

STUDENT/PARENT HANDBOOK

Cottage Grove School
470 North Main Street
Cottage Grove, WI 53527
608-839-4576



2019 - 2020
Monona Grove School District
www.mononagrove.org

Monona Grove Vision and Mission Statement

The Vision

The Monona Grove School District is a student-focused culture that empowers continuous learners to embrace global opportunities and excellence.

The Mission

The mission of the Monona Grove School District is to enhance achievement for all students by cultivating a desire for learning and instilling social responsibility.

We will achieve this by:

- Building positive relationships among students, staff, parents, and community.
- Working together to inspire and engage students in meaningful learning opportunities by using research-based practices to address individual academic and social/emotional needs.
- Providing a safe and healthy environment that fosters respect and culturally responsive practices.
- Attracting, retaining, and developing a diverse, high-quality staff.
- Using resources efficiently and effectively.

Cottage Grove School Code



I will be safe.

I will be respectful.

I will be responsible.

Even when no one is watching.

Welcome from the Principal

Dear Cottage Grove Students and Families,

The staff of Cottage Grove School welcomes you to the 2019 - 2020 school year! We look forward to an exciting and successful school year working collaboratively with you and your child.

I encourage families to become familiar with all aspects of our school program and to become actively involved in the Cottage Grove School community. As families become more involved with their child's education and school life, it has a great impact on a child's academic, social, emotional, and physical development. I look forward to building a strong partnership with all families in the Cottage Grove School community.

Please read and share the contents of this handbook with your child. The handbook will provide important information on many aspects of Cottage Grove School. Guidelines and policies outlined in the handbook are designed to promote student growth and to ensure student safety. If you have questions or concerns, please feel free to contact me at Cottage Grove School at 839-4576, or anytime throughout the school year.

Thank you and I look forward to working collaboratively with you during the 2019 - 2020 school year! Together we can make this school year a terrific one for your child.

Table of Contents

Student Residency	1
School Day Schedule for 2019 - 2020	1
Lunch Periods	1
Arrival/Dismissal Procedures	1
Early Dismissal	1
Changes in Dismissal Arrangements	2
Excusing Children Early	2
Snow Days/Emergency Closings	2
Student Trips or Vacations	2
Attendance and Tardiness Procedures	3
Student Attire	3
Winter Clothing	3
Transportation	4
Cottage Grove Behavior Policies	6
General Discipline Procedures	7
Search and Seizure	7
Appropriate Language	7
Behavior Matrix	8
What Do I Do If I'm Feeling Harassed?	9
General Curriculum (Grades 2 - 4)	10
Language Arts Program	10
Mathematics	10
Science	10
Social Studies	10
IMC (Library)	11
Music	11
Art	11
Physical Education	11
Technology	12

Homework Policy	12
School Communication	13
School Visitation	13
Volunteer Program	13
Parent Conferences	13
Reporting to Parents	14
Classroom Concerns	14
Child Custody	14
School Newsletter	14
Parent Teacher Organization (P.T.O.)	14
Parent Input Forms	15
Parent/Citizen Complaints	15
Student Records	15
Withdrawal/Transfer of Students	15
Student Services and Activities	15
Adult Athletic Passes	15
Fees	16
School Nutrition	16
Free and Reduced Meals	16
Breakfast in the Classroom (BIC)	17
Birthday Treats	17
Wellness Policy	17
Health Room	17
Medication at School	17
Student Insurance	18
Field Trips	18
Title IX	18
Videotapes/DVDs in the Classroom	18
Religious Beliefs	18
Recess	18
Student Services Personnel and Programs	19
Gifted and Talented	19
Developmental Guidance and Student Services Support	20
Special Education	20

Speech/Language	20
School Nursing	20
Internet and Network Information	21
Qualifications of Teachers and Paraprofessionals	22
Appendix 1: School Board Policies and Parental Notices	23
Appendix 2: Miscellaneous	29
Board of Education	29
District Office Personnel	30
Building Administrators	30
How To Get Help With A Concern	31
Calendar of Events	32
Cottage Grove Staff	33

STUDENT RESIDENCY

Monona Grove School District Board Policy 5111 (see information in appendix 1) states, "The Superintendent shall establish and supervise the implementation of regulations and procedures designed to ensure compliance with district policies and procedures and state law". The law requires us to charge tuition for students who attend the Monona Grove School District if permanent residency has not been established. Permanent is defined as seven days a week. The district may request a copy of an official court document verifying a joint custody arrangement with one parent residing in the Monona Grove School District.

SCHOOL DAY SCHEDULE FOR 2019 - 2020

First bell; students may enter building	7:35 a.m.
Classes begin	7:45 a.m.
2nd Grade Lunch and Recess	12:25p.m. - 1:10p.m.
3rd Grade Lunch and Recess	10:45a.m. - 11:30a.m.
4th Grade Lunch and Recess	11:35a.m. - 12:20p.m.
Dismissal	2:35 p.m.

***** Please do not drop off your child before 7:20 a.m. Supervision begins at 7:20 a.m.**

Lunch Periods

Lunch schedules vary per grade level and may change at trimester. If you would like to join your child for lunch, please call the office before 9:00 a.m. so you can be included on the lunch count for the day. Parents may pay for their lunch in the lunch line. Please bring exact change.

ARRIVAL/DISMISSAL PROCEDURES

Playground supervisors are on duty at 7:20 a.m. Children who walk or are transported by parents are not to arrive at school before 7:20 a.m. Please follow the drop off procedure plan below. Students should go to the playground when they arrive at school. The first bell rings at 7:35 a.m. It is important that students are present at that time to enter the building with their class. **Students arriving after 7:45 a.m. will be marked tardy and must stop by the office for a late pass.**

Students must go directly home when dismissed at 2:35 p.m. Children who are transported by parents should be picked up at dismissal. There is no supervision of students after 2:55 p.m. To ensure the safety of all children, we ask that you consistently follow these guidelines.

Car Drop Off and Pick Up Procedure: The drop off and pick up line will be extended all the way down the center island of the parking lots. Please pull as far forward as directed by the supervisors. We recommend you stay in your car in the line, instead of parking and walking to the doors. We appreciate your cooperation, as safety is our biggest concern and emphasis.

EARLY DISMISSAL

The exception to the hours above will be early dismissal when an early release time is scheduled at 10:40 a.m. These days provide opportunities for staff to support initiatives for improving student performance, participate in teacher in-service, prepare report cards, and receive compensatory time for parent/teacher conferences. These dates are listed in the Calendar of Events located in Appendix 2.

CHANGES IN DISMISSAL ARRANGEMENTS

To ensure student safety and clear communication, it is recommended to call the office by 2:00 p.m. or send a note with your child if there is a change in transportation on a given day. **Students will follow their normal dismissal procedure unless a call or note is received.**

EXCUSING CHILDREN EARLY

If it is necessary for a child to leave school early, the parent or guardian needs to make arrangements with the school office for the child's release. The child will be sent for and excused from the office.

Students will only be released from the office to a parent or a person designated in writing by the parent. If the adult is unknown to office staff, identification must be presented. Children will never be released directly from the classroom or allowed to wait in the front of the school for pick up.

If your child returns from an appointment before the end of the school day, the child should stop by the office for a pass.

SNOW DAYS/EMERGENCY CLOSINGS

The Superintendent of Schools will make the decision to close school. In the event that school would be canceled, delayed, or dismissed early due to inclement weather, please listen for the announcement on the following radio/television stations:

WMAD 1190 AM	WTDY 1480 AM	WMGN 98 FM	WIBA 1310 AM
WNWC 102.5 FM	WMXF 96.3 FM	WMMM 105.5 FM	WJJO 94.1 FM
WYKY 100.5 FM	WTSO 1070 FM	WOLX 94.9 FM	WHIT 1550 AM
WWQM 106.3 FM	WMTV CHAN 15	WISC CHAN 3	WKOW CHAN 27

Information will be available beginning at 6:00 a.m. Announcements are also made by the MGSD Infinite Campus Messenger System. This system alerts family and staff via telephone, email, cell phone and/or pda with a school announcement.

Parents are asked to have arrangements in place, in advance, for the care of their children if school should be dismissed before the end of the day. The plan should be discussed with your child so that they are prepared. Be sure to remind your child of this plan on days when ice or snow is predicted. The school must always have a current emergency phone number.

