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.
Greetings,

At Dousman Elementary School, we provide many opportunities and programs for children to develop their academic, social, and personal qualities. The students and their learning take top priority in our school as we work towards 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 about 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, I invite you to:

- Visit your child’s classroom
- Communicate regularly with your child’s teacher(s)
- Attend fall and spring conferences
- Read our weekly Dousman eMessenger
- Visit our school website at www.dousman.kmsd.edu. At this site you can visit individual teacher webpages, stay current with school news, and find information about upcoming events.

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. If you have questions or concerns, feel free to contact me or your child’s classroom teacher. We look forward to providing your child with a year of successful learning experiences and positive friendships in a safe and happy environment.

Sincerely,

Jeremy Monday
Principal
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MISSION STATEMENT
The mission of Dousman Elementary School is to provide a strong educational foundation for all children by promoting an excitement for learning through varied, challenging experiences in a safe, flexible, positive environment with a partnership from family, staff and community.

SCHOOL DAY SCHEDULE
Monday, Tuesday, Wednesday, and Friday 8:30 AM-3:35 PM
Thursdays 8:30 AM-3:05 PM
Professional Development Half Days 8:30 AM-12:35 PM (June 10)

Students who leave the building during the school day must be signed out by a parent/guardian. The sign-out sheet is located on the office counter.

ATTENDANCE
Regular school attendance is a critical factor in student achievement. Frequent absences impede children’s opportunities to learn required material.

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.

The second type of absence is unexcused. 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.

- 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. It is very difficult for teachers to assign all of the classwork for students who are on vacations. Teachers work hard to teach new lessons in response to how students are learning material, so therefore they often slow down or speed up based upon student work. It also takes a significant amount of time for teachers to prepare the work ahead of time. Please plan to have your child keep up with routine types of homework while on vacation (i.e. reading, math facts, etc.) upon
return your child will need to make up any lessons your teacher sees appropriate for meeting your child’s individual needs. Feel free to contact Mr. Monday with any questions or concerns.

- If your child is going to be absent from school, we ask that you call the School’s Attendance Voice Mail Line at 965-6512 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.
- Appointments should be made, whenever possible, 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.
- 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.
- If a child arrives at school after the 8:30 bell, they must report to the office to sign in. If a parent signs them in, the tardy is marked excused. If a parent does not sign them in and we have did not receive prior notice from the parent that the child would be late, the child is marked tardy unexcused.

For more information, see our district’s School Attendance Policy (431.1).

ARRIVAL & DISMISSAL FROM SCHOOL

Students may begin arriving at school at 8:20 in the morning in order to be ready to begin the school day at 8:30. Buses will drop off in the back of our school at approximately 8:20 each morning. Students riding their bikes or walking to/from school should follow the guidelines below.

At the end of the day, students will be dismissed at 3:35. Students are expected to immediately board their correct bus. Students riding their bikes or walking need to wait inside the front entry for the crossing guard to walk them to the crosswalk.

You will be asked to sign up for how your child will be leaving school on a regular basis in order to maintain secure exit procedures. If you need to change plans, please send in a note that day.

Bikers
- Students who bring bikes to school should NOT arrive before 8:20 AM
- The school is not responsible for damaged or stolen bikes.
- Bikers may not cross Ottawa Ave. until the crossing guard gives them permission.
- Afternoon bikers will meet crossing guard in the front entry at dismissal.

Walkers
- Students should NOT arrive before 8:20 AM.
- Students will be supervised in the morning and afternoon as they cross Ottawa Ave.
- Afternoon walkers will meet crossing guard in the front entry at dismissal.

Cars
- Students should NOT be dropped off before 8:20 AM.
- Before and after school car pick-up/drop-off is available at the front/main entrance of school.
- Parents dropping off and picking up should enter the parking lot in FRONT of the middle school, follow the driveway past the school, make a left hand loop and proceed to the main entrance.
- Please display the visor tag provided by Dousman at dismissal time to keep cars flowing smoothly.
- Parents should NOT walk their child to/from their car, they should remain in the car pick-up line and patiently wait. The more cooperation we have with the pick-up process, the smoother, quicker and safer the pick-up process will be.
Bus
Kettle Moraine Schools and Dousman Transport Company (DTC) work in close cooperation to insure 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 Company to the Dousman office.

Bus Rules

1. **Remain seated in assigned seat unless driver grants permission to move.**
   - When bus is stopped, raise your hand to ask the driver if you may move.
   - No kneeling or turning your body around. You may speak to others in your seat or across the aisle.

2. **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.
   - Musical instruments brought on the bus must be held in your lap.

3. **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.

4. **Talk in an indoor voice.**

5. **The window may be lowered halfway with driver’s permission.**
   - Yelling or shouting out the bus window is not acceptable.

