

Rib Lake Elementary School 2023-24 Handbook

**“The beautiful thing about
learning is
nobody can take it away
from you.”
-B.B. King**



Jon Dallmann, Principal
427.3361 or 427.5818

www.riblake.k12.wi.us

It is the policy of the School District of Rib Lake that no person may be illegally discriminated against by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, or any other factor prohibited by state or federal law.

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Dear Parents and Students,

Welcome to the 2023-24 school year at Rib Lake Elementary School. Everyone at the school is looking forward to working together throughout the year with the students and parents alike. We believe in setting high expectations while developing positive relationships and creating a safe and nurturing environment for each student.

The partnership between the parents and the school is essential to the success of our children. Parents are the students' first teachers and know things about their children that can contribute to each child's success. These are just two of the reasons we believe in partnering with parents in their child's education. If you are considering being a volunteer within a classroom, please contact your child's teacher. The Rib Lake Elementary School staff welcomes your participation and input as we stride forward for the achievement of all children.

This handbook details procedures and policies which assist us in maintaining an effective system. Please take time to review the handbook with your child to help them understand some of the rules and expectations that they will have while attending the Rib Lake Elementary School. This will help them in a smooth transition to school from the summer months.

Once again, we are excited to welcome our positive, hard-working, and high achieving students back for another year of excellence at Rib Lake Elementary School!

Sincerely,

Jon Dallmann, Principal

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MISSION STATEMENT

The mission of the School District of Rib Lake is to provide the highest possible education for every student in a safe, nurturing environment. This will be accomplished by providing meaningful opportunities and experiences, with a competent staff, and with quality facilities and equipment, resulting in responsible, contributing citizens.

Accidents and Insurance

Student Assurance Services Inc. is the insurance furnished by the school district for every student. This is a scheduled insurance and gives you certain, but not complete, protection in case of an accident which may occur while participating in regular school or school sponsored activities. Since this is not a complete coverage plan, the student should file under his/her own insurance as well. Report injuries immediately to the faculty member in charge or to the office and complete the necessary form.

Alcohol and Drug Use

The entire Rib Lake School District is a drug and alcohol-free environment. Therefore, any student caught with any form of alcohol or drugs in their possession while on school premises will be disciplined appropriately.

Attendance - Attendance Regulations and Procedures

In accordance with state law, all children between 6 and 18 years of age must attend school full-time until the end of the term, quarter or semester in which they become 18 years of age unless they have a legal excuse as defined by the Board, fall under one of the exceptions outlined in state law, or have graduated from high school. **All children enrolled in the District's 5-year-old kindergarten shall attend school regularly during the full period and hours that kindergarten is in session until the end of term, unless they have a legal excuse as defined by the Board or fall under one of the exceptions under state law.**

Excused absences: In advance of an absence, or upon returning from an absence, a student shall bring a written, dated statement from the parent/guardian giving the cause of absence. (1) any student must be excused in writing by his/her parent/guardian before an absence is excused from school attendance. **A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year.** (2) In addition, the principal may excuse any student for the following reasons; illness, family emergency, a suspension from school, other pre-planned absences approved by the principal. Family trips (i.e. hunting, fishing, vacations) should have a formal form completed, on file in the elementary office prior to the date of event(s). Assignments related to family trip absences are required to be completed prior to date of event(s).

Truancy: "Truancy" means any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. **Parent/guardian notification of legal cause or absence shall be submitted in writing prior to the absence or upon return.** The parent/guardian of a student who is truant shall be notified as required by law and referred to law enforcement for truancy citations.

Habitual Truancy: "Habitual truant" means a student who is absent from school without an acceptable excuse for five or more days on which school is held during a semester. The parent/guardian of a student who is habitual truant shall be notified as required by law.

Make-up Assignments/Examinations: Credit in a course or subject shall not be denied solely because of a student's unexcused absence from school. Regarding excused absences: (1) Students who are absent from school with the prior written permission of their parent(s)/guardian are required to make up work missed during the absence. The arrangements for making up course work and examinations shall be the same as for other excused absences. The make-up work is required to be completed prior to leaving or immediately returning to school unless prior arrangements have been made. (2) Students who are absent from school for reasons that are determined to be excused by the principal shall be given one full day to complete make-up work or tests/exams for each ½ day of excused absence. Make-up work turned in after the due date will not be given full credit.

Regarding unexcused absences: (1) Daily work missed during unexcused absences may not be given full credit. (2) All tests/exams or unit work must be completed by the end of the first day student returns

No students may leave the building during the school day without a note from parents indicating the reason and time for dismissal/pick up. Students will give the note to their classroom teacher and present it to office personnel before signing out at the elementary office when being picked up. Students entering school after 9:00 a.m. will have a ½ day absence recorded on their behalf. Students leaving school before 2:00 p.m. will also have ½ day absence recorded on their behalf. Parents who come to pick up their student before regularly scheduled dismissal times should sign the student out in the office. Students reporting to school after the 8:05 a.m. bell are asked to sign in at the office upon entering the building.

Before School Student Drop Off

The buses drop students off at the District office doors and parents are to drop their children off at the main entryway by the elementary office. No parent vehicles are allowed in the District Office parking lot in the morning. When you are **dropping your students off** in the front of the school, **please pull up by the sidewalk**. This will prevent any students trying to cross the street areas of the parking lot. **If you are walking your student into school, please park by the median. Do not park by the sidewalk if you are getting out of your vehicle.**

Benchmark Assessment

In efforts to assure continuous progress and responsiveness to instruction, screening of students' reading, writing, and math skills will be conducted in grades PreK-5th. This will occur in Fall, Winter and Spring of each year with results provided to parents in report cards and at conferences.

Bicycles

Bicycles are not to be ridden on any blacktop area while school buses are present. Students should wear a bike helmet and follow all bicycle safety rules. At dismissal, bikers will be released after buses have departed.

Birthday Invitations

Celebrating birthdays by going to a friend's house for a party is very exciting for our students. However, RLES requires that invitations be issued through the mail (not classrooms/school) unless inviting all students (or all girls, or all boys) within a classroom.

Breakfast Program

Please see Lunch/Breakfast Prices/Procedures.