EMERGENCY PROCEDURES

Fire drills are held monthly and at various times during the day. Instructions are given to the children and teachers at the beginning of each school year.

Tornado and safety (A.L.I.C.E.) drills are conducted periodically thru out the year. Children are moved to the areas which provide the safest shelter. Teachers and children are given specific directions for these evacuations.

STUDENT TRIPS OR VACATIONS

If you choose to take vacation while school is in session, we ask you to complete a "pre-arranged absence" form at least two weeks prior to your scheduled trip. It will be at the discretion of the teacher whether homework will be done before or after the vacation. The form is available in the office or online on the Cottage Grove School website under MG FAMILY INFORMATION-Forms for Families-Pre Arranged Absence Form (K-5).

ATTENDANCE AND TARDINESS PROCEDURES

School attendance laws of the state of Wisconsin require that children must attend school regularly. By state law, regular school attendance is the joint responsibility of the parents and the school. School authorities must enforce the law as cited in Statute 118.15. Parents, at the same time, have the responsibility to see that regular school attendance is maintained. You can help by making school a top priority. By building the habit of daily attendance, you will help your child see that school is important.

Please call the school office at 839-4576 by 7:40 a.m. each day if your child will be absent from school or arriving late. Please give the following information: name of student, grade, teacher's name, and reason for absence. Your call is important to help us protect the safety of your child and to ensure accurate attendance records. If a student is absent and we do not receive a call from home, an automated "Robo Call" will go out to your home/work numbers (what you chose in Infinite Campus) to verify the absence as part of our safe arrival policy.

When students are tardy, they must be signed in at the office before proceeding to class. **Remember that school begins at 7:45 a.m.** Students arriving after that time will be marked tardy. Please do not take your child directly to class.

Parents will be notified if their child has been absent or tardy an excessive number of times. Please note School Board Policy on student attendance (see information in appendix 1). Policy notes that ten or more absences can warrant truancy.

STUDENT ATTIRE

Most student attire is acceptable as long as it is adequate for outside play, does not present a health or safety problem, or cause disruption of educational activities. Items with obscene or inappropriate words, slogans, or graphics shall not be worn or displayed. Flip-flops or other shoes without backs are not recommended for safe work and play. Shoe skates, roller skates, or skateboards are not allowed in school. We rely upon your discretion and good judgment as to what your child should wear to school.

We suggest that your child wear rubber soled shoes, and slacks or shorts on days with scheduled physical education classes.

WINTER CLOTHING

Please be sure that your child has proper winter clothing; hats, mittens or gloves, boots, and snow pants. All clothing should be labeled with your child's name. We do go outside for recess unless the temperature drops below -10 wind chill. We ask that you make sure your child brings the proper clothing to school to keep them warm and dry. Students need to bring a pair of shoes in addition to their boots. Contact school if you are in need of winter gear.

The following guidelines are used in regard to winter recess:

- +10 degrees outside recess
- -10 to +10 degrees supervisor's call
- -10 degrees indoor recess

These temperatures include wind chill.

TRANSPORTATION

MONONA GROVE BUS POLICIES - For More Details see School Board Policy 8600.

Safe transportation of school children is a joint responsibility. Bus owners, drivers, school authorities, students, and parents must cooperate in order to assure safe, comfortable transportation.

The school bus is considered to be an extension of the classroom; therefore, the School District requires students to conduct themselves while on the bus in a manner consistent with established standards for classroom behavior. The School District has developed a set of bus rider rules.

In cases when a student fails to conduct him/herself properly, the bus driver notifies an administrator at the student's school of the misconduct. Where continuing or extremely serious problems exist, the student's bus-riding privileges may be suspended. Guidelines for proper notification of parents/guardians and due process have been established.

The District shall not discriminate in standards and rules of behavior or disciplinary measures on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotion or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

All buses are equipped with video cameras for the primary purpose of reducing disciplinary problems and vandalism.

The following rules apply to any school-sponsored transportation by bus:

Loading/Unloading

1. Students shall ride on their assigned buses.
2. Students shall get on and off the bus at their assigned stop for am/pm routes.
3. Riders are expected at the bus pick-up point five minutes prior to the schedule pick-up time and shall help keep the bus on schedule. The bus will stop only if the students are at the designated pick-up point.
4. Riders should stay off the roadway at all times as well as practice safe and courteous behaviors to other riders and to passerby's vehicles while waiting for the bus. Students shall walk on sidewalks and if no sidewalk is available the student shall walk on the side of the road facing traffic to get to the bus stop.
5. Riders should wait until the bus has come to a complete stop and the driver has signaled them before moving towards the bus. The riders should be in single file before entering the bus. If children must cross the roadway to get to the bus, they may cross the road only after the bus driver has signaled that it is safe to cross.
6. After getting off the bus and checking to be sure that no traffic is approaching, and after receiving the signal from the driver, riders may cross the road. Riders should cross the road 10 feet in front of the bus so that the driver can see them cross and for other safety reasons. Riders should be alert to the danger signal, a steady blast of the horn, from the driver. Should that danger signal be sounded, the students should return to curbside (the right hand side/door side of the bus).
7. Students shall be courteous, behave in an orderly fashion, and help look after the comfort and safety of small children.
8. Guest ridership is prohibited.

Conduct While on the Bus

1. Students shall respect and follow the direction of the driver. All school rules apply on the bus.
2. Students shall assist in keeping the bus safe and sanitary at all times.
3. Students shall sit and remain seated while the bus is in motion. If applicable, students will be seated in their assigned seats.
4. Students shall not throw anything inside the bus or out of the bus windows and should keep hands and head inside the bus at all times.
5. Students shall never tamper with the bus or any of its equipment. Damage shall be paid for by the offender.
6. Riders should keep the volume of their talking and laughing at conversational levels. Loudness and unnecessary confusion could divert the driver's attention and result in an accident. When approaching a railroad crossing stop, riders shall remain silent.
7. Students shall remain in the bus in case of road emergency, unless directed to do otherwise by the driver.
8. Transporting animals or glass articles, are prohibited.
9. Transporting rollerblades, skates, scooters or skateboards are prohibited, unless fully enclosed in a backpack.
10. Students shall keep personal items out of the aisles.
11. Disrespectful, obscene or vulgar language and gestures are not allowed.
12. Food or beverages are not to be consumed on the bus, and use of tobacco is prohibited.
13. Students on trips must respect the instructions of the chaperones who have been appointed by school officials to accompany the bus drivers.

Notifying the bus contractor of absences (Nelson's Bus Service, 608-221-8417)

1. Parents/guardians should notify the bus contractor by 6:30 AM if their student(s) is not riding the bus that day. The bus contractor has a 24-hour voice mail as well as e-mail allowing the parent/guardian to report the absence at his/her convenience.
2. Should a student(s) not be riding the bus for an extended time, the parent/guardian should notify the bus contractor the days the student(s) will not be using the bus service.

Disciplinary Procedures

Since safety is a prime concern, appropriate behavior is the expectation. Students not following expectations shall be subject to disciplinary procedures which may include:

- Written warning
- Student conference
- Parent conference
- Restorative Practices
- Suspension of riding privileges
- Suspension in school
- Suspension out of school
- Law enforcement referral
- Expulsion
- Other

Co-Curricular and Special Activity Trips

1. The above rules and regulations apply to any trip under District-sponsorship. However, in certain circumstances, with permission, and under the supervision of chaperones, food and beverages will be permitted. The riders are responsible for picking up any litter that results from food and beverages.
2. Bus conduct on co-curricular and special activity trips is the responsibility of the supervising chaperones.
3. Riders making a co-curricular or special activity trip must return on the same bus, unless written authorization from parents/guardians has been presented to the supervising employee in advance of the activity.

COTTAGE GROVE BEHAVIOR POLICIES

Cottage Grove School follows a PBIS (Positive Behavior Interventions and Support) model to approach discipline. The following describes the components of this model.

Cottage Grove staff and students value the dignity of all members of the school community at all times. A positive, consistent approach to discipline which focuses on safety, respect, communication, self-discipline, problem-solving, development of a positive self-image, and prevention of discipline problems will be used at Cottage Grove School.

Staff, students, and parents will cooperatively establish and review school expectations and discipline procedures on an ongoing basis. We will encourage, prompt, and teach our children to become increasingly independent, to accept responsibility, to make positive choices, and to manage their own behavior. Home and school must share the responsibility for acceptable conduct. By working together, we can ensure positive student behavior.