6. **Be polite and respectful of the driver and other riders.**
   - Swearing, cursing, and use of bad language is inappropriate and totally unacceptable.

7. **Wait for the hand signal from your driver before crossing any street or road.**
   - Please be a “defensive rider” – put safety first at all times.

8. **There is no eating or drinking on the bus.**
   This is to provide for the safety of all students, especially those with food and drink allergies.

9. **Students may ride home on a bus other than their own only if there is room on the bus and they have a note signed by a parent.**

10. **The district has equipped all of the buses to run video cameras with audio.**
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. The district KMORR can be found at the following website:

Academic Achievement Reporting (345)
http://www.boarddocs.com/wi/kmsd/Board.nsf/Public#

A critical component of student achievement is to deliver timely and specific feedback regarding student’s learning progress beyond the traditional summative 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/dousman), please contact campus@kmsd.edu. Computer access will be available to all families without internet, at all buildings.

READINESS HABITS

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, striving for accuracy, etc. These habits strengthen our KM students to be college and career ready.

STUDENT CONDUCT

We want 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 guidelines. In addition, each classroom also comes up with their classroom guidelines at the beginning of each year which aligns with these guidelines. Students are taught the expectations the first few days of school. More communication about PBIS (Positive Behavior Intervention Supports) will come home the first few days of school.

● BE RESPONSIBLE
● BE RESPECTFUL
● BE SAFE

In the case of severe behavior problems such as direct defiance, dangerous conduct or damage to property, the student is referred to the principal. 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.

**RECESS RULES**
1. Respect yourself and others
2. Clothing and shoes should be appropriate to the season and to safe play. (Sandals and flip-flops are not permitted on the equipment)
   a. The following recommendations have been set and will be enforced for students in grades 4K-3. Students in grades 4 and 5 are strongly encouraged to follow these guidelines for safe and appropriate attire specific to temperature. 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.
      i. Jacket/Sweatshirt less than 50F windchill
      ii. Long pants less than 40F windchill
3. Stay within the playground boundaries.
4. Use playground equipment properly.
5. Keep food, drink and gum inside.

**WINTER/SNOW SAFETY RULES**
Dress warmly as students are generally not allowed to enter the building during recess. 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 (see above attire recommendations). 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. 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.

- Snow pants AND boots are required to play off black top area.
- Dress in outer garments BEFORE going outside.

Children may only add onto not remove from snow forts built by other children. The following are not allowed:
1. Snow throwing
2. Snow tunnels or forts with roofs

**CELL PHONES**
The use of cell phones during the school day from 8:30 a.m. through 3:35 p.m. is not allowed. If a student has a cell phone in school, s/he should store the inactive or muted phone out-of-sight during the aforementioned times. A student who uses a cell phone in the school during these hours may have the phone confiscated by a teacher or principal. If there are repeated instances of cell phone use in 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.
ELECTRONIC DEVICES
The use of personal electronic devices (e.g. iPods, personal pagers, MP3 players, phones or androids) is not allowed from 8:20 a.m. through 3:35 p.m. unless approved by a teacher or administrator for specific classroom use. Such devices may be confiscated from a student by a principal or other staff member. 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.

USE OF VIDEO/AUDIO CAMERAS
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.

Refer to KMORR 445.2 for additional information.

EMERGENCY SCHOOL CLOSING AND MAKE UP DAYS
When determining whether or not to close schools due to inclement weather or other emergencies, the Superintendent of Schools shall consult with 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. Area radio stations shall be notified as early as possible on any day that schools are closed due to inclement weather or other emergency. The official radio stations will be WTMJ/WKTI. 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. Inclement weather days shall be made up as required to ensure 175 school days.

BUILDING SECURITY PLAN
This security plan was developed for the safety of the children, parents, and staff at Dousman Elementary. 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. A receptionist/secretary will then facilitate the check-in procedure.
- 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.
  - Volunteers are an important component of our school. 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.
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 to a designated location each year in case we would need to evacuate Dousman for a water leak, power outage, safety concern, etc. Finally, a building wide emergency plan, or “lock down” is practiced 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.

MESSAGES TO TEACHERS AND STAFF
If you wish to contact a teacher or other support personnel, call the teacher directly at 965-6520 and then enter his/her extension. The teacher will usually respond by telephone call within a day. Each teacher can also be contacted through his/her e-mail address. A listing of e-mail 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 Mrs. Balke in the main office via email (baalked@kmsd.edu) or phone 965-6520 x1200. 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. A “Lost & Found” rack is hanging near 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.

DOUSMAN eMESSENGER
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.

All non-school/district information will be available in the vestibule of the school. 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 prior to it being available to the public.