Bullying Policy

The School District of Rib Lake strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition:

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to their building principal and his/her designee.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to their building principal and his/her designee. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. Pupil services staff, including guidance counselor, school psychologist, or building principal, shall investigate the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

The person assigned by the district to investigate the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Bus Passes

If a child is not to get off at his/her normal stop, a note must be sent to school. This must contain your child's first and last name, clear instructions for drop off, and parents first and last name. In emergency cases, parents should contact the office by phone, **before 12:00** if possible. Please be sure your child knows where to go on an early dismissal due to weather/emergency. This must be indicated on emergency forms.

Bus Stops

Buses will stop at designated points throughout the village of Rib Lake/Westboro for pick-up/drop-offs. Students can take these buses to the Elementary School. Locations of these bus stops are on a map that is on page 21 of this handbook or can be picked up at the Elementary or Middle School offices.

Cell Phones or Electronic Devices

Student use of cell phones and other two-way communication devices is permitted before and after the school day. The instructional day is defined as the correct period of time that all students are required to be in school.

The following applies to use of cell phones (including internet compatible personal electronic devices) and two-way communications devices while at school or while on premises owned or rented by, or under the control of the School District of Rib Lake:

- ✓ The use of cell phones or two-way devices during the school day is prohibited. Text messaging is prohibited during instructional time under the standards of this policy.
- ✓ All cell phones and two-way devices, even when stored, shall be kept off during the instructional day.

- ✓ All students shall keep their cell phones and two-way communication devices in their locker during instructional hours from 8:05-3:15. The use of cell phones out on the playground from 7:45-8:00 is also prohibited.
- ✓ The use of cell phones to receive or transport images in locker rooms or similar areas shall be considered egregious and shall result in severe disciplinary action.

The use of cell phones during off campus school activities under the direction and supervision of school staff is subject to the discretion of the staff member in charge of the activity.

Any parent or guardian who wants his/her child to use a two-way cell communication device, cell phone, or pager at an unauthorized time may submit a request to the student's building principal. The principal's decision shall be final.

Noncompliance with this policy will initially result in confiscation of the device until the end of instructional day and a warning. Any repeated noncompliance will result in confiscation of devices for the remainder of the school year, parent contact, and disciplinary report.

Daily Building Schedule

	7:45 a.m.	Doors open
	7:45 a.m. - 8:05 a.m.	Breakfast Program
	8:05 a.m.	Classes begin
	10:00 a.m. -10:15 a.m.	Gr. PreKg-2 recess
	10:55 a.m. -11:25 a.m.	Gr. K-2 lunch
	10:55 a.m. -11:25 a.m.	Gr. 3-5 recess
	11:30 a.m. -12:00 p.m.	Gr. K-2 recess
	11:30 a.m. -12:00 p.m.	Gr. 3-5 lunch
	2:00 p.m. - 2:15 p.m.	Gr. 3-5 recess
	3:12 p.m.	PreK-2 Dismissal/pick-up
	3:15 p.m.	3-5 Dismissal/pick-up

Directory Information

There are many times when the school would like to recognize students publicly for their accomplishments. This may be displayed in the school, on the school website, in school newsletters, and/or shared with the media. In releasing directory data to media, your passive permission is required. Directory information includes student's name, recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record, student's school/grade level, degrees and awards received by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, student's date of birth, and student's home address. Parents, guardians, and adult students shall be notified annually of the following: 1) their rights to inspect, review, and obtain copies of student records; 2) their rights to request the amendment of the student's school records if they believe the records are inaccurate, misleading, or otherwise in violation of the student's rights of privacy; 3) their rights to consent to the disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent; and 4) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education. **Any parent NOT wanting this information, or parts of it, released must make such a request in writing to the principal within 14 days of the first day of school.**

Dangerous Weapons on School Premises

1. No one may possess, conceal, store or use a weapon on school property, on a school bus or at any school-related event. A weapon is defined as a firearm or any other object that is used or is intended to be used to injure or intimidate a person or to cause property damage. This policy does not apply to law enforcement officers in discharging their official duties, to adults teaching the proper use of firearms such as in a hunter safety course, or to other circumstances specifically allowed under State Law.
2. Students who violate this policy shall be subject to school disciplinary action, including

suspension and/or expulsion and shall be reported to local law enforcement officials. A student who possesses a firearm while at school or while under the supervision of a school authority shall be expelled from school, as required by state and federal laws.

Detention

Detentions can be given by the classroom teacher or principal for poor behavior or for not finishing their work on time. Students will work one on one or in small groups to finish their work. Or think through the poor choices that were made and how they can improve on the situation in the future.

Door Opening Time

Door opening time is 7:45 a.m. **Students should not arrive at school before this time.** For supervision reasons, students arriving before 8:05 a.m. must report to breakfast or designated area (gm, playground, or center).

Dress Code

By school board direction, students shall dress appropriately for all occasions. Students are to come to school clean, neat, and dressed in a manner that is accepted as being in good taste. The type of dress and grooming should not be detrimental to the health and safety of the students and should not cause a disruption of the educational process. The board, with the principal as their representative, will determine what proper dress is.

The following guideline will be in effect for the school day and co-curricular activities:

- A. The advertising or promotion of any alcohol, illegal drug or tobacco related products shall not appear on any items of the clothing or accessories.
- B. No spandex shorts will be allowed as outerwear.
- C. The display or writing of obscene language or sexual innuendos is prohibited.
- D. Tops must cover the majority of the shoulder and midriff and must not expose backs or cleavage (to include plunging necklines).
- E. Clothing worn in a manner to reveal underwear or bare skin between the upper chest and mid-thigh is not allowed.
- F. Caps, hats, and bandanas are not allowed to be worn during school (8:05 a.m.-3:12 p.m.). School sponsored activities will be an exception.
- G. Gang paraphernalia is not allowed at any time.

Students in violation will be:

- A. Given direction to change or cover the article, to comply with the dress code.
- B. Will be sent home if refusal to comply.
- C. Will be dealt with using the disciplinary policy for multiple violations (insubordination).

Formal wear for special occasions shall be appropriate for these occasions.

