

Kettle Moraine School District Elementary Handbook

The Kettle Moraine School Board requires all parents to review this guide, which contains information on school programs, policies, and procedures. It also contains federal, state, and school board public policies and notices.



SCHOOL DISTRICT OF KETTLE MORAINE

Cushing, Dousman, KM Explore, Magee, Wales

Hello,

In our Kettle Moraine School District elementary schools, we provide many opportunities and programs for children to develop academically, socially, and personally. The students, their safety, and learning take top priority in our schools as we work toward a well-rounded education for each individual child. We believe the educational development of your child is enhanced through a partnership. This partnership is fostered through parental awareness and involvement in your child's experiences in his or her classroom and school.

As part of our commitment to inform you about your child's educational opportunities and to encourage your active participation, we invite you to:

- Schedule a visit with your child's classroom teacher
- Communicate regularly with your child's teacher(s)
- Attend conferences
- Read our school's weekly electronic newsletter: *eMessenger*
- Visit your school website. At this site you can stay current with school news by OPT-IN Communication, and find information about upcoming events
- Become involved in the PTO

This handbook will serve as a guide to answer many questions about school procedures, rules and district policies. Please review these items with your child. At times, the handbook refers to specific district policies known as Kettle Moraine Operating Rules and Regulations (KMORRs). You can search specific policies by visiting the [School Board link](#) on our District Website. If you have questions or concerns, feel free to contact your child's classroom teacher or school principal. We look forward to providing your child with a year of successful learning experiences and positive friendships in a safe and happy environment.

Sincerely,

Susan Rach, Cushing Elementary Principal
Justin Nies, Magee Elementary Principal
Jeremy Monday, Dousman Elementary Principal
Chris Otto, Wales Elementary Principal and KM Explore Director

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KETTLE MORAINÉ SCHOOL DISTRICT MISSION AND VISION

Mission - To cultivate academic excellence, citizenship, and personal development.

Vision- Learning without Boundaries Vision: Learning without Boundaries

SCHOOL DAY SCHEDULE

Monday, Tuesday, Wednesday, and Friday	8:30 AM - 3:35 PM
Thursday	8:30 AM - 3:05 PM
Half Day Dismissal (Last day of school)	8:30 AM - 12:35 PM

ATTENDANCE

Regular school attendance is a critical factor in student achievement. Whether your child is learning through Face-to-Face or distance learning, their attendance and engagement will impact their achievement. We also recognize that there are times when it is necessary (for reasons other than illness) for students to be absent from school. When this happens, it is important to understand the Wisconsin State Law requirements for attendance.

There are two types of absences—excused and unexcused. Excused absences, including tardies, are allowed for student illnesses and medical appointments. Exceptional circumstances may also be considered excused when the school office is notified. Examples of these are family emergencies and funerals. Special events of educational value and/or exceptional circumstances may also be considered excused absences if approved by the principal in advance. Unexcused absences are those that are non-medical, non-emergency and counter to the educational well being of the student. Tardiness is also an unexcused absence unless it is for a medical or emergency reason or for special events of educational value or exceptional circumstances.

- If your child is going to be absent from school, we ask that you call the School's Attendance VoiceMail Line and leave a message before 9:00 a.m. The message should include the child's name, the teacher's name and the reason for the absence - including symptoms. This information will help us in tracking/reporting to the county.

School	Attendance Line
Cushing Elementary	262-646-6700 ext. 6709
Dousman Elementary	262-965-6520 ext. 6512
Magee Elementary	262-968-6454 ext. 6456

- If a child arrives at school after 8:30, he/she must report to the office to sign in. If a parent signs them in, the tardy is marked excused. A child will be marked unexcused when their parent does not communicate with the front office.
- Please schedule vacations when school is not in session. When a child misses school, the burden to catch up on work and learning is often very difficult.
- Appointments should be made, when school is not in session. A telephone call or a note identifying the reason and the time for release from school is requested for each medical appointment. The student should bring this note to the teacher on the day of the appointment. Please communicate this information to both the teacher and the front office via email or phone.
- A parent must sign the student out of school at the office before the student leaves the building and sign the student in upon their return. When a child needs to leave during the school day, please call the office or email to indicate the time. When you arrive at school, please enter the lobby, sign your child out.
- For more information, see our district's School Attendance Policy (KMORR 2209).

