will be consulted if there is any questionable contagious condition or serious health problem.

Illness or Injury

Report all injuries to the office.

The following procedures are to be followed in the event you become ill or injured during the school day and are unable to attend your classes:

1. Report to the office. If you have left your classroom, you must have a pass from the teacher, or he/she should call the office.
2. Your parents will be informed of a serious illness or injury and absence from class when it occurs.

The health room is located in the office area and is staffed by district personnel. Parents will be notified whenever it is felt a student should not remain in school or there is a question as to the seriousness of an injury. Parents will be notified for all head injuries, no matter how minor.

Pupil Emergency Forms – Parental Approval

At the beginning of each school year, a form shall be completed for each student listing necessary information on who to contact in case of an emergency. This form shall include parental contact information, as well as another responsible adult. ***PLEASE KEEP CONTACT NUMBERS UP-TO-DATE.***

In the event of serious injury or illness and parents cannot be reached immediately, the person listed on the Emergency Form will be called and asked to act on the parents' behalf. If the emergency contact cannot be reached, the parent signature on the form authorizes school personnel to contact a doctor. If it is a life-threatening situation, the rescue squad will be called first and parents second.

Students will be sent home when running a fever of 100.4 degrees or above. Students should not return until they are fever free without medication for 24 hours. Students will also be sent home with vomiting with or without diarrhea. Again they should be symptom free for 24 hours and be able to tolerate a regular diet before returning to school.

Procedures for Administering Medication

Each year we are asked to give medication to students who are temporarily ill and/or under the care of a physician. Wisconsin law allows designated school employees to give medication only if certain procedures are followed. To reduce the possibility of students taking medication without parent/guardian knowledge and to comply with the requirements of the law, these procedures have been established.

If parent/guardians wish a child to have medication given in school by school employees:

- An adult must bring the medication to the school office in its original, labeled container. Label should include: student's name, physician's name (if prescribed medication), name of drug, dosage to be given, and frequency and method of drug administration.
- If medication is prescribed by a physician, bring the medication with a completed "Medication Authorization Form". A written order from the physician with a date and a signature will also be accepted.
- Over the counter medication such as Tylenol, Benadryl etc. will be given with a completed parent consent form.
- Additional forms are available in the office or on the NODS website.
- For emergency EpiPen injections, submit "Severe Allergy Information/Consent" and Instruction forms, are available from the school office.

Medication Kept by the Student

Elementary students may not carry and administer their own medicines because of potential dangers to themselves or other children. The only exceptions are children with medical conditions such as asthma requiring an inhaler; in which case, immediate access when needed is highly beneficial. In this situation, the "Self-Carry/Self-Administer Form" must be completed and on file in the school office.

Students who have demonstrated all responsibilities associated with carrying medication will be allowed to carry their own inhalers or epi-pens after the parent/guardian and physician complete a "Self-Carry/Self-Administer Form."

Enrollment Information

Admittance

Ozaukee Elementary School is open to all children of school age who live in the Northern Ozaukee School District.

Pre-kindergarten students must be age four on or before September 1. Five-year-old kindergarten students must be five on or before September 1. A student applying for early admission must pass stringent standards determined by the Board of Education.

Open Enrollment

Students in pre-kindergarten through grade 12 may attend public school in a district other than the one in which they reside, if space is available. Certain other limitations also exist.

A child may attend a pre-kindergarten or early childhood program only if the resident district also offers the program, and if the child is eligible for the program in the resident district.

Additional information and application forms are available Wisconsin Department of Public Instruction website.

Tuition Waivers

Parent(s)/guardian(s) who move out of the Northern Ozaukee School District, but wish their child(ren) to continue in the school system should contact the appropriate school office for a waiver form. The form should be completed and returned to the appropriate school office before the move. The school district will then determine whether the student is eligible for a waiver.

School Hours and Supervision (Per NOSD Policy)

The schedule of hours for a normal school day for the respective grade levels will be as follows:

Grade	Schedule
Pre-Kindergarten, half day morning session:	3 hrs. 25 mins.: 8:35 a.m.–12:00 p.m.
4K and 5K (Kindergarten), Grades 1-5 :	7 hrs. 5 mins.: 8:35 a.m.–3:40 p.m.