Bare midriffs are not acceptable at any time. If you are unsure of an article of clothing, bring it to the principal **before wearing** for evaluation. Coats may only be worn during school hours by permission (under extenuating circumstances).

Dual Enrollment Students

Students who are enrolled within the Rural Virtual Academy may also enroll to attend up to two elementary specials classes (music, art, phy ed, library) for the year and/or participate in the grade assigned classroom up to one day each week with prior approval. Those enrolling in a specials class must do so in the office after which a meeting with parents, teacher, and principal will occur to review expectations and procedures. Students enrolled in specials classes will be issued grades and must comply with attendance policies.

Emergency Dismissal Times

A form is sent home at the beginning of the school year asking for information on where students should be sent in the cases of emergency or early dismissals. Please return these forms promptly. **For location changes on an individual day, please call before noon or send a note** to the elementary office.

English Language Learners

Upon enrollment, students for whom English is their second language, will undergo an assessment of their English proficiency. Based on English proficiency levels, an ELL plan of service may be developed and appropriate language assistance services provided aimed at both developing proficiency in English and helping students master the same academic content as other students.

Family Trip/Vacation

We feel family outings are very valuable/educational opportunities. Each situation will be dealt with separately. A family trip form must be completed to pre-excuse your child from school. Unless other arrangements have been made with individual teachers, it is required that homework be complete before trip departure or at the latest, upon return to school.

Fire Drills

Periodic fire drills are held in the school at unannounced times. Each room has fire drill instructions posted. Students are to leave the room in a single-file, walking rapidly and quietly in a safe manner.

Guidance Counselor

The role of the School Counselor is to help all students in the areas of academic achievement, college/career readiness, and social/emotional development. A school counselor's job is ensuring that students are equipped with the necessary skills to become productive well-adjusted adults of tomorrow. The school Counselor is available for individual and group counseling as needed. Students may make appointments at their discretion or be referred by teachers and parents. Parents are encouraged to make appointments for students who they feel could benefit from such counseling.

Gum Chewing

Gum chewing is not allowed in the school building.

Harassment

Student harassment and bullying are prohibited on school grounds and buses. Such behavior interferes with the learning environment and school experience. Any student who feels he/she has been subject to harassment should contact a teacher, counselor, or principal. All such complaints will be investigated and efforts will be made to resolve the complaint, in accordance with policy and state statutes.

Head Lice (Please refer to the "District's Management of Head Lice Guidelines")

Students found with live lice and nits within a quarter of an inch from the scalp will be sent home as these cases are deemed "active." [Students with nits further from the scalp are allowed to remain in school and will be monitored by trained staff.]

- The parent or guardian of the student with live lice and nits within a quarter of an inch from the scalp will be notified that day by telephone requesting the student be taken home and treated, stating that prompt, proper treatment of this condition is in the best interest of the child and his or her classmates. Parents and guardians will be provided a packet of comprehensive information addressing lice management. (There are many acceptable treatment options; however, treatment with a product that is both a pediculicide as well as ovicidal is the surest way to kill lice and prevent further re-infestation.)
- The student will be readmitted when the school receives documentation of treatment for head lice. This may include, but is not limited to, a note from the parent stating the treatment used, or a treatment product bottle, box top, label, receipt, etc.

- Students who are confirmed as treated will be checked by trained school staff to ensure there are no live lice and no nits within a quarter of an inch from the scalp before being allowed back in the classroom. They will be monitored for up to two weeks.

Illness at School

If a child becomes ill or has a temperature of 100.4 or higher while at school, teachers or office personnel will contact parents. If the parents can not be reached, names listed on emergency forms will be called. Parents are expected to pick up sick children from school as soon as possible.

Drinks

Water is the only drink to be consumed in school. The water can be flavored but would be free of any dyes that would stain the carpeting in the classrooms. Juice and other drinks can be consumed during lunch time. The school discourages student consumption of soda at lunch.

Laser Pointers

The School District of Rib Lake prohibits possession and/or usage of laser pointers at any time on school property, at any school-sponsored function either home or away, or on school owned or contracted vehicles. Teachers with administrative approval may use laser pointers and/or laser devices for instructional purposes. These devices shall not be loaned or checked out by students for their private use.

Students in possession of laser pointers shall be subject to the disciplinary rules, regulations and procedures established by the Board. Violations shall be considered under the category of “physical attack: the act of physically assaulting or in some manner attempting to injure another student.”

Leaving School Grounds

Students may not leave school grounds during the school day without written permission from parents and approval by the classroom teacher or principal. Students are not allowed to go home for lunch.

Lockers

Lockers are provided for student use in grades 3-5. No personal locks or pictures may be put on the outside of these lockers. Students are responsible for keeping their lockers clean. Please be informed that the school retains ownership and possessory control of all school lockers and may inspect these lockers at any time. Should school officials inspect a locker it will be done utilizing the following procedure:

1. Notify the student of the inspection and allow that student to be present at inspection.
2. Have another faculty member present.
3. If alcohol, drugs, or drug paraphernalia is found, the student will accompany the school officials to the office and the student’s parents will be called. If parents cannot be reached; school officials will call the emergency number listed for the student. If law enforcement agencies are not present, they will be called. If parents can not be reached, school officials will stay with students until parental notification is made. Law enforcement personnel will not be allowed to talk with students unless parent/guardian has given permission or is present.
4. If during inspection questionable materials are found, the student will accompany the school official to the office and the parents will be called.

Lost and Found

Any articles found on school premises are placed on the "Lost and Found" tables located in the hallway by the library. Disposal of unclaimed articles is made at the end of the school year. The school is not responsible for lost or stolen items.

Lost or Damaged Materials

Fines will be assessed when instructional materials, library books, or other school property are lost or abused. Fines will be in direct proportion to the damages incurred (taking into consideration the normal

lifespan of the property and reasonable wear and tear). Fines shall be determined by classroom teacher, librarian and/or building principal.

Lunch/Breakfast Prices/Procedures

A breakfast program is available for PK-5 students from 7:45-8:05 a.m., Monday-Friday. Menus are distributed at the beginning of each month. The cost of breakfast will be deducted from family breakfast/lunch accounts, Cost of breakfast is \$1.35 (full price), \$0.30 (reduced), \$0.40 (milk or juice only) or free. If your student qualifies for free or reduced school lunches, qualification also applies to this program. Student lunches cost \$2.80 per day. Free and reduced (\$0.40) lunches are available for students who qualify.