STUDENT EMERGENCY CONTACT INFORMATION

Please keep your child's emergency information up to date. Throughout the year, if there is any change of information that the school should have, such as a parent changing workplaces, change in cell phone number or email address, please make changes in your Infinite Campus Parent Portal account.

ARRIVAL & DISMISSAL FROM SCHOOL

Safety during arrival and dismissal at school is a priority. Students may begin arriving at school at 8:20 AM in order to be ready to begin the school day at 8:30 AM. Buses begin to drop off in front of our school at approximately 8:20 AM each morning. Students walking to/from school should follow the guidelines listed below. Students are expected to immediately board their correct bus.

Walkers

- Students may not arrive before 8:20 AM and be unsupervised.
- Students riding their bikes or walking to/from school need to have a signed (by parent and student) Walk/Bike Guideline Form on file each school year. Guideline Forms are available at the front desk.
- Students should NOT arrive before 8:20 AM.
- Afternoon walkers will meet a staff member/crossing guard at a designated location at dismissal time.

Bikers

- Students who bring bikes to school should NOT arrive before 8:20 AM

- The school is not responsible for damaged or stolen bikes.
- Please encourage your students to ride safe and WEAR a HELMET.

Cars

- Please see your school's individual plan for carline drop off and pick up details.
[Cushing Car Arrival and Dismissal Map](#)
[Magee Elementary Arrival and Dismissal Maps](#)
[Dousman Arrival and Dismissal Maps](#)
 Wales Campus Please see [this picture for an updated pick up route](#), watch [this video for drop off routine](#) and [this video for pick up routine](#).
- Car line students will be able to enter the building at 8:20am.
- Students are expected to enter and exit their vehicle on the side of the vehicle that is closest to the building.
- Please display the visor tag provided by your school at dismissal time to keep cars flowing smoothly.
- At the end of the day, students will be dismissed from their classrooms to the car line at 3:30 PM and 3 PM on Thursdays.

Bus

Kettle Moraine Schools and Dousman Transport Company (DTC) work in close cooperation to ensure that your child's ride to and from school is as safe as possible. Both the school district and the transport company are committed to that goal. With that in mind, bus rules have been developed to insure the health and safety of all the students who ride a bus each day.

Failure to abide by these rules will result in consequences for the specific student(s) to reinforce the importance of safety on the bus. Disciplinary actions may include bus suspensions, school detentions, and school suspensions. Our goal is the safety of your child.

You and your child are asked to read and discuss the bus rules and regulations below. Your signature and that of your student is required so that we are assured that the rules are understood. Please return the signed form that you received with your bus information from Dousman Transport to the school office.



Dousman Transport Bus Rules

1. Students are required to comply with measures established by the federal Department of Transportation.
2. Students are not allowed to ride any other bus other than the one they are assigned. No exceptions.

3. Remain seated in your assigned seat. No kneeling or turning your body around. You may speak to others in your seat.
4. Keep hands, feet, and objects to yourself and inside the bus. Backpacks should be placed on the floor under your legs, or held on your lap.
5. Keep the bus neat and orderly. Please dispose of waste materials in the basket provided. Your help is appreciated keeping the bus litter free. Cutting, poking holes, or drawing on bus seats is vandalism. You will be responsible for paying for the repair or replacement.
6. Talk in an indoor voice.
7. The window may be lowered halfway with driver's permission. Yelling or shouting out the bus window is not acceptable.
8. Be polite and respectful of the driver and other riders. Swearing, cursing, and use of bad language is inappropriate and totally unacceptable.
9. Wait for the hand signal from your driver before crossing any street or road.
10. There is no eating or drinking on the bus.
11. The district has equipped all of the buses to run video cameras with audio

For more information, see our district's School Bus Policy (KMORR 2404).