Be Safe, Be Respectful, Be Responsible...even when no one is watching

Cottage Grove staff has developed a proactive discipline philosophy that establishes a community setting for our students within their classrooms. This approach uses common terminology, which focuses on respect, communication, and student responsibility for problem solving. Three categories are used to characterize student behavior.

The following methods will be employed when dealing with student behavior:

- Classroom and building rules will be cooperatively established, reviewed, and enforced.
- Conflict resolution and problem solving skills will be taught.
- Positive behavior will be recognized and encouraged.
- Causes for misbehavior will be analyzed to facilitate prevention of behavior problems.
- Alternative approaches for dealing with the child's behavior will be developed based on the analysis of causes as well as the effectiveness of previous approaches.
- Communication among staff, students, and parents will be ongoing.
- The effectiveness of behavior plans will be continually monitored, evaluated and revised as necessary.
- Restorative Practice

GENERAL DISCIPLINE PROCEDURES

The principal and staff will seek and employ methods to develop responsible student conduct and alternatives to exclusionary discipline. However, when a student's conduct disrupts the educational process, threatens safety, interferes with the right(s) of others, or violates the law, one or more of the following procedures may be employed:

1. Initial student misbehaviors will be handled by the adult directly involved with the student. Resolutions will be determined by an adult.
2. Repeated and/or serious rule infractions and misbehaviors will result in a referral to the principal. The child will be asked to discuss the problem and develop a plan for solving the problem
3. Continued, serious or repetitive misbehaviors will be reviewed by the classroom teacher, who will determine if a behavior plan and further conferences with parents, the principal, support staff, and/or proper authorities are warranted.
4. Inappropriate behavior may result in restriction from the playground, classroom, and/or bus.
5. Severe violations of school guidelines including possession of prohibited items, endangering self or others, disruption of the educational process, or severe noncompliance may result in immediate referral to the principal. Emergency situations, which require further interventions or exclusionary procedures, may be referred to the Superintendent.
6. The child may be excluded from school in accordance with Monona Grove School District Board Policy 5610. See Appendix 1 for School Board policies on suspension and expulsion and possession or use of dangerous weapons, (which includes look-alike weapons).
7. Violation of the law may result in notifications of authorities.

SEARCH AND SEIZURE

The school district reserves the right to have a staff member search a student if there is reasonable suspicion that the student may be bringing an object to school, such as those referred to in Board Policy 5771 - Weapons that might cause injury to themselves or another individual. If such an object is found, it will be seized and the child's parent(s)/guardian(s) will be contacted. Discipline, if warranted, will be handled according to established school policies.

APPROPRIATE LANGUAGE

We believe that there are standards of acceptable language and standards for appropriate ways of talking to and with other people. Our staff believes that we, parents and teachers, have a responsibility to model acceptable language for our students. We also believe that all of us have a responsibility to teach children that certain language is inappropriate by telling them that it is unacceptable and by helping them to find more appropriate ways to express their feelings. Excessive use of inappropriate language results in loss of privileges.

COTTAGE GROVE ELEMENTARY BEHAVIOR MATRIX

	Respectful	Responsible	Safe
Cafeteria	<ul style="list-style-type: none"> *Use quiet voices *Give your neighbor enough room to eat *Eat with good table manners *Leave your area clean *Listen to adults 	<ul style="list-style-type: none"> *Stack trays neatly *Stay in your assigned place *Wait until you are dismissed *Throw away your garbage *Walk in cafeteria 	<ul style="list-style-type: none"> *Eat only your own food *Have a calm body in line and while eating *Stay in seat until dismissed
Playground	<ul style="list-style-type: none"> *Take care of playground equipment *Listen to adults *Follow directions *Include everyone 	<ul style="list-style-type: none"> *Safely & quickly line up when the bell rings *Put away equipment *Dress for the weather *Follow game rules 	<ul style="list-style-type: none"> *Follow rules *Stay within school boundaries
Hallway	<ul style="list-style-type: none"> *Keep voices low or off *Enter & exit rooms quietly *Keep your hook area clean & organized *Keep your hands and feet to yourself *Knock before entering a different room 	<ul style="list-style-type: none"> *Walk on the right side of the hallway *Stop at intersections *Wipe your feet before coming in from outside 	<ul style="list-style-type: none"> *Use walking feet *Stay in line *Ask permission before leaving the room *Stop at intersections
Bathroom	<ul style="list-style-type: none"> *Respect others' privacy *Leave it clean 	<ul style="list-style-type: none"> *Wash and dry your hands *Flush the toilet *Throw paper towels in the trash can *Use the bathroom for the right purpose 	<ul style="list-style-type: none"> *Ask permission to use the bathroom *Return to class when you're finished *Keep floors dry
Bus	<ul style="list-style-type: none"> *Give your neighbors enough room to sit comfortably *Keep your hands and feet to yourself *Respect others' property *Keep aisle clean *Invite others to sit with you 	<ul style="list-style-type: none"> *Go to bus line immediately after dismissal *Wait calmly in line & stay in line * Keep backpack in your lap 	<ul style="list-style-type: none"> *Follow bus driver's directions *Stay seated at all times *Keep aisle clean & clear *Keep feet on the floor
Indoor Recess	<ul style="list-style-type: none"> *Use quiet voices *Be gentle with materials *Follow instructions from adults *Follow game rules *Invite others to join to 	<ul style="list-style-type: none"> *Ask permission to use materials *Play fair 	<ul style="list-style-type: none"> *Stay in assigned room
Office	<ul style="list-style-type: none"> *Wait patiently *Use good manners *When greeted, tell them why you're there 	<ul style="list-style-type: none"> *Ask permission before going to the office 	<ul style="list-style-type: none"> *Listen to adults *Follow directions

WHAT DO I DO IF I'M FEELING HARASSED?

The Monona Grove School District has a no nonsense anti-harassment policy which prohibits harassment of students based on their sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional or learning disability. This policy is intended to protect students whether they actually belong to, or are perceived as belonging to, one or more of the above-protected categories by those engaged in the harassment.

We have a user friendly system for filing complaints about ongoing harassment. Students are encouraged to report incidents or harassment to any responsible adult in the school with whom they have confidence and trust and feel comfortable. Complete online bully report if needed.

Wisconsin Statutes 813.125(1) and 947.013 define harassment as:

- Striking, shoving, kicking, or otherwise subjecting another person to physical contact or attempting or threatening to do the same.
- Engaging in a course of conduct or repeatedly committing acts, which "harass or intimidate another person and serve no legitimate purpose".

See appendix 1 for School Board policy 5517/5517.01 addressing student harassment.



GENERAL CURRICULUM (GRADES 2-4)

Language Arts Program

The District has adopted the Common Core State Standards for English Language Arts, as formerly adapted to Wisconsin by the Wisconsin Department of Public Instruction. These District standards include:

- Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects in grades K-5;
- Standards for English Language Arts & literacy in History/Social Studies, Science, and Technical Subjects in grades 6-12;
- Standards for Literacy in All Subjects for grades K-5; and
- Standards for Literacy in All Subjects for grades 6-12

A complete copy of these standards can be located and reviewed at this Internet address:

<http://dpi.wi.gov/sites/default/files/imce/common-core/pdf/ela-stds-app-a-revision.pdf>

Mathematics

The District has adopted the Common Core State Standards for Mathematics, as formerly adapted to Wisconsin by the Wisconsin Department of Public Instruction. These District standards include:

- Standards for mathematical content
- Standards for mathematical practice

A complete copy of these standards can be located and reviewed at this Internet address:

<http://dpi.wi.gov/sites/default/files/imce/common-core/pdf/common-core-mathstandards.pdf>

Science

The District has adopted the Wisconsin Model Academic Standards for Science. The standards are grouped into eight areas (A through H) and included both content standards and performance standards.

A complete copy of these standards can be located and reviewed at this Internet address:

<http://dpi.wi.gov/science/standards>

Social Studies

The District has adopted the Wisconsin Model Academic Standards for Social Studies. The five strands of the social studies standards encompass history, geography, behavioral science, economics, and political science.

The model standards include both content standards and performance standards.