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 KM LUNCH and identify what amounts should be placed on your child/ren’s individual account. The price for hot lunch is $2.50-students, $3.25-adults. Milk is included in the hot lunch price for students. Cold lunch students may purchase milk for .35 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. Handle food and tray appropriately.
2. Speak in a quiet voice.
3. No glass containers.
4. Raise your hand to be dismissed for recess.

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. They are also available under Parents: Forms on the district website at www.kmsd.edu.

APPROPRIATE DRESS
Student dress must be appropriate to the season and not cause safety concerns or distraction to the learning process.

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 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 are distracting to others
8. we discourage sandals and flip-flops for safety reasons. Students will not be permitted to play on the playground equipment if wearing sandals or flip flops

Cold Weather:
Dress warmly as students are generally not allowed to enter the building during recess. 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.
   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.

FIELD TRIPS
Field trips are an important part of learning for children. They help children apply what they have 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.

NUTRITIOUS SNACKS
Many of our classrooms offer a snack time sometime during the day. This should be a light snack, so 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, low fat granola bars, etc. Students may bring a water bottle with teacher permission.

DOUSMAN PTO
The PTO at Dousman Elementary 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 Dousman 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 Dousman PTO webpage on the Dousman homepage.

HEALTH ROOM
School health services are a primary component of every student’s educational environment. The school nurse protects and promotes 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 nurse insures that the health and safety needs of the student are met within the school environment. Screening programs are provided throughout the school year. The nurse is
available to discuss health services; preventative health care, medication and any other health concern parents may have regarding their children. Health room assistants staff the health room part time. All assistants are trained to provide first aid and other health services to injured and ill students under the direction of a district nurse. An American Red Cross Volunteer staffs the health room when the health room assistant is not available.

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 assistant, nurse, or volunteer will contact the parent, or if unable to reach a parent, the person listed on the student’s emergency card. 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 school nurse should 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 Dousman. 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 Red Cross or school approved procedure.
   - Your child will 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 number 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 person listed.
   - 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 Standard Red Cross and school approved procedure.
   - If you are not available, the emergency number found on the information card will be called.
   - If necessary, the student will be taken to their physician or to the hospital emergency room.

D. Guidelines for Exclusion of Students: Students will be sent home from school with the following guidelines:
   - A fever of 100 (oral)
   - Students must be fever free for 24 hours without the use of medication before returning to school.
   - episodes of vomiting or diarrhea
   - Rash if accompanied by fever/sore throat or behavioral changes
   - Persistent cough producing mucus or shortness of breath, especially if accompanied by fever or chest discomfort
   - Live head lice or untreated lice nits
   - Other conditions, not previously listed, at the discretion of the Dousman Elementary School Staff

Guidelines for exclusion may become more stringent during times of increased infectious diseases and higher rates of school absence. Transportation to a medical facility will be arranged for the student through the parent, by ambulance, or by school personnel if necessary and safe.
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. 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 prescribed 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. Medications will not be sent from Dousman Elementary to Summer Academy.

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 him home if he really isn’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.

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 should be sent to school. Do not allow a child to return to school until he has been fever free for 24 hours. If a fever persists for more than 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 chicken pox. A rash or “spots” may appear in only one area. Do not send a child with a rash to school until your physician has said 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.
We encourage children to participate in all activities including recess when they are at school. If a child is injured and cannot participate in physical education, a signed doctor’s excuse with restrictions and return date is necessary.

FOOD ALLERGIES
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 a 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 or trading food as a part of a preventative allergy program.

PEANUT/NUT SAFE POLICY
All classrooms and instructional spaces at Dousman 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 Safe guidelines:
- No sharing or trading of food in the lunchroom or at snack time in the classroom
- Food items to be consumed in the classroom (for snack, parties, treats, etc.) may not contain peanuts, nuts, peanut butter, or carry the warning label that the item was processed on machinery processing nut products
- All foods brought into the classroom for distribution must be preapproved by the teacher or school nurse, and must have a manufacturer ingredients label on it or it will not be allowed. Homemade treats are discouraged.

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

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 work places, change in cell phone number, and changes in dentist or doctor, please make the appropriate changes through your Infinite Campus Parent Portal Account.

CASES NOT COVERED BY SPECIFIC RULES
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:

Ken Kassees  
Director of Student Services  
Address 563 AJ Allen Circle, Wales, WI 53183  
262-968-6300 ext. 5341

SPECIAL EVENTS

**LIFT OFF (Open House)** - This evening event occurs before school starts and allows families to meet their teacher(s), and acquaint themselves with the school.

**Morning Announcements** – Announcements begin at 8:35 AM every morning during which we recite the Pledge of Allegiance.

**DETV (Dousman Elementary TV)** – A group of students will televise the morning announcements live, daily.

**Fine Arts Day, Fitness Day, Science Day** - These days include various presenters and presentations for all grade levels.