All parents are encouraged to complete the free and reduced lunch application. Extra milk is available for 40 cents a carton. Lunch money deposits can be made into family lunch accounts in the school office Monday – Friday. Family meal account balances are updated daily and available for viewing on the district website. All information is confidential and can only be viewed with security passwords. In the lunchroom, students are expected to be courteous and mannerly. Loud talking is discouraged in the lunchroom.

BP 763 information: *USDA guidance indicates that a school district must have at least one method of payment available that does not require use of the internet and at least one “no-cost” method of payment (i.e., the person making the payment does not have to pay a fee, system access charge, or similar cost just to make a regular payment). Districts are also required to offer at least one method of payment that allows funds to be added on the day of service. According to USDA guidance, families must be notified of the available payment options and any fees/charges associated with using a specific payment option.*

Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child’s school food service account. In order to help parents and guardians meet these responsibilities, the District has established the following guidelines regarding food-service charges and student access to food at school:

1. A student will always be permitted to select and receive one of the standard school meal options if either of the following apply: a) The District has determined that the student is currently eligible to receive free meals at school; or b) The student has sufficient prepaid funds in his/her food service account.
2. When a student purchases a school meal or any other food-service items, the general rule is that payment is due no later than at the time of service. However, the District’s food service account system normally allows a family to charge up to \$35.00 in his/her account as a negative balance before the District will take steps to restrict the student’s food choices. The primary purpose of allowing a limited and temporary negative balance is to prevent an unexpected interruption in meal service on a day that a student inadvertently has insufficient funds available. In addition: a) The District may deny the privilege of charging items to a student who repeatedly establishes a negative account balance that is not promptly repaid upon notice of the amount owed; b) A parent or guardian may arrange to restrict their child’s ability to charge a negative balance or set a daily limit on food charges made to the student individual or family account; c) At each meal service, a student may charge only one of the standard school meal options that is being offered (i.e., a federally-qualifying meal option that is on the menu.)
3. Students who are not eligible for free school meals, who do not have money to pay for their food, who have reached their limit on unrestricted charges, and who do not bring food from home will be permitted to receive at no cost a low-cost meal that is specified by the District and that is being offered at the particular meal service.

For additional assistance, contact the building secretary or district Food Service Account Manager – Amy Foster at 715.427.5818.

Medication

All **prescription medications** which are to be administered at school must be accompanied by a **Medical Provider Authorization Form** and a **Parent Medication Authorization Form**. It must be in the original drug container which lists the child’s name, date, name of the drug, exact dosage, and exact time or time intervals the medication is to be taken.

All **over the counter medications** require a note and signature of a parent if they are to be administered at school. Over the counter drugs must be sent to school in the original packaging and must include directions for administering. If a medication is to be given regularly, a Parent Medication Authorization Form must be completed and signed. If an over the counter medication is to be given per parent instructions, it must not exceed the dosage recommended on the drug packaging, otherwise, a physician's order will be required for school administration.

Outside Dress Policy

During the colder months, students will continue to go outside for recess if weather permits. The PreK – 2nd grades go outside if the temperature is +5 F wind-chill or warmer and the 3rd – 5th grades go outside if the temperature is 0 F wind chill or warmer. Students should be prepared with appropriate winter clothing/coats, caps, mittens, boots, and snow pants. Students need to be prepared for the walk to/from school or waiting for their bus.

Part-Time Students

Students not enrolled full time in Rib Lake School District should abide by Rib Lake School District policy as follows:

Number of Courses- Students participating part-time (RVA or homeschool) may take up to two courses in person at Rib Lake Elementary provided they (a) meet the standards for admission at that grade level as required by law and as established by the District Administrator or designee; (b) there is sufficient space in the classroom.

Attendance- Students participating part-time in a Rib Lake School District course will follow the Rib Lake School District attendance policy, but adjusted based on the number of course days, rather than course period attendance, as with full time enrolled students. For example, each part-time open enrolled student will be permitted 10 parent excused courses if attending RLSD for one course.

Wisconsin State Testing- A student who is enrolled in RVA can participate in state tests in the appropriate Rib Lake building. After getting a list of who is participating, our District Assessment Coordinator will reach out to families with communication on testing dates and times. Students who are homeschooled are not eligible to participate in state tests through the Rib Lake School District. Students who choose not to participate in Wisconsin State Testing must complete an opt out note and send it to the District Assessment Coordinator.

Participation in School Events- If there is a field trip or activity that directly relates to a class an RVA or homeschool student is taking at RLES, that student is fully welcome to participate. Because building reward activities are not related to a direct course and take into account student academics, behavior, and attendance based on full time enrollment, RVA and homeschooled students are not included in participation in reward activities or awards.

Technology Use- Students in RVA are able to use their RVA chromebook to complete their courses at RLES if the need arises. Students who are homeschooled must bring their own device to participate in the course if they choose to join. Students enrolled part-time are required to complete an Acceptable Use of Technology consent form.

Locker use- If there are available lockers to use, students in RVA or homeschool students are allowed to utilize one of our lockers. In the case that our lockers are filled by full time students, an RVA or homeschool student may be asked to discontinue use of a locker on a lottery basis

Perfect Attendance and Media Releases

Any student achieving perfect attendance for the school year will have their name published in *The Star News* at the end of the school year unless the parent/guardian notifies the office that they do not want their student listed in any media releases.

Pets

Pets may only be brought to school with teacher permission. No pets may be transported on the bus.

Playground Rules

Students are expected to follow safety rules and supervision directions on the playground. Tackle football, skates, skateboards, and snowball throwing are not allowed. Accidents must be reported immediately to the supervisor.

Report Cards and Parent Teacher Conferences

Report cards are issued at the end of each nine week period. Weekly grades of students in grades 3-5 are available to view online on the school's website using individually assigned security passwords. Parent conferences are scheduled twice per year for the purpose of personal communication between the school and the home, regarding the progress of individual students. Exact dates are listed on the school calendar.