ELEMENTARY GRADING AND REPORTING

The district adheres to a system of balanced assessment. A balanced classroom assessment system includes the use of formative, benchmark and summative assessments. For more information, see our district's Academic Achievement Reporting Policy (KMORR 3401)

A critical component of student achievement is to deliver timely and specific feedback regarding student's learning progress beyond the traditional quarterly report card. This requires clear definition of learning targets at the front end for units of study and effective communication between teachers, students and parents. Our reporting system is designed to best meet these requirements and will facilitate better understanding of the learning goals and provide tangible evidence of growth.

We encourage you to monitor achievement on individual learning targets from previous units of study where your child had not met Proficient or Secure levels. If your child has shown growth in any of these areas, it will be reflected through reassessment and rubric outcomes. This will be noted by date and explanation in the comment section under the specific learning target(s).

If you have any questions about or need assistance accessing your Infinite Campus Parent Login from our website (www.kmsd.edu), please contact campus@kmsd.edu. Computer access will be available to all families without internet, at all buildings.

READINESS HABITS and HABITS of MIND

In addition to academic achievement the district supports the work of citizenship and personal development. One way that the district is working to support this is through

intentional instruction on readiness habits, such as; perseverance, thinking flexibly, managing impulsivity, listening and understanding with empathy etc. These habits strengthen our KM students to be college and career ready.

This work is built upon throughout a child's time at KM, developing skills and dispositions that will carry students into the world beyond the district. Please see the [Graduate Profile](#) on our website for more information.

STUDENT CONDUCT

We strive to provide a safe and healthy environment that is conducive to student learning. In order to achieve this environment, we have created these school wide expectations. In addition, each classroom also comes up with their classroom expectations at the beginning of each year which aligns with these guidelines. For more information see our Student Conduct Policy (KMORR 2402)

In the case of severe behavior problems such as direct defiance, dangerous conduct or damage to property, the student is referred to the principal as an office discipline referral. The child may receive one or more of the following consequences:

- Student/Principal conference
- Student/Parent/Principal conference
- Lunch/Recess detention
- Removal from special events, field trips, etc.
- Reflective writing
- Formal written and verbal apology
- Problem solving/goal setting
- Phone call home
- In-school suspension
- Out-of-school suspension

Students will be interviewed by the principal or designee prior to disciplinary action. The only exception to this practice of due process will be in emergencies where danger to students and staff prevent the normal investigation process from occurring.

BULLYING

We do not tolerate bullying/hazing behaviors in schools as they have a harmful impact on bullies, victims and bystanders. Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. The behaviors are addressed in accordance with our Bullying Policy (KMORR 2301).

RECESS RULES

The overall school expectations for safe behavior should be covered at recess. Playground rules will be reviewed at the beginning of the school year; and throughout the entire year as needed.

All students are expected to participate in outdoor recess. Children need to come prepared with warm winter gear as recess is outside at zero degrees windchill and above. If it is necessary for your student to remain indoors due to a medical condition, please provide a statement from your physician excusing him/her from outdoor recess, indicating the reason and duration of the excuse.

The following recommendations have been set and will be enforced for students in all grades **4K-5**. Please remember, students can store appropriate recess attire including long pants, sweatshirt, jackets, snowpants, boots and shoes in their cubbies to have available when needed.

- Jacket/Sweatshirt (minimum of two long sleeve layers) less than 50°F windchill
- Long pants less than 50°F windchill
- If there is question to the temperature, an announcement of the current temperature will be made immediately prior to the first lunch and will carry out the entire lunch/recess period for everyone.

WINTER/SNOW SAFETY RULES

Students go out for recess if the temperature/wind chill is 0 or above. Dress warm as students are generally not allowed to enter the building during recess.