Early Release

During the 2018 - 2019 school year, Wednesdays will be an early release day. Elementary students will be released at 2:40 p.m.

The supervision of students begins just before classes start for the day and ends at dismissal time. Morning supervision begins at 8:25 AM. Children are not to arrive before that time. They will not be allowed to enter the school before 8:25 AM except during inclement weather. After school students should leave the premises unless they have a purpose for staying on school grounds.

Student Dismissal at End of School Day

For school safety and to avoid distractions/ interruptions in the classrooms at the end of the day, we ask that parents/guardians who pick up their child/ren wait in the front lobby. Students are dismissed at 3:40 P.M.

3:35 – PreK students are dismissed & escorted to the buses

3:37 – 5K students are dismissed & escorted to the buses

3:40 – Grades 1-5 dismissed & escorted to the buses

Morning PreK students are dismissed at 12:00 P.M. Parents/guardians that pick up their child/ren, please wait in the front lobby until 12:00 P.M.

If you need to pick up items or speak to the teacher, please wait until the teacher has returned to the classroom after escorting the students to the buses.

If you need your child before 12:00/3:40 P.M., contact the office and we will call for your child.

Student Attendance (Per NOSD Policy)

The NOSD Board of Education encourages a strong partnership between the home, school, and community. It recognizes a positive relationship between good school attendance and success in school and employment. If student learning and growth are to take place, parents/guardians, students, and school personnel must recognize their responsibilities to assure regular attendance.

All students attending NOSD have the responsibility to attend school daily, except when excused. NOSD will implement the requirements of the compulsory attendance laws, in a timely manner, including reporting continued absence violations for court truancy proceedings according to Wisconsin Statutes.

Tardiness

For maximum learning to occur, students need to be in class on time. Students who arrive late to school must report to the office and obtain a tardy pass before going to class.

Excused tardiness includes:

- Medical appointments with note from office of medical professional.
- Tardiness related to late bus arrival
- Family business IF called in by 8:35 or if the office is notified the day before.

A pattern of tardiness or absences of any child will be brought to the attention of the child's parent/guardian. If it appears that the child or parent is negligent, appropriate action will be taken. **NOTE:** A medical excuse may be requested for students who are absent three or more consecutive days.

Absence Procedures

The following procedure is to be followed in the event a student is absent from school:

- 1) A parent or guardian must call 262-692-2401, Ext. 200, to report the reason and possible duration of the absence. Calls can be made at any time. Calls made before 7:30 AM and after 4:00 PM may be answered by machine.
- 2) If a phone call is not possible, the student must bring a dated note, written and signed by the parent, to the office IMMEDIATELY upon return to school. The note should include the date(s) of the absence and reason for it.
- 3) For your child's safety, non-reported absences will be followed up by a call home made by school office personnel.
- 4) EXEMPT ABSENCES – Excused by medical professional or sent home from school by our nurse or other staff member. These absences are not counted towards truancy.

Leaving During the School Day

Parents will need to come to the office to sign out their child for any pre-arranged absences during the school day. The teacher will be notified to send the student to the office for pick-up. Parents must notify the office for any student to be released to anyone other than a parent he/she lives with.

Assignments during Student Absences

Teachers will provide school assignments during student illness. Please give adequate notice so those teachers may prepare assignments and collect materials. Parents need to arrange for assignments to be picked up in the school office no earlier than 2:30 P.M. Assignments missed due to vacation will be held for students upon their return.

Anticipated Absence

The following procedure is to be followed in the event a student knows of a future absence from school:

- Bring a dated note from home indicating the date(s) and the reason for the anticipated absence. THIS REQUEST MUST BE BROUGHT TO THE OFFICE PRIOR TO THE ANTICIPATED ABSENCE.

If your absence is to be an extended absence (more than two days), you are to obtain a "Pre-Planned Absence Notification" form from the office.