Respect for the Learning Environment

Teachers are responsible for providing the best possible learning atmospheres in their classrooms. Students are responsible for maintaining and utilizing this learning atmosphere. Showing a lack of respect for this positive learning atmosphere either verbally or non-verbally is a serious infraction and will be corrected by a sincere apology and an in-school/out-of-school suspension for up to 3 days in length**.

Cheating is strictly prohibited. Students caught cheating will be on the first offense, given an "F" for the assignment/test; second offense, a one day suspension and parents notified; third offense, parents notified and the student will be suspended for 3 days.

**In-school suspension consists of student reporting to school, spending the day in a workroom with no other student contact. Work is provided, with credit given and tests administered at teacher discretion.

Respect for Others

Students will show respect and courtesy toward all staff members, substitute teachers and each other. Respect for others includes using appropriate language at all times.

Respect for Personal Property

Students involved with thievery, however small the offense, will be corrected by up to three days suspension from school.

Respect for School Property

Defacing or destroying school property is not permitted. Students will pay for damages and consequences which may include suspension and/or referral to legal authorities.

THE RIB LAKE WAY

A Great Place to Learn, a Great Place to Work

WHAT WE BELIEVE:	HOW WE BEHAVE:	OUTCOMES WE ACHIEVE:
ATTITUDE IS EVERYTHING <i>"Keep it Positive"</i>	<ul style="list-style-type: none"> - Respond "Above the Line" - Appreciate differences - Be part of the solution, not the problem 	<ul style="list-style-type: none"> - Positive school climate, no BCD - Fun place to be - Victors, not victims
BUILDING CHAMPIONS <i>"Leadership, Healthy Choices, Respect"</i>	<ul style="list-style-type: none"> - Invest the time to care, listen and connect - Do the right thing, especially when it's hard - Value yourself, others and property 	<ul style="list-style-type: none"> - Healthy relationships - Lifelong learning - Safe and supportive environment
COMMITMENT TO EXCELLENCE <i>"Work Hard, Get Better"</i>	<ul style="list-style-type: none"> - Own your work, be accountable - Work together - Be teachable: ask for help, give help, accept help 	<ul style="list-style-type: none"> - Productive environment - Team players - Achievement of personal goals

Retention Standards

Any classroom teacher considering a student for retention (student does not advance to the next grade level for the next school year) shall, in writing, address this issue with the principal. At this time, a formal referral will be made to the school psychologist and/or multidisciplinary team for the purpose of evaluation. Strategies will be attempted to see if the student in fact can succeed without being retained. The parents shall be involved in this process. No student shall be retained unless this process has been followed.

Appeals Process - Building level retention decisions may be appealed to the District Administrator. In the event that there is a disagreement regarding promotion or retention that cannot be resolved, the District Administrator or his/her designee will make the determination. If the parties involved disagree with the District Administrator's decision, they may appeal it to the School Board for a final determination.

Rib Lake Policy on Grades for Students with Special Educational Needs:

Students, who have been identified as having special education needs, will be afforded a free and appropriate public education in the least restrictive environment in accordance with Individualized Educational Plan. Considerations may be made as to the appropriate grading in classes where they are mainstreamed. That is as follows:

1. When the student is mainstreamed into a regular class and the Individualized Educational Plan Team determines that the student can handle the content of that class as required by the regular education teacher with only the modifications made in the methodology or approaches used, that student will receive a grade commensurate with all other students.
2. In those cases where the student's mainstreamed class is modified in content or curricular format, the student will receive a grade indicated as a modified grade.
3. The appropriate grade, be it regular or indicated as special education should be discussed with the Special Education teacher as to its conformity with the Individualized Education Plan records. It

is only through the cooperation and communication effort of the special education teacher and the regular education teacher that appropriate academic offerings will be provided for students with disabilities. This is inclusive of the grading process.

4. Another option available for students with special education needs is the pass/fail policy. This may be considered for students who are presently earning below average grades or with modified curriculum. Again, this option must be documented within the Individualized Education Plan.

Rules for Student Bus Riders

The behavioral expectations for the school bus are the same as in the classroom. Riders are expected to show respect towards other students and adults while on the bus. Verbal or physical harassment of any type will not be tolerated.

1. Students who come to school on the bus are required to return home on the bus unless picked up by the parent/guardian with a note sent to the teacher or a phone call before noon to the office.
2. Buses will load and unload at specified locations. There will be no picking up or dropping off anywhere other than designated points.
3. Student bus riders leaving home on the bus may not get off the bus at any location other than the school. If students must leave the school grounds after being delivered to the school, permission must be obtained from the office.
4. Students shall be on time for buses. Bus drivers are required to wait a reasonable length of time, but too long a wait spoils the time schedule.
5. Students are to be careful in approaching bus stops. Students should walk on the left side of the road facing traffic.
6. Students are not to stand, extend head and/or arms out windows, or move about at any time the bus is in motion.
7. Students shall remain seated on the bus until it stops. When crossing the road, students are to remain in front of the bus, crossing only after getting the signal to cross by the driver.
8. Students shall not do damage to seats or other bus equipment. Students will pay for any such damages.
9. Students shall be courteous to fellow students on the bus, to bus drivers, and to other school personnel.
10. Students shall keep the bus clean.
11. Students are to report any injury to the driver immediately.

Elementary students who ride the bus must get on the bus at the elementary. Elementary students are not allowed to walk to the middle school/high school to get on the bus. Elementary students are not allowed to get off the bus at the middle school/high school to get sodas or use the restrooms.

Safety and Security

Student safety is a priority at RLES. Security and emergency preparedness procedures are in place and include:

- 1) Visitor controls – Visitors can only enter through the office where identification and purpose must be stated prior to entry through the security door;
- 2) Regular drills are held to practice safety responses;
- 3) Staff training on safety response plan implementation occurs;
- and 4) Ongoing facility audits occur to assess safety/security.

School Closing

In the event of inclement weather or emergency breakdowns, school may be closed or starting times delayed. The same conditions may necessitate early dismissal. The following stations will announce the district's plan for school closing:

Medford	WIGM/WKEB FM 99.3
Wausau	WYCO FM 108
	WAOW/TV 9
	WSAW/TV 7
Eau Claire	WEAU/TV 13
Wisconsin Rapids	WGLX FM 103.3

RLES also uses Remind, a one-way email or text message service, and JMC, our school student record program. To receive Remind messages via text, text @rlesparent to 843.410.0872 or if you prefer to receive messages via email, send an email to rlesparent@mail.remind.com. To receive an email or text from JMC, please include that information on your student's emergency form at the beginning of the year.