1. Snow pants AND boots are required to play off black top area.
2. Dress in outer garments BEFORE going outside.
3. Outdoor recess is reduced or eliminated when wind chill is zero or less. *For the safety of our students, outdoor recess rules may be modified based on current weather conditions.
4. Children may only add onto snow forts built by other children.

The following are not allowed:

1. Snow throwing or kicking.
2. Snow tunnels or forts with roofs.
3. Destroying the creations of others.

CELL PHONES AND ELECTRONIC DEVICES

The use of cell phones or personal electronic devices (e.g. ipods, smart watches, gaming devices, phones or androids) are not allowed during the school day from 8:30 AM through 3:35 PM. If a student has a cell phone or device in school, they should store the inactive or muted device out-of-sight during the aforementioned times. If there are repeated instances of device use in the course of the school year, a principal may request a parent conference. If there are repeated uses of these

devices over the course of the school year, a principal may increase disciplinary repercussions, including suspension for insubordination. In case of emergency during the school day parents should call the main office to contact the student.

USE OF VIDEO/AUDIO CAMERAS AND RECORDING DEVICES

In addition to using video/audio cameras in the course of instruction, video/audio cameras may be used on occasion to assist in providing a safe environment. The videos/audio recordings may be viewed/heard by supervisory personnel in the bus company or by school officials. Videos/audios may be used to assist in monitoring student conduct and randomly assessing maintenance of order. Please refer to our district policy for more information (KMORR 2606)

EMERGENCY SCHOOL CLOSING AND MAKE UP DAYS

As KMSD will be working under the direction of the CDC, DHS, and Waukesha County Health Department throughout the school year in response to health emergencies, procedures may change in adaptation to the needs of the community. There may be times during the year when classrooms, schools or the district may need to close as directed by the county. Please take time to have a plan for when distance learning needs to happen.

When determining whether or not to close schools due to inclement weather or other emergencies, the Superintendent of Schools may consult with Waukesha County Public Health, the transportation supervisor, weather bureau and sheriff's department to make the decision to close schools. It is important to have an emergency plan for your child should school be closed. Be sure to teach your children where they should go if an early closing is necessary. Our district website, www.kmsd.edu, will be updated if school will be closed. School Messenger, our automated emergency communication system, will also be utilized to inform parents via their emergency contact information. The Superintendent shall develop other necessary plans for the closing of schools and early dismissal to provide for orderly procedures.

BUILDING SECURITY PLAN & VISITORS

The KMSD security plan was developed for the safety of the children, parents, and staff at each of our schools. We continue to encourage an open atmosphere that welcomes parents and encourages community participation while constantly keeping the children's health and safety our priority.

- Exterior Doors—All exterior doors will remain locked throughout the school day. Visitors may enter the building through our secured main entrance by pushing the button along the interior wall.
- Visitors/Volunteers—All visitors and volunteers are required to check-in at the main office between 8:30-3:35 using a photo ID (valid driver's license or state ID). Visitors will be required to wear a name badge, created from the district's

security software system. All staff members have been instructed to introduce themselves to someone in the building or on the playground not wearing a name badge, and request that the visitor return to the front office to check-in.

- o The partnership between parents and school is valuable; we encourage parents to be active in their child's education. Volunteers are an important component of our school communities. We encourage you to be active in your child's education. If you would like to volunteer at school, please work together with your child's teacher to arrange an appropriate time.
- o Please note that KM District policy requires volunteers to complete a volunteer application that will give your consent for a background check. This application can be found on the district website. This includes parent participation on field trips and volunteering at school.
- Safety Drills—Monthly *fire drills* are held. Each room has a route and exit procedure posted near the door. *Tornado drills* are held each spring. Students and teachers are assigned a safe place in the building and are taught proper procedures and positions they should assume for emergency drills of this kind. We also practice an *evacuation drill* in case we would need to evacuate for a water leak, power outage, safety concern, etc. Finally, a building-wide emergency plan, or *lock down drills* are practiced one or more times each year so we can secure each room and move children away from immediate danger.
- Playground Emergencies—Playground supervisors carry a walkie-talkie with them when on duty. The walkie-talkie is used for immediate notification of an emergency to the office or health room. The health room is staffed throughout the day to handle emergencies.
- Crisis Response—A crisis response team is in place to handle emergencies as they arise.
- Infinite Campus Messenger—We have an automated calling system in place in the district. Should the need arise, we have the ability to contact each family's emergency contact number within minutes with important information. You will also receive a text message if you have opted to do so in Infinite Campus.