A complete copy of these standards can be located and reviewed at this Internet address:

http://cal.dpi.wi.gov/cal_ss-standards

IMC (Library)

The mission of the library program is to create a dynamic, joyful experience that enables children to work independently and collaboratively in becoming skilled readers, lifelong learners, and informed decision makers. All grade levels will have Library once a week for 40 minutes every other week.

The Cottage Grove School library program stresses instruction and an appreciation for various genres of literature. The program supports resource based teaching and learning. Students acquire information literacy skills and integrate these skills in the research process. Scheduled classes utilize both print and computer based resources.

Library services are available to all off our students and their families during regular school hours. The care and responsibility of borrowed materials rests with the borrower.

Music Standards

In addition to vocal music, our fourth grade students have the opportunity to participate in instrumental (string) music instruction. This is an elective program for students in fourth grade who wish to begin learning music through performance on violin, viola, or cello. In addition to learning skills specific to their instrument, all string students continue to develop their music reading skills, and also learn to function as a part of a music ensemble. Opportunities for instrumental instruction on band instruments begin at sixth grade.

Through our music program, children gain the opportunity to learn skills that assist in the development of the whole child including motor development, concentration, cooperation, creative problem solving, and development of memory. Students in all grades attend two forty minute music classes each week.

Art Standards

Students in all grades attend two forty minute art classes each week. Art projects for students focus on the art elements of line, value, shape, space, texture, and color. Areas of major emphasis include drawing, painting, paper, sculpture, printmaking, and ceramics. Art history is incorporated relative to projects.

The Monona Grove School District art curriculum has the following four major goals for education:

1. To help children express ideas, attitudes, feelings, values, and imagination through art activities which contribute to their personal growth.
2. To help children see, discover, and understand visual relationships in the environment - natural and manmade.
3. To help children acquire an understanding of our civilization's visual art heritage and the roles of artists.
4. To help children use intelligent judgment and discrimination in personal and community life.

Physical Education Standards

Physical education in the Monona Grove School District is an integral part of the total school program. Students in all grades attend three forty minute physical education classes each week. The aims, goals, and purposes of physical education are the same as those of all education: to develop the fullest individual potentiality for the most effective participation in today's society.

Every child needs, and is entitled to, a good physical education program. The three unique contributions of physical education are the following:

1. To provide for optimum physical fitness development.
2. To provide for increased neuromuscular skill development.
3. To provide satisfying experiences for development of understanding and appreciation of movement.

Because of the special character and organization of the various physical activities involved, physical education also contributes to the social, emotional, and intellectual growth of the child.

The emphasis of the physical education curriculum is to help each child maintain, appreciate, and develop real joy in achieving efficient and effective movement that will continue throughout an active life.

Technology

Cottage Grove School offers a variety of opportunities for students to interact with technology and use computers as tools in their learning. We have a library of education software that spans many grade levels. Keyboarding is taught at the 2nd and 3rd grade levels. Our school ratios are 1 student-1 chromebook for 3rd/4th graders and 2 students to 1 iPad for second grade students.

Technology goals focus on helping students demonstrate:

- An understanding of technology's impact on the individual and society.
- An understanding of technology as a tool in the lifelong learning process.
- The ability to use technology as a learning resource/tool in conjunction with traditional resources to achieve learning objectives.
- The ability to select, combine, and use appropriate technologies to create, access, analyze, synthesize, evaluate, and communicate information.
- The ability to use productivity technology as a means of presenting or reporting information.

Teachers work with our IMC/Technology Specialists to select software and apply technologies which best match curriculum objectives and the developmental needs of students. Technology is used as a tool to deliver instruction. Consistent with national expert recommendations, teaching technology (i.e., computer science) to elementary students is not our primary focus. Technology is valuable to the extent that it promotes and supports student engagement in rigorous and relevant learning and enhances collaboration.

HOMWORK

HOMWORK/ACADEMIC PRACTICE (Administrative Guideline 2330)

The following guidelines have been developed to assist principals in working with staff to establish appropriate homework assignments:

- A. All academic practice should have a specific purpose related to the learning objectives of a program or course.
- B. Academic practice should be appropriate to the grade level and the abilities of the students involved.
- C. Academic practice should involve application of knowledge, reinforcement of communication, research and other skills, and should provide experiences which strengthen attitudes and allow for creativity.
- D. Punishment assignments should never be given.
- E. The purpose of academic practice, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance.
- F. As part of the process of using academic practice as a learning tool, students should be involved in learning how to critique their own and each others' work based on clearly-defined criteria related to the particular program or course of study.
- G. The time limits for the completion of academic practice assignments should:
 1. be reasonable and consistent with the nature of the assignments given;
 2. provide for interim appraisal of progress where assignments involve blocks of time;
 3. include a reasonable time for make-up academic practice assignments and/or improvements based on teacher comments.
- H. Parents should be made aware of the District's academic practice guidelines as well as the way each of their child's teachers will be using homework as a learning activity.
- I. The guidelines listed above also apply to the District's Summer School Program.

SCHOOL COMMUNICATION

SCHOOL COMMUNICATION

The Monona Grove School District utilizes an internet-based student information system called Infinite Campus. Two important features include the Campus Portal and Messenger.

- The Campus Portal allows parents to access student schedules, attendance and report cards. Parent utilization of this feature helps the district to go "green" and helps keep parent/student information up-to-date. Please notify the office if you DO NOT have access to the internet.
- Messenger allows schools to send email and/or phone messages to parents/guardians. This message system is used to send important information and/or updates on school activities and school closings. It is important for parents to keep email and phone information accurate by updating via the new Campus Portal. Instructions for updating student information are available on the district website under: Links for Parents>Infinite Campus>How to Update Student/Household Information in the Portal.
- Peachjar is a platform that our district is now using for school to home communication. Peachjar delivers all community and school flyers electronically. For more information on Peachjar please go to our website under MG Family Information-School Flyers and Peachjar.
- You can connect with Facebook at /MononGroveSD and Twitter at @MononaGroveSD

CLASSROOM COMMUNICATION

In an effort to be more cost effective and go paperless, most classroom communication will be sent electronically with the use of email or the Infinite Campus system. For that reason, it is critical that you keep your email address up-to-date in Infinite Campus. If you do not have access to the internet, it is important that you inform the office and your child's teacher that you require paper copies.

SCHOOL VISITATION

Parents are encouraged to visit at any time. Most parents attend Parent/Teacher Conferences twice a year, but there is not an opportunity at that time to observe what children are doing in their classrooms. One of the best ways to understand the classroom is to visit. Teachers should not be disrupted during class to conduct a conference in the hallway outside of class. Please make arrangements with your child's teacher. All visitors must stop in the office and check in. If you are a first time visitor to our building, please have your license available for us to do a quick background check.

VOLUNTEER PROGRAM

Volunteers share their time, skills, and interests with the students at school. Formal training is not needed to volunteer. Whether it is an hour a week or an hour a month, volunteers enhance the climate of our school and assist students and teachers. These partnerships become a continuing exchange of information and are activities that benefit all children. When volunteering in the school, please check in at the office and pick up your volunteer tag. For the safety of our children, the MGSD Board of Education has enacted a policy that a criminal background check will be conducted for all volunteers who work with students in an unsupervised capacity. "School Volunteer Forms can be found online on the Monona Grove District or Cottage Grove School website under MG FAMILY INFORMATION-Forms for Families-School Volunteer Form.

PARENT CONFERENCES

Student progress is communicated through a combination of written reports and parent-teacher conferences. Parent-teacher conferences are held in the fall and in the spring of each school year. The purpose of the conference is to provide an opportunity to discuss your child's progress and special needs with his/her teacher. These conferences are a very important part of the school year and an effort should be made to

attend. Conferences will be scheduled thru "Sign Up Genius". Teachers will share a link in which parents can sign up for a 15 minute conference. It will help you and the teacher if you come to the conference prepared with a list of specific questions that you would like addressed. The short time that you spend in a conference may prove to be the most valuable time you spend at school. By attending a parent-teacher conference, your child will see the importance you have placed on education and how valuable it is to obtain a good education.

Parents are welcome to call their child's teacher anytime during the school year to request additional conferences. Staff email addresses are listed on the district website www.mononagrove.org under the Cottage Grove School website. On occasion, your child's teacher may also call you regarding your child's progress. Please refer to the "Cottage Grove Calendar" for the dates of parent-teacher conferences for the current school year.