School Supplies

A list of materials needed is sent home with each student on the last day of school in the spring. This list of materials may be obtained from the elementary office or on the school's website.

Student Discipline

The School District believes that the primary obligation for developing self-discipline, responsibility and respect rests with the home and parents. Children who have developed these qualities usually do well in school. The school is also concerned with these attributes and must provide a suitable climate for learning. Therefore, it strives to work cooperatively with parents for the student's development.

When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of the entire student body. To ensure an atmosphere that is conducive to learning, it is necessary to balance a student's individual rights with his/her responsibilities for good citizenship. The intended effect is to create an educational environment conducive to learning; for responsible and considerate behavior; and one in which the safety of all is assured.

Teachers are responsible for establishing and maintaining classroom discipline. Individual classroom rules and procedures will be explained to the students. All staff members will work together to ensure proper behavior throughout the school.

Technology

Technology and telecommunications, including student email accounts, have been provided for the benefit and use of students consistent with the educational goals of the district. This benefit will be provided to students who 1) Treat the equipment with respect; 2) Refrain from compromising the confidentiality expected by the staff and other students; 3) Adhere to copyright laws; 4) Refrain from deliberately allowing inappropriate and/or dangerous files to enter the system; 5) Refrain from using the network for illegal activity; and 6) Do not impose their choices on others, access private files, attempt to break security systems, or use computer supplies that are not for school related activities. The district reserves the right to review the information in an individual account. The students will follow all rules and regulations as set forth in the district computer use policy. Parents are required to give permission for their child to access the internet and use the school computer hardware on the child's emergency form.

Telephone

Except in the case of an emergency, use of the school's telephone by students is not allowed without permission from their classroom teacher and the office.

Title I:

RLES is a school-wide Title I school. This means that our federal Title I money can be used across the school to help improve academic achievement in reading and math. All students, parents, staff, and administration are working together to ensure success for all students by agreeing to our school-wide Title I Compact. Any questions about Title I or how it affects our school can be directed to Aimee Blomberg.

Response to Intervention: All students are monitored closely for progress in reading and math. Our goal is to ensure student success by providing additional support systems that target students' specific learning need by intervening early to help remediate student skills and bring them back up to grade level. These interventions happen in multiple ways:

Universal Instruction – This is core classroom instruction given to all students by their general education teacher.

Tier 1 Targeted Interventions – Interventions provided by the classroom teacher in the classroom for 6-8 weeks on a specific skill that the student is struggling in. These may continue longer if the child is making progress.

Tier 2 Interventions – Interventions provided in addition to Tier 1 Targeted Interventions. These small group interventions are provided by a Reading or Math specialist, typically three days per week. Typically, last 6-8 weeks but may continue longer if the child is making progress.

Tier 3 Interventions – Small group or one-on-one intensive interventions that occur five days per week by a Reading or Math specialist. Typically, last 6-8 weeks but may continue longer if the child is making progress.

Individualized Education Plan (IEP) – If a child is not making adequate progress after these steps of interventions, the child will be referred to the school psychologist for academic testing to see if an IEP is an appropriate course of action for this student.

Toys/Electronics

Water balloons, squirt guns, and video games are not allowed in school. Laser pointers are prohibited by school policy on buses and at school. Electronic devices are not permitted unless authorized by a classroom teacher for educational purposes and in accordance with district policies.

Trading and Selling

Trading and selling of personal property or items sold for personal gain is strictly prohibited.

Video Monitoring

The Rib Lake School District approves the use of video cameras on school buses and on school property for the primary purpose of reducing disciplinary problems and vandalism. This allows the bus driver to focus on the driving of the bus and provide for safer transportation of the students and for teachers to provide a safer learning environment.

Visitors/Friends

1. Parents are encouraged to visit their child's classroom at any time. They should stop in the office before visiting classes and avoid disruptions to the learning environment.
2. If a student would like to bring a friend to school with them to visit for the day, they must first get permission to do so from their teacher. All visitors need to be age appropriate.
3. Professionals visiting students must register in the front office.
4. Emergency visitation by others must take place at a point determined by office personnel.
5. All visitors must indicate their purpose and be able to show identification prior to entry into RLES. Yellow visitor identification labels will be issued.

Volunteer Program

The volunteer program allows students to practice their reading, math, and study skills with caring members of our community. Volunteers assist in all grades during the instructional day. Parents, grandparents, and members of the community are encouraged to become a part of this program by calling the elementary office (427.5818). Individuals age 62 or older may be eligible for the STEP Program.

Walking to School

Elementary students are encouraged to walk or use the in-town bus stops if possible. Students who walk to school are asked to use the marked trail by the middle school. At dismissal, walkers/bikers will be released after buses are loaded. Student walkers are not to stop at middle school/high school buildings without permission.

Notice of Non-Discrimination Policy

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters

or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

The district encourages informal resolution of complaints under this policy. If any person believes that the School District of Rib Lake or any part of the school organization has failed to follow the laws and rules of s. 18.13, Wis. Stats., and Pi 9, Wis. Admin. Code, or in above, he/she may bring or send a complaint to the following address: 1236 Kennedy St., Rib Lake, WI 54470. Telephone number (715) 427-3220.

Formal Complaint Procedure

Step 1. A written statement of the complaint shall be prepared by the complainant and signed. The complaint shall be presented to the Principal. That employee shall send written acknowledgement of the receipt of the complaint within 45 days.

Step 2. A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats. Complaints under 20 USC s. 123 1e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a statute is violating a federal statute or regulation that applies to a program shall be referred directly, to the state superintendent.

Step 3. If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 Webster Street, P.O. Box 784 1, Madison, WI 53707-7841.

Step 4. Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, ILL 60606.