COMMUNICATION TO TEACHERS AND STAFF

If you wish to contact a teacher or other support personnel, call or email them directly. A listing of email addresses can be found on our school website. Please refrain from calling school during the day to leave a message for your child.

Communicating last minute messages from home disrupts the learning in classrooms. Please go over arrangements for changes in bus rides, scouts, baby-sitting etc. with your child(ren) before they leave for school. If there is a change in your child's regular end-of-the-day routine, send a note with your child to the teacher. If your child does not have a note telling us otherwise, he/she will be sent home on their regular bus.

Sometimes urgent situations arise that cause a change in after-school arrangements for your child. If at all possible, let us know of urgent changes before 2:00pm by

notifying the school secretary/admin assistant in the main office via email or phone. Teachers may not always check their emails or phone messages prior to dismissal so it is imperative that you contact the main office with any last minute/emergency after-school arrangements.

PETS IN SCHOOL

Due to the many allergies in our school, we do not allow pets to be brought from home into our school.

LOST & FOUND

To assist your child in keeping track of his/her belongings, please mark clothing such as hats, boots, jackets, mittens, scarves, sweaters, and other items such as lunch boxes, book bags, folders, etc. with your child's name. The Lost and Found coat rack and bins are located by the front lobby. All other items that are found such as money, jewelry, eyeglasses, etc. are kept at the school office. Students or parents may inquire at the office about such items. Unclaimed clothing items are donated to a local charity on a quarterly basis.

ITEMS NOT TO BE BROUGHT TO SCHOOL

The school is not responsible for a child's personal belongings or for lost, broken or stolen valuables. Should an item that belongs to your child be lost or stolen, every attempt will be made to locate it. The school is not responsible for compensation of such items. For this reason we discourage expensive property and large amounts of money being brought to school. Please discourage your child from bringing toys to school.

CLASSROOM FOLDER / EMESSSENGER

Every Friday the school sends home an e-Messenger via your registered email address through Opt-In. The e-Messenger will contain important dates and information for upcoming school events from the district, school and PTO. Your child may also bring home school and PTO related information in a classroom folder. Please send the folder back to your child's teacher after you have received the information. In order to conserve paper, we will send certain information home with the youngest and only child in each family.

All non-school/district information is located on the wall file next to the front office. This information includes activities sponsored by groups such as Girl Scouts, Boy Scouts, Laser Youth sports, community events, and other community information. If you are a member of a non-school sponsored group or organization wanting to distribute information, a Non-School Sponsored Request for Distribution form must be completed and filed in the office in advance of distribution.

LUNCH PROGRAM

The Food Service Department uses a computerized lunch accounting system for the school lunch program. Money is deposited into individual student accounts. Make checks payable to the KM Lunch Program and identify what amounts should be placed on your child/rens individual account. Student meals will no longer be free for all students in 2022-23. Families who qualify for free or reduced price meals will need to reapply for 2022-23. Milk is included with all student meals. Students can purchase meals or Ala Carte items using their lunch account. Cold lunch students may purchase milk for 40 cents. Forms for free/reduced lunch can be obtained from our office. When your account reaches a low balance, you will be notified by e-mail.

CAFETERIA RULES

1. Sit in your assigned seat.
2. Wash hands before and after lunch
3. Do not share any food or beverage with anyone
4. Handle food and tray appropriately
5. Raise your hand to be dismissed from the table

Kettle Moraine Participates in the Federal Free and Reduced Lunch Program. Please call the food service department at 262-968-6300 X5324 for an application or visit this link <https://www.kmsd.edu/Page/345> .