Student Fees & Waiver (Per NOSD Policy)

Certain fees will be assessed each pupil at the beginning of the school year, or at time of admission if it is during the school year, to help defray the cost of specific materials. Such fees shall be in concert with the laws of the State of Wisconsin. The amount of the fees for a given year will be determined by the Board of Education. The payment of school fees is a parental responsibility, and the Board directs the duty of fee collection to the administrative staff

Supplies

Basic textbooks, workbooks, and other instructional materials are provided by the school district. Student supply lists are sent home at the end of the previous school year and are available in the school office. It will be necessary to replenish school supplies throughout the year. Please label clothing, backpacks, sports equipment, etc. with your child's name. Gym shoes are necessary for physical education classes. Students not wearing gym shoes may not participate in physical education classes.

Responsibility for School Equipment

Students will be held responsible for all textbooks and other equipment issued to them. Abuse of these materials will result in an assessment based on the age of the materials, their condition at the time of checkout, and extent of the damage beyond normal use. Book bags and/or plastic bags should be provided for those who need to take books home from school.

Food Service Program (Per NOSD Policy)

The school food service program provided by Taher Food Service shall be available to all students of NOSD. The program will include the organization and facilities for students to bring a lunch or purchase a hot lunch or breakfast through the state/federally-supported lunch program.

Applications for free or reduced-price meals are provided by the district through the Department of Public Instruction rules and regulations. If you qualify for the free or reduced breakfast/lunch program please note: if your child does not participate in the program, they will have to pay per carton of milk when bringing a cold lunch from home.

Debit Lunch Account Program

The Northern Ozaukee School District uses a family-based debit account system. Family account deposits are accepted at the elementary school office and are entered by the Food Service Department.

- Parents will receive a phone call/email once your balance falls below zero. Please note that you can check your balance online under the NOSD website, food service tab.
- If a family balance reaches -\$5.00, the students in the family will not be able to charge lunches to the account. The student is only allowed an alternate meal consisting of a PEANUT BUTTER SANDWICH and milk. A charge will be made for the alternate meal.
- As of May 1st each year, accounts must remain above zero for students to participate in the lunch program.
- Checks written for food service accounts should be made out to NOSD/Taher.

Breakfast Program

A breakfast program will be available to all elementary students in grades PreK-5. Students who qualify for free or reduced lunch also receive breakfast milk at no charge. Breakfast is served in room 349 daily from 8:20-8:35. Students will be expected to finish eating and head to class no later than 8:40. ALL breakfast food needs to be eaten in the room it is served. NO FOOD MAY LEAVE IN BACKPACKS.

Lunch Periods

Students in grades 4K-grade 5 have a 30-minute lunch period scheduled. Students may buy a lunch from the food service program or bring a lunch from home. Milk is available for purchase. Lunch menus are posted in area newspapers, in the building, in weekly updates, and on our website. A separate monthly lunch menu is provided for 4K students.

Please do not send soda with your child for lunch.

4K students also eat lunch in the lunchroom. They have the option of bringing a lunch from home or purchasing one from food service. They may also buy milk.

Transportation Services (Per NOSD Policy)

Transportation Services

Bus transportation is a privilege established by the State Legislature, administered by the school district, and funded by state and local taxpayers. Students are expected to bear this in mind and to behave on the bus as if they were in school. All school rules of conduct shall apply to students on buses. In addition, bus rules will be posted on all buses and in student/parent handbooks by school principals.

Transportation Rules & Regulations for Bus Riders:

- Only students who are eligible for transportation at their residence will be transported.
- A parent/guardian must complete a Transportation Service Request Form for each student. Failure to complete and return this form may jeopardize your child's eligibility for transportation service.
- Each student is allowed one pick-up and one drop-off stop within the Northern Ozaukee School District. They do not need to be at the same address, although Monday through Friday (weekly route) must remain the same. Buses will stop at St. John's Daycare & Paulus Daycare.
- If a child is not picked up and dropped off at his/her residence, a Service Change Pick-Up and/or Drop-off Request Form must be completed. This form is available in the school office.
- One week's notice is needed to change the transportation plan.
- Approval of Service Change Requests is contingent upon availability of seating space on existing bus routes.

Failure to comply with any of the above rules, after approval has been granted, will result in revocation of approval.