REPORTING TO PARENTS

Report cards are designed to provide a clear reflection of how students are performing in school. They will be provided on line through Infinite Campus three times a year using a trimester reporting system.

CLASSROOM CONCERNS

Your child's teacher is the best source of information about individual classroom procedures and your child's progress. If you have a question or concern about your child's progress or classroom, please contact the teacher directly, prior to contacting the principal. By addressing concerns directly with the teacher, we hope to strengthen teacher/parent communication, relationships, and understanding about your child's needs as well as classroom and school procedures.

CHILD CUSTODY

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If you have a court order limiting the custody, communication, or visitation rights of one parent, please bring a copy to the school office. Unless the court order is on file at Cottage Grove School, we must provide equal rights to both parents. All school meetings will be scheduled for one joint meeting for both parents.

SCHOOL NEWSLETTER

Paw Prints, the Cottage Grove School newsletter, will be sent via email by the first Friday of each month and is available on the Cottage Grove School website. Hard copies of the newsletter will be provided to families that do not have internet access. Paw Prints contain news of school happenings, upcoming events and dates. Please take the time to read it and to be informed.

PARENT TEACHER ORGANIZATION (P.T.O.)

The Cottage Grove Schools' P.T.O. supports dynamic home-school collaboration, cooperation, and commitment. It serves a parent community that holds high expectations for students and their school. P.T.O. members are actively involved in our school as volunteers and in school wide projects. They are a most welcome and appreciated part of our school community.

Families are encouraged to attend the monthly P.T.O. meetings. Meetings are usually held the second Monday of each month at 6:30 p.m. in the Taylor Prairie IMC. Notifications of meetings will be posted in our newsletter. Meetings address a variety of topics, such as curriculum and school projects. You are automatically a member of the Cottage Grove Schools' P.T.O.

PARENT INPUT FORMS

Each spring, parents/guardians are given the opportunity to provide input regarding the kind of instructional environment that best fits their child's learning needs. Parent input forms will be included in the March issue of Paw Prints. Input should specify the strengths and needs of the child. **Specific teachers should not be requested.**

PARENT/CITIZEN COMPLAINTS

Constructive criticism of the schools is welcomed by the Monona Grove Faculty, administration, and the School Board when it is motivated by a sincere desire to improve the quality of the educational program or to assist the schools in doing their tasks more effectively. In order to promote the effectiveness and efficiency of criticism and complaints, the Monona Grove Board of Education directs concerned parents/citizens to follow the procedure outlined in our School Board Policy in appendix 1.

STUDENT RECORDS

Please keep the school informed of any changes in health needs, address, home and work phone numbers, emergency contact numbers, parent email addresses, emergency closing plan, guardianship, and child care arrangements.

The cumulative record is an individual report on each student, required by law. The school staff and parents or guardians, in the presence of the school principal or designee, may view it. Only appropriate MGSD staff and the child's parents/guardians may see the record unless the court subpoenas it. (Please see appendix 1 for information on confidentiality of student records).

WITHDRAWAL - TRANSFER OF STUDENTS

To maintain paper records and satisfy the government regulations protecting rights of individuals through records, it is necessary to have signed permission of parents before we can send or receive records. If you are planning a move, please contact the building administrative assistant at 839-4576 so that arrangements can be made to get the necessary forms signed.

STUDENT SERVICES AND ACTIVITIES

CARE OF PROPERTY

Please label your child's lunch box, coat, and other personal belongings. Valuables should not be brought to school, as MGSD cannot be responsible for loss, damage, theft, or vandalism of students' personal property. Cottage Grove School keeps all lost items in the Lost and Found for a limited period of time. Following that, items are donated to charity.

Please help your child develop a sense of responsibility and respect for school property and textbooks. Students will be responsible for the cost of replacing MGSD material or property that is lost or damaged through vandalism or negligence.

STUDENT AND ADULT ATHLETIC PASSES

Students and parents may purchase a pass to admit them to home athletic events, excluding special events, for \$30. If a student or parent desires to receive a pass, he/she may purchase one from any school. Any student who loses his/her pass must pay \$1 to receive a duplicate from the school office. Any student or adult who cannot present the pass when entering an athletic event, for whatever reason, must pay the regular entrance fee of \$4.00. Children under the age of 5 are free. Go Silver Eagles!

FEES

The Monona Grove School District **basic student fee** for the 2019 - 2020 school year is as follows:

T4K \$15.00

Grades K-12 \$50.00

The above fees are to assist in covering enhancements to the overall educational program at each grade level. A portion of the fee will cover the cost of a yearbook for each student, and consumable items.

NOTE: If a student qualifies for reduced or free lunch, the parent/guardian is exempt from paying this fee if they sign the waiver on the backside of the free and reduced form.

SCHOOL NUTRITION

Good nutrition is important, especially at the school age stage of development. You can support this by providing a nutritious breakfast and lunch, or taking part in our district hot lunch program.

Children who carry a cold lunch may purchase milk or bring another beverage. Please do not send soda as we are encouraging healthy choices during lunch. Children are encouraged to try new foods, to prevent waste, to taste everything, and to drink their milk.

Parents are welcome to join their children for lunch at school. Please let the office know by 9:00 a.m. if you will be purchasing a lunch ticket. Adult tickets are \$3.75.

The kitchen staff coordinates snack, lunch, and milk sales. All students are given a debit account card. Students present this card when receiving their lunch and the amount is deducted from their account. We urge parents to deposit money into their accounts on a regular basis. We also ask parents to make payment by check to reduce the potential for loss. (Please note: There is a bank fee charged for any checks written to the school that are returned due to insufficient funds.) Parents sending cash are asked to send exact change if buying daily to facilitate the process. There is also an online service available by going into the Infinite Campus Parent Portal. Questions? Call Dee Matthys, Food Service Director, 316-1911.

Lunch is \$2.70 for \$13.50 for a week. Milk is \$.40 or \$2.00 for a week.

Families that are eligible for reduced lunch are charged \$.40 each day or \$2.00 a week.

Parents have the responsibility to deposit lunch money into their child's food service account as needed. Cottage Grove School does not assume the responsibility for lost lunch cards.

Students without a lunch, or who have an insufficient account balance, will be offered the option of receiving a lunch on a loan (with payment expected the following day) or calling a parent. Please note, there is a bank charge for any checks returned to the school for insufficient funds.

FREE AND REDUCED MEALS

Each year a new application for eligible households must be filled out for free and reduced meals.

Applications will be given to you during registration. Be sure to list all of your children on ONE APPLICATION. Return the application as soon as possible. The district office cannot process an application that is not signed, does not list the household income the TOTAL household monthly income, names of household members, or does not include social security numbers. Application approvals are delayed if any required information is missing.

BREAKFAST IN THE CLASSROOM

The food service program will continue to offer Breakfast in the Classroom. "BIC" will be offered in the classroom that will consist of milk, juice or fruit, and a nutritious snack. The cost of this will be \$1.50 per student. Milk will still be offered separately for \$.40 per carton. Rates for families of reduced status students will pay \$.30 for snack and free status families will be offered this at no cost. The fee for milk/snack will be deducted from the student's food service account. Students may also choose to bring their own snack. Suggested snack items are fruit, raisins, crackers, bagels, cheese, yogurt, juice box, popcorn, carrot and celery sticks, peanut butter sandwich, fruit roll-ups, nuts (please no peanuts in the shell), and granola bars. Students in "peanut-free" classrooms will have snack options identified at the start of the school year.

BIRTHDAY TREATS

Healthy treats are encouraged for birthday treats. Please check with the classroom teacher in regard to any food allergies of students.

WELLNESS POLICY

The School Board implemented a Wellness Policy. This policy recognizes that "good health is related to student performance, growth, development, readiness to learn and overall physical well-being." Guidelines for food sales and parties as well as recommendations to include "healthy food items" or other alternatives for classroom incentives are included in the policy. Suggested healthy snacks are fruit, graham crackers, string cheese and cut up veggies. *The complete board policy is available for viewing on the district website.*

HEALTH ROOM

Wisconsin State Law requires that children must be immunized against diphtheria, pertussis (whooping cough), tetanus, polio, measles, rubella, varicella, and hepatitis B before entering school. Annual vision and hearing screenings are part of the MGSD Health Program.