DRESS CODE

Student dress must be appropriate to the season and not cause safety concerns or distraction to the learning process. Additionally, students are active during the day. Clothing should not prohibit movement.

Clothing or clothing that includes the following (**not an exclusive list**) are not allowed at school:

1. inappropriate messages
2. shoes with wheels
3. exposed midlines
4. revealing undergarments
5. low cut and/or low riding pants
6. very short shorts or skirts (shorts and skirts must be mid-thigh in length)
7. generally revealing portions of the body that could be distracting to others
8. for safety reasons students will not be permitted to play on the playground equipment if wearing flip flops
9. unless there is special circumstances identified by school staff such as an all-class reward or behavior plan, students are not permitted to wear hats or hoods during school hours except during outdoor recess

FIELD TRIPS

Field trips are an important part of learning for children. They help children apply what has been taught in the classroom and learn more about the community and the world in which they live. Each student will need to have written permission to participate in a field trip. Parents will be notified when the trips are scheduled and a fee will be assessed for the bus/admission price. It is especially important that children dress appropriately for field trips. A child who is comfortable will benefit most from out-of-school learning involving movement and/or outdoor experiences. Children attending a culturally based experience should dress remembering where they are going and how to represent their home and school appropriately. We expect the same behavior out of school as we do in school. Students who become discipline problems will be asked to leave and/or will remain at school for future trips. Mitigation practices and protocols around field trips will evolve as the Covid-19 pandemic evolves. We are required to comply with mitigation practice and protocols at the discretion of the organization that a school visits on a field trip.

NUTRITIOUS SNACKS

All of our classrooms offer a snack time sometime during the day. This should be a light snack, so a student's lunch appetite is not spoiled. **Please make sure this is a healthy peanut/nut free snack such as: fresh or dried fruit, crackers, pretzels, vegetables, string cheese, granola bars, etc.** Students may bring a water bottle as well. Please refer to our Student Wellness policy for more information (KMORR 2107).

BIRTHDAY TREATS

Due to a change in federal legislation and school board policy, along with the continuous effort to keep our students safe and healthy our student handbook policy **does not allow for students to bring in any food items for birthday treats.** Any food treats sent/brought in will be sent home with the student who brought it. If families wish to send in a prize to celebrate the birthday, they should notify the classroom teacher so they are aware. A non-food item must be sent, for example: a book for the classroom with the student's name, pencils, erasers, bookmarks, other trinkets (ex: Oriental Trading). There will be a few opportunities for classroom parties where food snacks may be organized by the classroom teacher and/or parent volunteers.

CELEBRATIONS

In the elementary school environment, we acknowledge that celebrations support the growth of our building culture. We want to honor celebrations throughout the Fall, Winter, and Spring. These celebrations may include food, depending upon the discretion of the classroom teacher and building administrator. We will also honor district policy 2107 below in these celebrations.

[KMORR 2107: Student Wellness: Foods Offered/Provided But Not Sold](#)

The District encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members. Schools will encourage rewards or incentives that recognize student achievement or desirable behavior that are non-food in nature. A list of non-food celebrations shall be promoted.

Please see a list of safe and healthy foods that can be included in these celebrations: [Elementary Safe Snacks](#)

FOOD ALLERGIES- [Elementary Safe Snacks](#)

Parents/Guardian responsibilities for children with life-threatening food allergies:

1. Parents need to notify the health room staff and the classroom teacher about life-threatening food allergies.
2. Parents should discuss with their child the foods that are life threatening and the need to avoid them. Menus are provided in advance and should be discussed with your child.
3. Any questions regarding food ingredients should be directed to the school nurse.
4. It is your responsibility to provide lunch from home if your child is unable to follow through with the decision not to choose the food that produces the allergic reaction.
5. As in other life-threatening conditions, an I.D. bracelet/necklace is strongly recommended.
6. Parents should discourage students from sharing food as a part of a preventative allergy program.