APPLICATIONS MUST BE SUBMITTED TO THE BUILDING PRINCIPAL. ANY APPEALS OF THE PRINCIPAL'S DECISION SHOULD BE MADE IN WRITING TO:

**DAVID KARRELS, SUPERINTENDENT
NORTHERN OZAUKEE SCHOOL DISTRICT
401 HIGHLAND DRIVE
FREDONIA, WI 53021**

Bus Conduct Rules

- Observe same conduct as in the classroom.
- Follow all directions given by the bus driver promptly and politely.
- No eating or drinking allowed on the bus.
- Keep the bus clean; throw all garbage away.
- Keep head, hands, and feet inside the bus. Do not put anything outside the window.
- No smoking, use of tobacco products, or lighters is permitted.
- Do not be destructive. Damage to the bus will be paid by the individual causing the damage.
- Stay in your seat at all times and remain seated.
- Loud talking, laughing, or actions that divert a driver's attention from the road are not permitted.
- Profane or vulgar language is not permitted.

Elementary students will be given an assigned seat. The bus driver is the authority on the bus and has the right to reassign seats at any time.

Bus drivers shall submit written reports of all cases of misconduct to the building principals. Principals may suspend bus privileges. Repeated misconduct may result in year-long bus privilege suspension following a hearing with student and parent/guardian.

Parental concerns regarding bus issues should be first directed to Riteway Bus Co. (262-375-3102).

Dress and Grooming (Per NOSD Policy)

Since normal control of student dress and grooming is a personal responsibility, the NOSD Board encourages parents and guardians of students attending our schools to adhere to the basic rules of dress and grooming.

General regulations include clothing that:

1. Is clean.
2. Avoids obscenity.
3. Does not present a physical danger to oneself or others.
4. Does not cause or threaten to cause physical damage to school property.
5. Does not disrupt the normal educational process in the classroom or school environment.

It is a good practice to keep a sweater or sweatshirt at school to guard against rapid weather changes. Many times inside and outside temperatures vary greatly. High temperatures outside do not mean that classroom temperatures are the same. Students have different comfort levels regarding temperature and activity.

Students are expected to go outside for recess during the winter months unless the temperature is below 10 degrees Fahrenheit. Winter attire should consist of heavier clothing, caps, scarves, mittens, boots and snow pants.

After warm weather starts, most summer playwear is fine at the PreK-5th grade level. Tank tops with thin straps, bare midriff tops, extremely short shorts, and beachwear are not acceptable, nor are T-shirts that carry messages or pictures that distract students. Jackets and hats are not to be worn inside the school building.

Students are highly encouraged to wear athletic or sturdy shoes for outdoor recess. Flip flops/beach sandals do not protect feet from slivers and scrapes. Students must wear athletic shoes to participate in physical education class. Athletic shoes with wheels are not permitted on the Northern Ozaukee Campus.

Student Discipline (Per NOSD Policy)

The Northern Ozaukee School District is committed to establishing a safe and educationally conducive learning environment for all individuals involved in the learning process.

The district shall not tolerate behavior that is dangerous, disruptive or unruly. Any student who engages in such behavior as outlined in NOSD Policy shall be subject to removal from the classroom. In addition, the student shall be subject to disciplinary action as designated in NOSD Policy.

School Discipline Procedures (Per NOSD Policy)

Although each teacher establishes individual classroom expectations, we have some school-wide procedures all students are expected to follow. They include:

The Warrior Way!

Voice Level	Hallway 0	Cafeteria 2	Classroom 2	Recess 0-4	Bathrooms 0	Assemblies 0-4	Bus
Respect Yourself	I can walk at all times.	I can eat only my food. I can walk at all times.	I can maintain personal space.	I can get help when it is needed.	I can wait my turn. I can keep to myself.	I can listen and watch.	I can face forward at all time. I can stay in my seat. I can wait for the bus to stop before standing to exit.
Respect Others	I can have a 0 level voice. I can walk in a straight line facing forward.	I can be polite and use good manners. I can use a level 2 voice.	I can keep hands, feet, and objects to myself.	I can play by the rules. I can take turns and share the equipment.	I can be quick. I can have a 0 level voice.	I can sit quietly with my hands in my lap. I can show enjoyment with applause	I can follow all directions from the driver or other adults.