The office staff handles illness/injuries that take place at school, and when necessary, notifies parents. To help reduce the spread of illness at school we ask you to please keep children with a fever or diarrhea/vomiting home for 24 hours after the symptoms have resolved. Do not give a fever reducing medication and send your child to school. If a child has a temperature over 100 degrees, is vomiting, or has a rash, he/she should be excluded from the classroom. The parent/guardian will be called to pick him/her up. If we are unable to reach a parent or guardian, a designee on the student's emergency list will be contacted. The emergency contact list must have complete information regarding whom to call in case of an emergency. A school district nurse rotates between buildings in the Monona Grove School District. The nurse will have a scheduled time to be at each building each week.

School personnel, including nurses, may only give first aid. They may never diagnose, give medical treatment, or prescribe medication for a child.

MEDICATION AT SCHOOL

Parental cooperation is essential when medicine is to be administered to a child during the school day.

- For prescription medications, a form containing written orders and instructions from the student's physician detailing the name of the drug, dosage, times to be given, and when medication is to be discontinued is required. A properly labeled bottle must be furnished including the pharmacy, student's name, name of the physician, name of the drug, and dosage to be given.
- Rescue inhalers and Epi-pen auto injectors are by law allowed to be kept and self-administered by students under specific circumstances with written permission from the child's prescribing health care

provider and parent or guardian. It is recommended that a backup rescue inhaler and/or Epi-pen also be kept in the school office as these medications are packed to take on field trips.

- For over the counter medications, a form containing written instructions and signature by parent or guardian is required. Medication must be furnished in its original container. School personnel will not provide aspirin or any other over the counter medicine to students.
- If medication is discontinued and then resumed, a new form must be completed.
- A form must be completed for each medication, if more than one.
- Medication cannot be sent home with a student; an adult must pick it up.
- Medicine will be given in the presence of the nurse, office staff, or principal.

STUDENT INSURANCE

Student insurance policy information will be distributed at Back to School Night. If you choose not to participate in this insurance program, please return the "Parental Insurance Waiver" portion of the letter.

FIELD TRIPS

Field trips are an important extension of the classroom curriculum. Parents will be informed about upcoming trips through notes sent home and will be asked to sign permission slips. First aid kits and medication will be taken on all field trips along with an ample number of adult chaperones.

TITLE IX

Title IX of the Civil Rights Act provides that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal financial assistance".

Should any student feel that the terms of the above legislation are not being met; the first step is to contact the person(s) immediately involved or the school principal to discuss the matter. The principal is able to supply any student with the procedures for formal appeal of unresolved matters.

VIDEOTAPES/DVDS IN THE CLASSROOM

Videotapes/DVDs will not be overused for the purpose of entertainment or rewards. A specific educational objective must be noted. Movies are discouraged for celebration or reward days. The thought is that students view so many television shows and videos at home that fun activities like games that promote interaction with peers are encouraged.

Full length motion pictures must have a G rating and should be tied to the curriculum. If there is an unrated movie or worthy movie teachers deem appropriate to show, teachers will send home a letter describing the movie contents and give parents a chance to exclude their child.

Copyright laws must be followed in taping and showing of films and television programs.

RELIGIOUS BELIEFS

Parents/Guardians may desire or request that their children be excluded from receiving instruction in specific phases of certain curricular offerings on the basis of their religious beliefs. Reasonable accommodations will be provided for a student's sincerely held religious beliefs with regard to academic requirements and examinations.

RECESS

Weather permitting; students will have a 15 minute grade level recess and a 20 minute recess at lunch. All students should be dressed appropriately for the season so that they may go outside. Our position with

regard to students staying in from recess is that if students are properly dressed and well enough to attend school that day, they will go out for recess. A note from the child's physician will be required to those cases in which parents' request that a child needs to stay in from recess for an extended period of time due to an illness.

STUDENT SERVICES PERSONNEL AND PROGRAMS

Students Services programs include a broad range of coordinated services, functions, and activities directed at assisting each pupil to benefit the most from his or her school experience.

Recognition of the worth and uniqueness of the individual student requires school districts to include on their staff a variety of specially trained personnel. Student Services staff members work directly with students and indirectly through teachers, parents, administrators, and community agencies. These staff members are an integral part of the school system's efforts to help each student develop to his or her potential.

Student Services personnel for the Monona Grove School District include: psychologists, guidance counselors, social workers, speech and language clinicians, individual achievement program instructors, occupational and physical therapists, and the school nurse. They also include the special education, early childhood, and 4K programs.

ICS FOR EQUITY

Over the last several years, the District has moved toward ICS for Equity (Integrated Comprehensive Systems). ICS advances the learning of all students. Students currently succeeding not only continue to succeed but achieve more. ICS address racial inequities and the range of inequities across race, ethnicity, social class, ability, gender, sexual/gender identity and their intersections. ICS Equity is based on 45 years of equity research. There are four cornerstones to ICS Equity:

- Cornerstone 1: Focus on Equity
- Cornerstone 2: Align Staff and Students
- Cornerstone 3: Transform Teaching and Learning
- Cornerstone 4: Leverage Policy and Funding

For more information, visit the following link on the MG website:

<https://www.mononagrove.org/teaching/tl-academic-programs.cfm>

GIFTED AND TALENTED

The Monona Grove School District is committed to providing programming that addresses students' individual learning needs. Each student is unique and thus many have unique learning needs.

- **INTELLECTUAL AND SPECIFIC ACADEMIC ABILITIES** - Students who learn quickly and easily; show rapid language development; exhibit strong powers of reasoning; have advanced abilities in critical thinking and problem solving; and are curious, investigative, and observant.
- **ARTISTIC ABILITY** - Students who demonstrate high levels of ability in the visual and performing arts; including art, music, and drama.
- **CREATIVE ABILITY** - Students who exhibit creativeness in oral, written, and nonverbal expression produce many original ideas; are flexible elaborative in their thinking; tend to resist one answer

solutions; possess strong visualization and imagination abilities; and tend to be different from the norm, resisting conformity.

- **LEADERSHIP ABILITY** - Students who demonstrate high levels of ability to mobilize the capacities of a group to solve its problems, accomplish its goals, and/or meet its needs.

Staff members work together as a team to provide a variety of program options and to provide a variety of learning opportunities to match the learning needs. The classroom teacher is the primary support for students, yet as needed, staff teams collaborate to design student learning opportunities.

Parents and community members who wish to help implement programming options are always welcome. Volunteers may assist teachers and students on a regular basis or with special projects.

DEVELOPMENTAL GUIDANCE AND STUDENT SERVICES SUPPORT

Currently, Cottage Grove School has one full time counselor and one full time school psychologists who work together to deliver a range of services including developmental guidance, consultation with teachers and families, and individual or small group intervention for students.

The developmental guidance program is a planned effort to provide universal instruction for all students in grades K-8 in the areas of problem solving and social emotional development. Students are exposed to direct instruction in the area of empathy, problem solving, emotion management, and personal safety using the *Second Step* and *Talking About Touching* curriculums. Student Services staff members also work with children individually or in small groups on an as needed basis. Topics covered may include learning to make friends, handling anger, family change, grief and loss, or other situational problems that may occur in a child's life.

Other roles and responsibilities of the Student Services staff include consultation, individual assessment, program planning, and intervention on an individual, family, or classroom level. Cottage Grove School utilizes a Problem-Solving and Response to Intervention approach to dealing with students' learning and/or behavioral difficulties. Student Services staff members may, as a member of problem solving team, discuss students' social, emotional, and academic needs while considering options for change.

SPECIAL EDUCATION

Our special education program focuses on adjusting environmental factors, modifying the course of study and adapting teaching methods, materials, and techniques to provide for students with special learning, emotional, or physical needs. Students work individually, in small groups, or in the homeroom classroom with special education staff and regular classroom teachers. They learn strategies that may be transferred to classroom work. It is our belief that all children can learn. It is our responsibility to work as a team to ensure that each student receives the instruction and support necessary for a successful school experience, in a setting as close as possible to his/her peers.

SPEECH/LANGUAGE SERVICES

The elementary speech/language program serves students with exceptional educational needs in the areas of speech and/or oral language development. Students are identified for this special education service through parent, teacher, and therapist referrals.

The speech/language program in the Monona Grove School District works to assist children to communicate effectively in the school environment. Please contact the Cottage Grove speech/language clinician if you have any questions or concerns about your child.