PEANUT/NUT SAFE POLICY

All classrooms and instructional spaces have been designated as “Peanut/Nut Safe” due to extreme allergies to peanut and nut products. Food safety measures include eliminating any food item that may contain peanuts, peanut oil, tree nuts, or carries a warning label that the item was processed on machinery processing nut products from our instructional spaces. When using instructional spaces, please follow these Peanut/Nut Free guidelines:

- ✓ No sharing of food in the lunchroom or at snack time in the classroom
- ✓ Food items to be consumed in the classroom (snacks) may not contain peanuts, nuts, peanut butter, or carry the warning label that the item was processed on machinery processing nut products.

Peanut butter and peanut/nut products can be packed in your child’s lunch to be eaten in the lunchroom.

HEALTH ROOM

School health services are a primary component of every student’s educational environment. The health room staff members protect and promote the health of each

student in order to maximize each child's potential to learn and grow. As an integral part of the educational team, the health room staff ensures that the health and safety needs of the student are met within the school environment. Screening programs are provided throughout the school year. The health room staff is available to discuss health services, preventative health care, medication and any other health concern parents may have regarding their children. KMSD health rooms are staffed by Registered Nurses and Health Room Assistants.

Students are to report to the health room in cases of illness, injury or any health-related problem. If the student is to be sent home, the health room staff will contact the parent, or if unable to reach a parent, the emergency contact person listed in Infinite Campus. Students may not leave school due to illness without first reporting to the health room. To ensure a safe environment, your student's medical history will be updated annually. Information regarding health conditions including asthma and allergies, as well as any other health concerns affecting your student during the school day, will be incorporated into your student health record and shared with appropriate school personnel. The health room staff must be notified when there is a change in your child's health.

The safety and welfare of your child is of primary importance to all of us at school. If your child should become ill or injured while under the school's supervision, the following steps will be taken:

- A. If your child feels ill or has a minor accident:
 - First aid will be administered by following the American Heart Association or school approved procedure.
 - Your child may be returned to class.
 - You may receive a school health room report or a call.

- B. If your child is unable to go back to class because of illness or minor injury:
 - You will be called and asked to transport your child home. If you are not available, your emergency contact person will be called.
 - If we are unable to reach you, the child will be kept in school and continued attempts will be made to reach you or the emergency contact person.
 - You will receive an injury report if appropriate.

- C. If your child is in need of immediate medical attention:
 - First Aid will be given immediately according to the American Heart Association and school approved procedure.
 - If you are not available, the emergency contact listed in Infinite Campus will be called.
 - If necessary, the student will be taken to their physician or to the hospital emergency room.

D. Guidelines for Illness at School: Students will be sent home from school with the following guidelines:

- Fever of 100 degrees or higher
- Vomiting (any episode within last 24 hours)
- Diarrhea/Watery Stool (any episode within last 24 hours)
- Persistent cough producing mucus or shortness of breath
- Sore throat accompanied by fever or other symptoms such as swollen, tender glands in the neck, body aches and fatigue
- Any rash and/or communicable disease
- Feeling lethargic or sick and cannot participate comfortably in normal school activities
- Live head lice or untreated lice nits
- Other conditions, not previously listed, at the discretion of the health room staff

For more information, please review these [Guidelines for Illness at School](#):

SHOULD I SEND MY CHILD TO SCHOOL?

One of the problems most often confronting parents of school age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. What do you do? How do you make the right decision? You don't want to keep them home if they really aren't sick, but you also don't want to send a sick child to school. The information we are providing you with is not intended as medical advice but is merely designed to provide guidelines until your doctor can be contacted. This should be done without delay.