	I can stay in my line spot.	I can stay in order when in line.		I can use polite language. I can listen and follow the directions of adults.	I can open the stall door slowly.	at appropriate times.	I can keep my hands, feet, and other objects to myself.
Respect Your Environment	I can have my eyes only on the displays. I can put all my items in my backpack and keep my backpack closed. I can keep my outdoor clothing on my hook.	I can clean up my own space. I can tell an adult right away if something spills. I can wait with a 0 level voice when moving to and from the cafeteria.	I can keep areas clean. I can use school property with care.	I can take only playground equipment out to recess. I can line up immediately when the bell rings. I can wait with a 0 level voice when lining up. I can pick up all the equipment that I see.	I can use the toilets and sinks correctly. I can use only as much paper towel as I need. I can keep the bathroom clean.	I can have a 0 voice when entering and leaving.	I can use a level 1 voice for safety. I can report any unsafe activity to the driver.

Building Discipline Program

Students will be accountable for their behavior by the Building Discipline Program. This program is used to accurately record student behavior and reinforce positive behavior through recognition/awards. Classroom teachers will notify parents of misbehavior through home communication sheets, assignment notebooks, email or phone calls. A detailed description of classroom and building procedures will be given to parents at the beginning of the school year.

Homework

Homework is an extension of the school day. Homework can be work not finished during the school day, as well as, supplemental work. Students are expected to read daily outside the school day. Parents are encouraged to find suitable areas for study at home and monitor student progress. Students with incomplete work miss recess time or may be required to attend a teacher-supervised study time.

Personal Technology

Students may bring personal technology devices to school for study purposes (tablets, Kindles, laptops, iPads). Internet capable devices will be granted access at the NOSD student level. Students should bring devices into the classroom where they can be secured. We request that elementary students do not bring cell phones to use during the school day. If they need a cell phone before or after school, the phone should be turned off during the school day and left in the office or locked in the student's locker for safe-keeping. The school will not be responsible for technology devices that are lost, broken or stolen.

Items Causing Distraction

Children are discouraged from bringing any type of trading cards, toys, radios, CD players, video games/iPad, tablets, phones, or iPod/mp3 players from home to school. If these items are brought to school, they must remain in backpacks or be given to the teacher for safe-keeping. If these items become disruptive, they will be confiscated and placed in the office. Parents may pick up these items from the office. School will not be responsible for items that are lost, traded, broken or stolen.

Skateboards, roller skates, roller blades, or shoes with wheels are not allowed at school.

Party Invitations

Due to distractions and hurt feelings, party invitations will not be distributed at school. Student directory lists will be made available in September.

Birthday Treats

Students may bring birthday and other special treats for classmates. We ask that all treats be packaged individually such as placed in zip lock bags, wrapped in plastic wrap or prepackaged individual servings. Treats will be distributed towards the end of the school day. Student may eat them at school or take them home. The NOSD Wellness Committee suggests sending healthy snacks or small portions of sweet treats. Please do not send large cupcakes, full cakes, pans of brownies or anything that needs to be refrigerated or frozen. Please check with the teacher regarding any student allergies in the classroom.

Student Phone Use

Calls will be made home when children are sick, injured, need medication or other emergencies arise. Forgotten assignments, lunch money, library books or changes in social arrangements do not constitute emergencies. Permission to use the school phone must be given by office personnel. Phone messages from parents to children will be relayed through the school secretary.

Volunteers

Parents and other interested people are encouraged to volunteer in our school. Many opportunities exist such as: working with children in the classroom, assisting teachers, conducting book clubs, overseeing the school store, chaperoning field trips and helping with other special projects. For safety reasons, a background check is required each year for all volunteers who work with children in the building and chaperoning field trips. Volunteers working in the building are asked to sign in and out of the office and to wear a volunteer badge.

School Visitation (Per NOSD Policy)

Parents are encouraged to visit school to participate in special activities and volunteer when needed. Visits are most valuable when the time has been planned with the teacher to avoid activities that are not typical of their daily program.

Parents may eat lunch with their children on any day. Adult lunches need to be paid on the day lunch is eaten.

It is our general policy not to allow children who are not enrolled in our schools to "visit" school with a friend or relative. Exceptions to this policy will be rare and must be cleared with the principal well before the intended visit.