Federal Title IX/Section 504 Complaint Procedure

Rib Lake School District Discrimination Complaint Procedure

If any person believes that Rib Lake School District or any part of the school organization has inadequately applied the principles and/or regulations of title IX (sex) and Section 504 (handicap) or in some way discriminates on the basis of sex, race, color, national origin, age, or handicap, he/she may bring forward a complaint to the following: School District of Rib Lake, Attn. Mr. Travis Grubbs, PO Box 278, Rib Lake, WI 54470.

Informal Procedure

The person who believes he/she has a valid basis for a complaint shall discuss the concern with the local Title IX or Section 504 coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal Complaint Procedure

Step 1. A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the local Title IX or Section 504 coordinator within five (5) business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within five (5) business days.

Step 2. If the coordinator wishes to appeal the decision of the local Title IX or Section 504 coordinator, he/she may submit a signed statement of appeal to the district administrator within five (5) business days after receipt of the local coordinator's response to the complaint. The district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3. If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the school board within five (5) business days of his/her receipt of the district administrator's response in Step 2. In an attempt to resolve the complaint, the school board shall meet with the concerned parties and their

representatives within 15 days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the board secretary to each concerned party within ten (10) business days of this meeting.

Step 4. If, at this point the complaint has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, 111 N. Canal St., Suite 1053, Chicago, IL 60606-7204, 1-312-886-8434, or OCR_Chicago@ed.gov.

Complaint forms are available at the address listed above.

Every Student Succeeds Act Notices

The federal *Every Student Succeeds Act* requires schools and districts who receive Title I funds to notify parents or legal guardians of various opportunities, information notices and family rights. The School District of Rib Lake receives federal Title I funding and provides the following information for your review as part of this mandate. As with all information and notices listed in this handbook, please contact your building principal for more information or clarification.

Parent and Family Engagement Policy

Per ESSA [20 U.S.C.6318(a)2 and (b)], School Districts and schools receiving federal Title I program funds are required to notify parents of their parent and family engagement policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The RLSD family engagement policy can be found on the district website.

Teacher & Paraprofessional Qualifications

In Wisconsin, a teacher of a core academic subject is “highly qualified” if he or she completed an approved educator preparation program resulting in a regular license to teach that subject. As a parent, you have the right to request and, in a timely manner, obtain information regarding the professional qualifications of your child’s classroom teachers and/or paraprofessionals by contacting the school district at 715.427.3222 or finding it on the DPI website by using the following address: <http://dpi.wi.gov/tepd/lookup/public-search> [ESSA 20 U.S.C.612(e)1A].

The district is also required to notify parents of students enrolled in a school receiving Title I funds of when their child has been taught for four or more consecutive weeks by a teacher who is not considered “highly qualified” [ESSA 20 U.S.C. 6312(e)1B(ii)]. This notice will be sent home with students who receive direct instruction from that teacher.

Student Assessment Information

Per ESSA (20 U.S.C 6312(e)2B), school districts receiving federal Title 1 program funds are required to notify the parents of each student attending any school receiving such funds that the parents may request information regarding any state or local school district policy regarding student participation in any assessments mandated by law and by the district. When parents request this information, the district must provide it in a timely manner and the information provided must include a policy, procedure or parental right to opt their child out of the mandated assessments, where applicable.

State law (section 118.30(2)(b) of the state statutes: establishes a parental right to excuse their child from taking the state-mandated examinations in grades 4, 8, 9, 10, and 11. According to the DPI, districts may also honor parent requests to excuse their child from state-mandated testing at grades 3, 5, 6, and 7 at their discretion and on an individual basis.

Information about each state and district required assessment can be located on our school website. There you will find a list of assessments, the subject matter that is assessed, the purpose for the assessment, who is requiring the assessment, and, where such information is available, the amount of time students will spend taking the assessment, the schedule for the assessment, and the time and format for disseminating results.

Student Achievement Level and Academic Growth on State Academic Assessments

Per ESSA [20 U.S.C 6312(e)1B(i)], each parent of a child who is a student in a Title I school will receive information on the achievement level and academic growth of their child, if applicable and available, on each of the state academic assessments. These assessment results will be sent home with student report cards.

District Report Card

Per ESSA 20 U.S.C. 631(h)(2), Districts receiving Title I program funds are required to prepare and disseminate an annual school district report card that includes designated information on the district as a whole and each school served by the district. The DPI is required to ensure that each district collects appropriate data and includes in the district's annual report card the academic and progress information and other information described in 20 U.S.C 6311(h)1C. The district report card must be: (1) concise, (2) presented in an understandable and uniform format, and to the extent practical, in a language the parents can understand, and (3) accessible to the public. The RLSD report cards can be found on the district website.

Programs for English Language Learners

Per ESSA [20 U.S.C 6311(h)(3), a school district that uses federal education funds to provide a language instruction educational program for English learners must, no later than 30 days after the beginning of the school year, inform parents of an English learner identified for participation or participating in such a program the following information:

1. The reasons for the identification of their child as an English learner and in need of placement in a language instruction educational program.
2. The child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement.
3. The methods of instruction used in the program which the child is, or will be, participating and the methods of instruction used in other available programs, including how such program differ in content, instructional goals, and the use of English and a native language in instruction.
4. How the program in which their child is, or will be, participating will meet the education strengths and needs of their child.
5. How the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation.
6. The specific exit requirements for the program, including the expected rate of transition from the program into classrooms that are not tailored for English learners and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates for the program) if federal education funds are used for children in high schools.
7. In the case of a child with a disability, how the program meets the child's individualized education program (IEP) objectives.
8. Information pertaining to parental rights that includes written guidance (a) detailing the right that parents have to have their child immediately removed from the program upon their request (b) detailing the options that parents have to decline to enroll their child in the program or to choose another program or method of instruction (if available) and (c) assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the district.

The above notice and information must be provided in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. For students not identified as English learners prior to the beginning of the school year but are identified as English learners during the school year, the district must notify the students' parents within the first two weeks of the child being placed in the language instruction educational program.