Keep your child home if any of the following symptoms are present:

- Fever of 100 degrees or higher
- Vomiting (any episode within last 24 hours)
- Diarrhea/Watery Stool (any episode within last 24 hours)
- Persistent cough producing mucus or shortness of breath
- Sore throat accompanied by fever or other symptoms such as swollen, tender glands in the neck, body aches and fatigue
- Any rash and/or communicable disease
- Feeling lethargic or sick and cannot participate comfortably in normal school activities
- Live head lice or untreated lice nits

*NOTE: Your child will also be sent home if any of the above symptoms are present.

Fever - A fever is a warning that all is not right with the body. The best way to check for fever is with a thermometer, which every home should have. No child with a fever over 100 degrees or higher should be sent to school. Do not allow a child to return to school until he has been fever free for 24 hours without medication - for the safety of all children, and the child with the fever. If a fever persists for more that 24 hours, consult your physician.

Cold, sore throat, and cough - The common cold presents the most frequent problem to parents. A child with a “heavy” cold and a hacking cough belongs home in bed, even though he has no fever. If your child complains of a sore throat and no other symptoms, he may go to school. If white spots can be seen in the back of the throat or if a fever is present, keep him home & call your doctor.

Stomachache, vomiting, diarrhea - Consult your physician if your child has a stomachache that is persistent or severe enough to limit his activity. If vomiting occurs, keep your child home until he can keep his food down. *A child with diarrhea should be kept home.* Call your physician if prompt improvement does not occur.

Rash - A rash may be the first sign of one of childhood’s many illnesses such as measles or chickenpox. A rash or “spots” may appear in only one area. Do not send a child with a rash to school until your physician has provided a written notification it is safe to do so.

On days when your child has a normal temperature but has minor complaints of illness such as a stomachache, headache, or cold, the student can be sent to school. Either the health room assistant or school nurse is willing to contact you if your child’s condition worsens during the day.

MEDICATION POLICY

Children may need to take medication during the day. To ensure the safety of all of our children, the district has written guidelines regarding administration of medication to children. School personnel who may administer medication include the nurse, principal, and/or individuals designated by the principal or nurse.

State Law and School Board Policy specify definite guidelines for the handling and administering of medication to students while in school. State Law (Statute 118.29) has established procedures for medication prescribed by a physician and non-prescription medications (over-the-counter). Physicians in the area are aware of the Law and the Policy. The appropriate forms can be obtained in the health room or on the KMSD website, Health Services page. Under no circumstances should prescribed or over-the-counter medication be transported to or from school by the student.

Parents are responsible for the delivery of prescription and non-prescription medication to and from the health room at the elementary level. Medication must be delivered in the original pharmacy or commercial container. All medications that have been brought to school for use during the school year must be picked up by an adult on the last school day of the school year. Any medications that are not picked up will be discarded. Students attending Summer Academy must deliver medications to the Summer Academy staff at the beginning of the summer session.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is made up of parents, teachers, and citizens who are interested in improving the school lives of our children. We believe that parental and community involvement help make our school a warm and wonderful place for our children, and we are always exploring new ways that we can help enrich our school. For more information on the PTO board, committees and events, and meeting dates and times see the PTO webpage on the school homepage.

SCHOOL DIRECTORY

A PTO may decide to create an “opt in” family directory for the campus. This Directory is provided as a convenience to parents in matters related to school purposes. Therefore, any other use, such as for commercial or political reasons, is inappropriate and may result in our inability to provide this directory in the future. Birthday party invitations should NOT be sent to school for distribution UNLESS the entire class is being invited to the birthday party.

CASES NOT COVERED BY SPECIFIC RULES

As KMSD will be working under the direction of the CDC, DHS, and Waukesha County Health Department throughout the school year in response to health needs/emergencies, procedures may change in adaptation to the needs of the community. It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary, and not forbidden by law, to secure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school, or which affects the health and welfare of students, individually or collectively, regardless of the existence or non-existence of a rule covering the action. School rules apply to all students regardless of age, and to all school activities on-campus or at other locations.

The School District of Kettle Moraine does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or any other protected classification in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Charles Wiza, Director of Student Services
Address 563 AJ Allen Circle, Wales, WI 53183
262-968-6300 ext 5341