SCHOOL NURSING SERVICES

Monona Grove School District provides a program of health services to school age children and their families. Services are preventive in nature and are provided with the goals of 1.) preventing, suppressing, and controlling communicable disease, and 2.) preventing premature morbidity and mortality in school age population. The goals are achieved by promoting education to the public about causes, nature, and prevention of prevalent diseases and the preservation and improvement of health.

Assistance to children with chronic health problems is available on a limited basis. The nature of the nursing service provided is advisory with the district nurse providing assessment and planning services and training of personnel in procedures necessary to implement plans.

The office staff handles illness/injuries that take place at school and when necessary, notifies the parents. If a child has a temperature (over 100 degrees), is vomiting or has a rash, the student should be excluded from the classroom. Please notify the school if your child has a communicable disease, such as chicken pox, strep throat, pink eye, etc. The information is logged and passed on to Dane County Health Services.

Nursing services also include a vision screening for second graders. All others are by referral only. Parents are notified of the timing of these screenings via the school newsletter and/or a take home notice.

INTERNET AND NETWORK INFORMATION

We are pleased to offer students of the Monona Grove School District access to the district computer network and the internet. In order to access these resources, parents will need to have signed the Directory Data/Information Declaration form included in the registration packet.

Access to the computer network and the internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world.

Families should be warned that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Monona Grove School District supports and respects each family's right to decide whether or not to apply for access.

Statement of Good Practice: Students are responsible for good behavior on school computer networks just as they are in the classroom or school hallway. Communication on the network is often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

To maintain system integrity and ensure that users are using the system responsibly, users should not expect that files stored on district servers will always be private. The district uses monitoring software to determine how students choose to spend their time using technology. Real-time alerts notify us of inappropriate or unsafe student behavior and automated reporting allows administrators and other designated staff to see how students are using school technology.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as students utilize information sources such as television, telephones, movies, radio, and other potentially offensive media.

QUALIFICATIONS OF TEACHERS AND PARAPROFESSIONALS

Federal law requires that we share with you the qualifications of teachers at Cottage Grove School. There is information to which you are entitled.

Please know that all teachers have at least a bachelor's degree in all Monona Grove District Schools and, a number of teachers have advanced degrees. In addition, there are a number of paraprofessionals and they are considered qualified for this work.

If you want to see the state qualifications for your child's teacher, you may find it on the Wisconsin Department of Public Instruction (DPI) website at,

<https://elo.wieducatorlicensing.org/datamart/publicSearchMenu.do>

Appendix 1

School Board Policies and Procedures And Parental Notices

PARENTAL NOTICES (ATTACHED):

Family Educational Rights and Privacy Act
Parental Notice Regarding Homeless Children
Protections of Pupil Rights
Child Find Notice

SCHOOL BOARD POLICIES:

Not attached but available on the Monona Grove website at:

www.mononagrove.org

- Click on District
- Click on Board Policies

Or Click on the link below if viewing electronically

Accommodating Student Religious Beliefs - [5223](#)
Adult School Volunteers - [8120](#)
Student Use of Technology - [7540](#) / [7540.03](#)
Confidentiality of Student Records - [8330](#)
Drug and Alcohol Use - [5530](#)
Harassment Policy - [5517](#) / [5517.01](#)
Parent/Citizen Complaints - [9130](#)
Parental Right to Receive Teacher Information - [2261.02](#)
Possession or Use of Dangerous Weapons - [5772](#)
Student Residency - [5111](#)
Student Attendance Policy - [5200](#)
Student Nondiscrimination - [2260](#)
Student Promotion Policy - [5410](#)
Student Use Personal Communication Devices - [5136](#)
Student Privacy and Parental Access to Information - [2416](#)
Suspension and Expulsion - [5610](#)
Wellness Policy - [8510](#)

Copies of all school board policies are available on the Monona Grove website.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act (FERPA)*, a federal law, requires that the Monona Grove School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Monona Grove School District may disclose appropriately designated "directory information" without your consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Monona Grove School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual student yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three (3) directory information categories: names, addresses, and telephone listings, unless parents have advised the district that they do not want their student's information disclosed without prior written consent. {These laws are: Section 9528 of the *ESAEA (20 USC 7908)*, as amended by the *No Child Left Behind Act of 2001 (PL 107-110)*, the educational bill, and 10USC 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002 (PL107-107)*, the legislation that provides funding for the nation's armed forces.}

If you do not want the Monona Grove School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by **September 15, 2019**. The Monona Grove School District has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Photographs
- Name of the school most recently attended by the student
- Electronic mail address
- Grade level attended

Parental Notice Regarding Homeless Children

The McKinney-Vento Act provides protections for children and youth and for unaccompanied youth that lack a fixed, regular, and adequate nighttime residence. The information outlined below provides a summary of the rights of homeless children and youth, including unaccompanied youth.

The McKinney Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth (and unaccompanied youth) who:

- Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
- Are living in emergency or transitional shelters.
- Are abandoned in hospitals.
- Are awaiting foster care placement.
- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Migratory children who qualify as homeless because they are living in circumstances described above.

Homeless children and youth, their parents, and unaccompanied youth are afforded the following rights and protections under the McKinney-Vento Act:

- Immediate enrollment and school participation, even if educational and medical records and proof of residency are not available.
- Access to and participation in educational and related opportunities which may include special education, programs, and services for students with gifts and talents, programs and services for English Language Learners, Title I services,, and the like.
- Enrollment and transportation rights, including to the school of origin if that is the parents or unaccompanied youth's choice and is in the best interests of the child. School of origin is defined as the school the child attended when permanently housed or last enrolled.
- A written explanation as to the reason(s) a homeless child or unaccompanied youth is placed in a school other than the school of origin or school requested by the parent and the right to appeal the decision within the local dispute resolution process.
- Meaningful opportunities for parents to participate in the education of their children.

For more information, please contact the Monona Grove School District Homeless Liaison Coordinator at the following:

Monona Grove School District
Homeless Liaison Coordinator
5301 Monona Drive
Monona, WI 53716
(608)316-1922

Protections of Pupil Rights Amendment (PPRA) Notification of Rights

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who reached the age of majority or emancipated minors ("eligible students") certain rights regarding the Monona Grove School District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights include:

Consent

Consent is required before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional materials used as part of the educational curriculum.

The Monona Grove District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Monona Grove School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after substantive changes. The Monona Grove School District will also **directly** notify parents and eligible students, such as through the U.S. mail; or electronic mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy and Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Child Find Notice

The Monona Grove School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts child find activities each year at kindergarten and 4K registrations. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

Monona Grove School District
Pupil Services Director
5301 Monona Drive
Monona, WI 53716
(608) 316-1907

Appendix 2

Board of Education District Office Employees How to Get Help with a Concern Cottage Grove Staff Calendar of Events

**"Building a Community of Learners"
Monona Grove School District**

Board of Education

Peter Sobol, President

Andrew McKinney, Vice-President

Susan Fox, Clerk

Susan Manning, Treasurer

Dean Bowles, Member

Jeff Simpson, Member

Dr. Eric Hartz, Member

District Office

5301 Monona Drive, Monona, WI 53716 Phone: (608)221-7660, Fax: (608)221-7688

Information Recording (School Board Meetings): (608)221-7687

Daniel W. Olson, Ed.D., Superintendent

Joyce Hamm, Administrative Assistant

Lisa Heipp, Director of Instruction

John Rouse, Curriculum Coordinator

Maureen Lehmann, Administrative Assistant

Jerrud Rossing, Director of Business Services

Rachel Jaeb, Administrative Assistant

Heather Meyer, Business Service Specialist

Kayla St. Arnauld, Accounting Specialist

Kirstin Kanoff, Payroll

Nicole Thibodeau, Human Resources

Christa Foster, Director of Pupil Services

Denise Scullion, Administrative Assistant

Rebecca Poehls, SE Coordinator

Shelby Steel, Student Service/Equity Coordinator

Jessica Frain, Social Worker/Homeless Liason

Jade Fea, Interpreter

Katy O'Shea, District Registrar

Dee Matthys, School Nutrition Coordinator

Troy Seyfert, Technology Coordinator

Jeff DeWolfe, Network Administrator

Jeff Carr, Facilities Coordinator

Nicole Poley, District Facility Calendar Administrative Assistant

Katy Byrnes Kaiser, Communications Director

Building Administrators

Monona Grove High School Phone: (608)221-7666, Fax: (608)221-7690

Paul A. Brost, Ph.D., Principal - Melissa Hahn, Associate Principal

Jason Kling, Associate Principal - Jeff Schreiner, Associate Principal/Activities Director