All visitors/volunteers must register in the office upon arrival and pick up a Visitor's or Volunteer's Badge.

Animals in School

From time to time students ask to bring in family pets. Before an animal can be brought into the building, the owner must receive permission from the teacher and principal. Due to allergies, animals are to remain in the lobby area. Animals need to be appropriately contained and handled.

Locker Search policy (Per NOSD Policy)

The School Board reserves the right to authorize its employees to inspect a student's locker when such employee has reasonable cause to believe that the locker is improperly used for the storage of any substance or object, the possession of which is illegal, or any contraband which poses a hazard to the safety and good order of the schools.

Weapons Policy (Per NOSD Policy)

It is the district's policy to provide a safe and secure learning environment for all district students. Therefore, the district prohibits persons from possessing a dangerous weapon on school property, on school buses, or at any school-related event.

Field Trips (Per NOSD Policy)

Field trips are activities that are designed to enhance student learning. Students and chaperones are expected to give the teacher in charge full cooperation. All school rules apply. No student is allowed to go on a field trip without parent permission.

All chaperones must complete the "Authorization for Procurement of Criminal Background Check Form". Chaperones are expected to travel on the bus with students to and from field trip locations.

No student will be denied the opportunity to participate because of limited financial resources. Please contact the principal if fees place a strain on your family's budget.

Pupil Interviews (Per NOSD Policy)

Individual pupils may not be interviewed by any person, except an employee of the Board, without the approval of Administration. No principal or designee shall grant such an interview unless it is deemed essential for the welfare of the child or unless required by a court order.

Curriculum Access

Parents may request information regarding district curriculum materials. All inquiries regarding curriculum and materials should be directed to the building principal.

Information for Non-Custodial Parents

Inquiries from non-custodial parents including student contact, teacher contact, report cards, attendance, newsletter, and other school information will be honored unless legal documentation instructing the school not to release information is on file. Student report cards, school newsletters, and other school information will be mailed to non-custodial parents upon request.

Please contact office personnel in the event a restraining order is in effect. A copy of legal documentation must be on file.

Parent Teacher Resource Group (PTR)

The PTR group (4K-12) was formed to support and enrich educational programs offered by the school district. All parents, teachers, and interested community members are invited to attend. Look for PTR updates in monthly newsletters and for the PTR web link on the NOSD website.

Student Harassment Policy (Per NOSD Policy)

The school district is firmly committed to an educational environment that is free of discrimination and harassment in any form. The district will, therefore, establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere wherein every student is treated with courtesy, respect, and dignity.

Harassment means behavior between pupils based in whole or in part on the person's gender; race; religion; national origin; ancestry; creed; pregnancy; marital or parental status; sexual orientation; or physical, mental,

emotional, or learning disability; or any other characteristic protected under state, federal, or local law which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. If a student feels that s/he experienced harassment based on any of these federal and state categories, the student should immediately report the incident to the building principal.

Student Use of Technology (Per NOSD Policy)

Students are responsible for their own behavior and are expected to comply with the District's Computer, Internal Network, Electronic Mail, and Internet Appropriate Use Policy. Each district family will be provided a copy of the policy. Elementary students are supervised when in labs and at classroom workstations.

Student Records Policy (Per NOSD Policy)

Student records shall be maintained in the interest of the student to assist the school in providing appropriate educational experiences. Student records will be available only through procedures developed by the administration in keeping with state and federal laws and regulation, and professional administrative practices.

Release of Information (Per NOSD Policy)

State law allows for the school to publish and release certain information about your child without your consent unless you have requested, in writing, that we do not. The law is stated this way so we can include your child's name on a music program; list his/her name on the honor roll, etc. Specifically, what we can release about your child is: name, date of birth, participation in activities, weight and height if in a sport, dates of attendance, photographs, awards and the name of the school most recently attended.

To exempt your child from the law that allows us to release the above information, you must request that we do not include your child's name. You must do so, in writing, before September 15, 2018.

It is the policy of the Northern Ozaukee School District not to publish student pictures in school district publications without parent consent. During public performances, media such as newspapers may take pictures that are published. The district policy does not apply in those situations.