A school district that uses federal education funds to provide a language instruction educational program for English learners is now also required by the ESSA to implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and (3) meet the challenging academic standards expected of all students. Implementing an effective means of outreach to parents shall include holding, and sending notice of

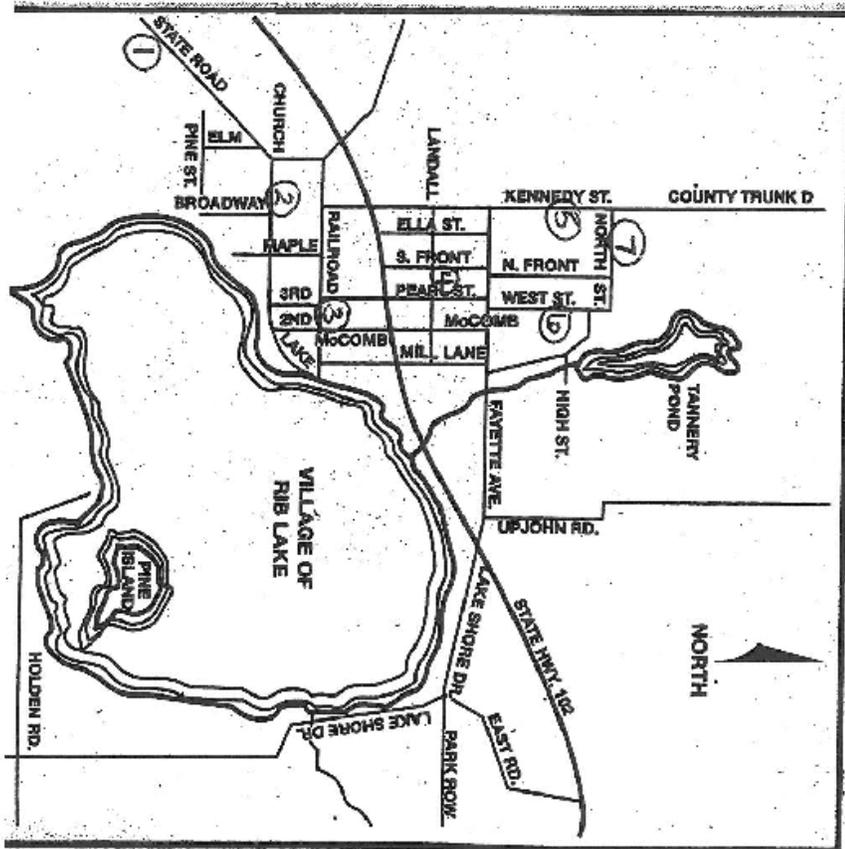
opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted by a language instruction educational program for English learners funded with federal education funds.

Usted puede leer esta información en español en nuestro sitio Web del distrito.

Bus Stops

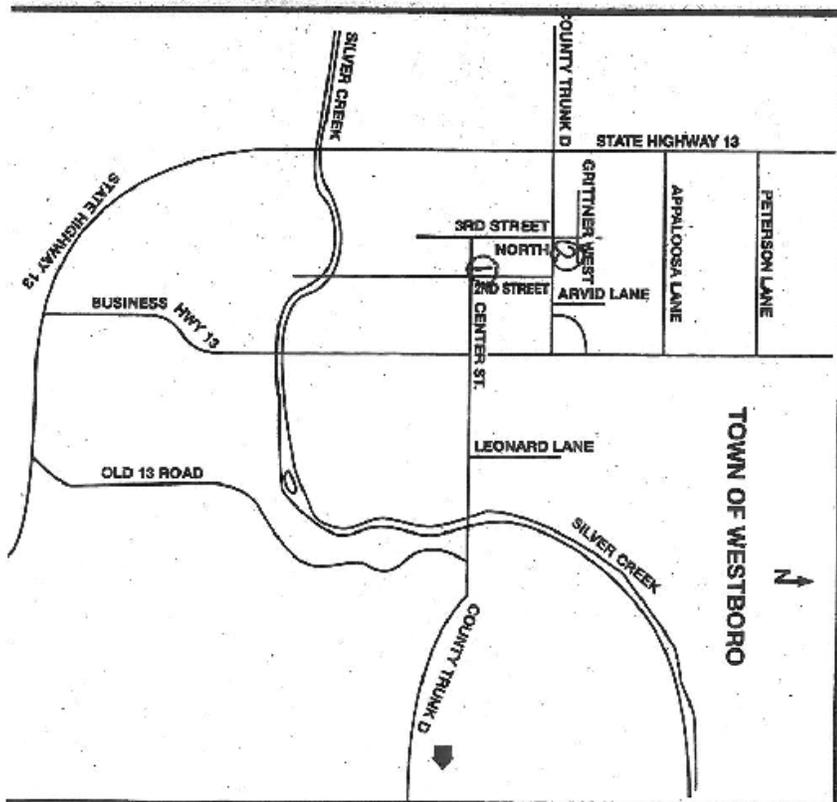
Rib Lake

1. 402 State Road
2. Methodist Church
3. Lakewood Credit Union
4. Corner of Landall & S. Front St.
5. Pebble Valley Driveway
6. West St. at top of hill
7. Middle School



Westboro

1. Westboro Library
2. CTH D & between 2nd & 3rd



**Rib Lake Elementary School Request for
Specific Teacher or Classroom (Prior to Assignment)**

Name of Student: _____ Present grade: _____

Address: _____ Phone: _____

Requested Classroom Teacher: _____

Reason for Request:

Parent/Guardian Signature

Date

Administrative Determination **Approved** **Disapproved**

Reason(s): _____

Principal Signature

Date

School District of Rib Lake - Placement Criteria for Grades K-5

Students will be assigned to classes/teachers based on teacher and administrative recommendations and the following criteria:

1. Special educational needs of children.
2. Random heterogeneous selection.
3. Gender balance.
4. Avoidance of potential conflict (i.e. parent/teacher, student/teacher, and sibling rivalry).
5. Reduction of conflict between students which is harmful to the learning environment.

Parent/guardian requests for students will be carefully limited to assure an equal opportunity for all students and other factors, such as class size balance, availability of space, educational resources, etc.

Requests for specific teachers will be honored only if the following criteria have been met:

1. A written request form is on file listing the reason(s) for the request.
2. The form is on file in the elementary school office *no later than April 15th*.
3. No more than 4 requests have been received for the requested teacher.
4. No request will be honored if more than 4 requests are made for a specific teacher.