Glacial Drumlin School Phone: (608)839-8437, Fax: (608)839-8414

Kris Langer, Principal - James Kamoku, Assistant Principal

Winnequah School Phone: (608)221-7676, Fax: (608)221-7694

Angie Fassl, Principal - Emily Foster, Assistant Principal

Cottage Grove School Phone: (608)839-4576, Fax: (608)839-4439

Reed Foster, Principal

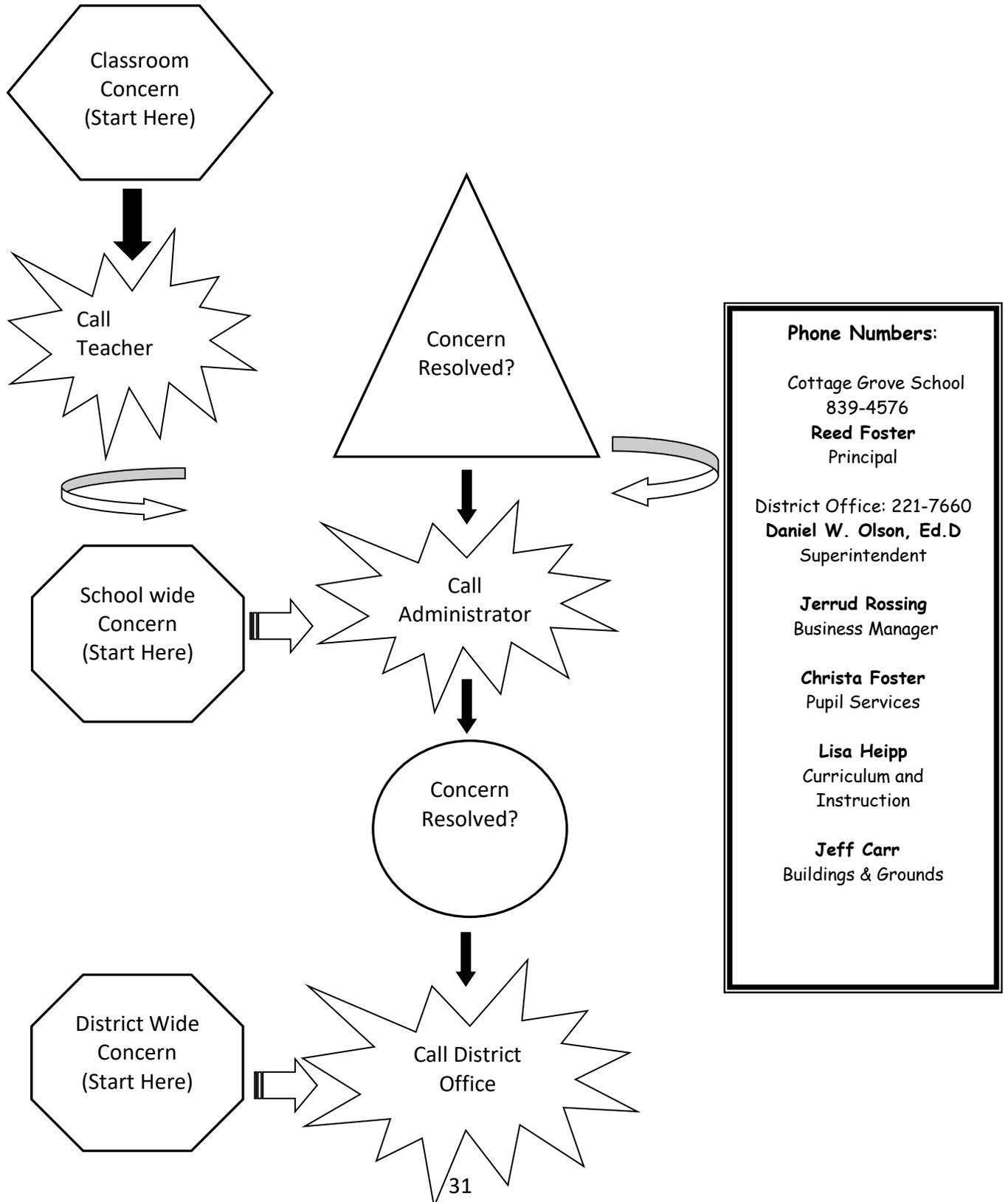
Taylor Prairie School Phone: (608)839-8515, Fax: (608)839-8323

Connie Haessly, Principal

How to Get Help with a Concern

Choose First to Understand..... Then to be Understood

The following visual guide is provided to help you know whom you should contact when you are concerned about something. Your concerns are welcomed by the Monona Grove administration, faculty, and school board when they are motivated by a sincere desire to improve the quality of the educational program or to assist the schools in doing their tasks more effectively.



Cottage Grove School
Student Calendar
2019-2020 School Year

Back to School Night 5:00-7:00	August 28
Classes Resume	September 3
Picture Day	September 13
Parent/Teacher Conferences 4:00-8:00	September 26
No School – Staff Professional Day	September 30
Parent/Teacher Conferences 4:00 – 8:00	October 3
Picture Retake Day	October 11
No School – Staff Professional Day	October 31
No School	November 1
Thanksgiving Break	November 27 - 29
End of 1 st Trimester	December 2
No School – Staff Professional Day	December 2
2 nd Grade Vision Screening	December 6
Winter Break	December 23 –January 1
Classes Resume	January 2
No School	January 20
No School – Staff Professional Day	January 24
No School	February 21
No School – Staff Professional Day	February 24
End of 2 nd Trimester	March 6
No School	March 6
Parent/Teacher Conferences 4:00 – 8:00	March 12
Parent/Teacher Conferences 4:00 – 8:00	March 19
No School – Staff Professional Day	March 27
Spring Break	March 30 – April 3
Classes Resume	April 6
No School	April 10
No School – Staff Professional Day	May 22
No School – Memorial Day	May 25
Last Student Day – Early Release	June 11
Early Dismissal Times	
CGS 10:40am	
TP 10:40am	
GDS 5 th grade 11:05am 6 th – 8 th grades 11:25am	
W 10:40am	
MGHS 11:24am	

Cottage Grove Staff 2019 - 2020

Administration		Student Services	
Reed Foster	Principal	Kristen Barnes	ELL
John Hagen	TOSA	Melissa Maag	Gifted & Talented
Kris Halverson	Administrative Assistant	Kate Mennenga	Occupational Therapy
Julie Raasch	Administrative Assistant	RJ Auner	Physical Therapy
		Jennifer Klotzbach	Reading Teacher
Grade 2		Erin Verhagen	Reading Teacher
Laurie Emmerich		Peg Zizmann	School Counselor
Nancy Hixon		Kendra Atkinson	School Psychologist
Heather Kroll		Ann Thompson	Speech & Language
Stephanie Lemery			
Sherry Melde			
Molly Piehler			
Beth Schieferdecker			
Michelle Schnieder		Resource Teachers	
		Deanna Blang	
Grade 3		Julie Laudonio	
Hayley Arlt		Lisa Ohlrogge	
Nancy Casto			
Jennifer Currie		Support Staff	
Lisa Emmons		Tamika Ellefson	
Mark Esch		Peggy Hampton	
Bridget Lawler		Amy Jacobson	
Kelly Pastika		Kim Koch (Nurse)	
		Babette Perschon	
Grade 4		Cassi Powell	
Stephanie Braley		Alyssa Sohrweide	
Abby Dilcher		Heather Tortorice	
Allison Friberg			
Chelsea Grunow		Supervision	
Tiffany Haas		Cozette Giallombardo	
Jason Johnson		Pat Rentschler	
Jeff Knutson		Bob Fahey	
		JR Veith	
Related Arts			
Nick Garcia	Art	Custodial	
Charlotte Miller	Art	Sue Davis	
Lucas Frankin	Library	Richard Briby	
James Frisque	Music	Bob Priem	
Corliss Hamilton	Music		
Amanda Klassman	Physical Education	School Nutrition	
Tom Taylor	Physical Education	Sharon Bates	
Peter Case	Strings	Lisa Fiscus	
		Carol Johnson-Lange	