OES Grade Level Directories – Grade level directories are put together for the purpose of arranging outside school events such as playdates and birthday parties. Student names, parent(s) name, address and phone numbers are included in the list. Second family information may be included also. Parents/Guardians not wanting their family information on the directory lists should contact the OES Office by September 15, 2018.

NOSD District Office Personnel -- 262-692-2489

David Karrels, Superintendent	Ext. 402
Jackie Evraets, Adm. Assistant	Ext. 410
Julie Wicker, Business Manager	Ext. 407
Karen Ruka, Accounting Analyst	Ext. 408
Barbara Peterka, Pupil Services Director	Ext. 411
Jason Caswell,, Maintenance	Ext. 415
Dewayne McFadden, Taher Food Service	Ext. 414
Riteway Bus Service	262-375-3102

Ozaukee Elementary School Personnel 2017-2018 262-692-2401

Ms. Lynn Kucharski	Elementary Principal	(201)
Ms. Michelle Ringwell	Building Secretary	(200)
Ms. Kelley Janowski	Office/Bldg Aide	(202)
Ms. Barbara Peterka	Director of Pupil Services	(411)
Ms. Cindy Johnson	School Nurse	(204)
Ms. Laurie Melzer	Early Childhood Teacher	(220)
Ms. Jennifer Gasser	4 Year Old Teacher	(215)
Ms. Sarah Gundert	4 Year Old Teacher	(223)
Ms. Wendy Stephanie	4 Year Old Teacher	(213)
Ms. Jodi Mueller	5 Year Old Kindergarten Teacher	(228)
Ms. Taylor Pride	5 Year Old Kindergarten Teacher	(229)
Ms. Sara Zimdars	5 Year Old Kindergarten Teacher	(222)
Ms. Jennifer Daniels	Teacher, Grade 1	(235)
Ms. Samantha Daul	Teacher, Grade 1	(233)
Ms. Anna Freier	Teacher, Grade 1	(231)
Ms. Elizabeth Minz	Teacher, Grade 2	(238)
Ms. Jodi Plier	Teacher, Grade 2	(239)
Ms. Devin Scherff	Teacher, Grade 2	(237)
Ms. Tania Mader	Teacher, Grade 3	(242)
Mr. Nick Warner	Teacher, Grade 3	(240)
Ms. Jill Doherty	Teacher, Grade 3	(254)
Ms. Karleen Gumm	Teacher, Grade 4	(241)
Ms. Melissa Schreurs	Teacher, Grade 4	(244)
Ms. Shelly Kroeger	Teacher, Grade 5	(350)
Ms. Colleen Meyer	Teacher, Grade 5	(352)
Ms. Tammy Mueller	Rtl Reading	(255)
Ms. Carolyn Olson	Rtl Mathematics	(255)
Ms. Laura Vorwerk	Music	(251)
Ms. Amanda Culver	Art	(253)
Mr. Andrew Pfeuffer	Physical Education	(261)
Ms. Linda Derewicz	Media Specialist	(264)
Ms. Allison Engel	Special Education	(245)
Ms. Amanda Hepner	Special Education	(245)
Ms. Emily Quinlan	Special Education	(249)
Ms. Michele Ward	Occupational Therapist	(270)
Ms. Jane Dean	Physical Therapist	(270)
Ms. Mary Ann Mann	Speech & Language	(225)
Ms. Alyssa Haas	Speech & Language	(214)
Ms. Charysse Gregorash	Speech & Language / ELL	(227)
Ms. Lynette Melin	School Psychologist	(320)
Ms. Kristin Johnson	District Reading Specialist	(234)

Ms. Lori Marini	District Learning Coach	(203)
Ms. Connie Michael	Power Lab	(234)
Ms. Kelly Fechter	School Aide	(245 or 249)
Ms. Angela Frey	School Aide	(245 or 249)
Ms. Anne Kunz	School Aide	(245 or 249)
Ms. Rachel Krause	School Aide	(213)
Ms. Cindy Preisler	School Aide	(215)
Ms. Kathleen Skipper	School Aide	(223)
YMCA care program		(210)

The Northern Ozaukee School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.