

2025-2026 Iola-Scandinavia Elementary Student Handbook



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Dear Elementary School Parents and Guardians,

Welcome to a new school year! On behalf of the School Board and administration, I want to express how excited we are for the year ahead—a year full of opportunities to partner with you in your child's education.

We are proud of our exceptional school system. Every part of it—our teachers, support staff, administrators, and School Board—is committed to pursuing excellence each and every day. As parents and guardians, you are your child's first and most important teachers, and you will always be their foundation. We ask that you join with our dedicated classroom teachers in building a strong, supportive partnership that benefits your child's growth and success.

Open, respectful, and honest communication is key. Let's work together to ensure that this school year is positive, productive, and inspiring for your child. This handbook is one way we extend our hand in partnership, and we ask you to take it. Our staff is eager to collaborate with you as we help each student of Iola-Scandinavia grow, learn, and thrive.

School is where life's dreams begin. May this year be a meaningful step on that journey.

Iola-Scandinavia Elementary School Vision Statement

Iola-Scandinavia Elementary School guides and prepares each and every student for success now and into the future.

Iola-Scandinavia Elementary School Mission Statement

Iola-Scandinavia Elementary School is a place where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe and supportive atmosphere. Our goal is to work in a partnership with our families and community to create an environment where students are empowered to discover their strengths and to achieve their maximum potential.

Opportunities are available for enrichment and intervention to meet all students' needs.

Teachers work in collaboration to set high expectations to foster student growth. Our entire school community shares the belief that all children can and will learn.

ATTENDANCE

ELEMENTARY SCHOOL HOURS

School begins at 8:05 a.m. and ends at 3:14 p.m. Lunch time rotation varies, but begins at 10:50 a.m. and ends around 12:30 p.m. Students will receive a daily schedule from their teachers. The elementary school building is open from 7:45 a.m. to 3:30 p.m. The elementary office is staffed from 7:15 a.m. until 3:45 p.m. Monday through Thursday and until 3:20 p.m. on Fridays.

ARRIVAL/DEPARTURE

Breakfast is served from 7:45 a.m.-8:05 a.m. Students are not allowed to leave school during the entire day unless a "Permit To Leave the Building" has been granted by the office. A parent permission note is required.

Students who walk or are dropped off by parents should not arrive at school prior to 7:45 a.m. Supervision is not provided for students before 7:45 a.m. Parents who are picking up students at the end of the school day should arrange to meet them outside at 3:14 p.m. Students will only be released to their parents. Students will not be released to other relatives or family friends without written authorization from the parents.

Students should leave immediately after school is dismissed unless they are scheduled to spend time with a teacher for extra help or a conference.

TARDINESS

Students arriving tardy to school must report to the office and then proceed to class. The principal or designee will determine if a tardy student is excused or unexcused.

STUDENT ILLNESS

Sick children should stay at home to rest and recover. If your child is ill or has a fever above 99.5 degrees, they should not come to school. Students must be fever free for 24 hours without the use of fever reducing medication before returning to school. If a child is vomiting or has diarrhea, they should stay home 24 hours after the last symptom has dissipated without the use of medicine. If your child was sent home from school for diarrhea, vomiting or a fever, they will be marked absent for the following day and may not come back to school.

STUDENT ABSENCES

When a student is absent, parents should phone the school before 8:30 a.m. It is the responsibility of the parent/guardian to provide reasons for student absences and the school's responsibility to determine if the absence is excused or unexcused. If a student is absent from school for three or more consecutive days, the parent/guardian may be required to obtain a written statement from medical personnel. All make-up work should be turned in to the teacher within a reasonable amount of time after the absence.

EXCUSED IN ADVANCE

A student is excused from school attendance if his/her parent/guardian submits a written excuse to the principal or designee at least one day prior to the student's absence. They can be excused for up to 10 days in a school year in this manner. Students are responsible for making up any homework missed during an absence.

TRUANCY

Under Wisconsin Statute 118.16 when a student is absent for part or all of any school day without an acceptable excuse, he/she is considered truant. A student is considered to be habitually truant when they are unexcused part or all of 5 or more school days in a semester. State Statutes and local ordinances specify that students who are truant may be subject to a fine or other sanctions.

REPORTING ABSENCES

Student safety is our first priority. A parent/guardian MUST call the school before 8:30 a.m. if their child will not be attending school or will be late that day. Our voicemail system is active 24 hours a day so a

message may be left at any time that is convenient for you. If the absence is not called into the office by 9:00 a phone message will be sent as a reminder to call the office with absence information.

PHYSICAL EDUCATION EXCUSES

No student is to be excused from a physical education class unless he/she presents one of the following excuses in writing:

Doctor's Excuse: This excuse must indicate the length of time the student is not to participate in physical education activities.

Parental Excuse: This excuse is valid for one meeting in a case where a student cannot immediately obtain a doctor's excuse. The student will remain in the physical education class as an observer unless the excuse covers more than two weeks. Students may be excused from a class at the discretion of the instructor at any time.

Students with medical excuses may be assigned classroom work to meet the requirements of physical education grades.

RECESS PERIODS

The child's day at I-S Elementary includes outdoor play. This means that every child in school should participate in all recesses. We wish to see every child in school every day, but an ill child should be kept home until he or she can participate in the entire school program (including outdoor recess). Exceptions to this rule would include a doctor's written request.

In the winter, please see that your child has adequate clothing for outdoor play. A warm coat, snow pants, boots, mittens, and hat are important in the winter. Snow pants and boots are required for snow play.

BEHAVIOR

STUDENT BEHAVIOR

Each student has the right to learn and grow at Iola-Scandinavia Elementary without disruption from other students. Our staff is committed to teaching and reinforcing appropriate behavior throughout the school year by reinforcing the Iola-Scandinavia School Behavior Matrix.

School-wide expectations for students are considered to be reasonable and the way in which students are expected to behave. Students are expected to conduct themselves at all times by the following:

1. Be Respectful
2. Be Responsible
3. Be Safe
4. Be Kind

T-Bird Behavior Support Cycle

1. Nonverbal or verbal reminder
2. Take a break in the learning environment
3. Second take a break in the learning environment, complete a [picture fix-it form](#) or [writing fix-it plan](#), participate in a reteaching conversation
4. Visit the buddy room and logical consequence
5. Office support

MINOR/MAJOR BEHAVIORAL INFRACTIONS

Actions for minor infractions may be, but not limited to: take a break in the classroom, take a break in the office, loss of recess, completing a behavior reflection form, parent and or principal notification, parent/teacher/student/principal conference.

Actions for major infractions may be, but not limited to: immediate notification of parent(s)/guardian(s), immediate notification of school personnel, in or out of school suspension, parent/teacher/student/principal conference, expulsion from school.

POSITIVE BEHAVIOR EXPECTATIONS

A school of this size requires that good discipline be enforced for the welfare of all. If it were not, the school would fail to meet its basic responsibility. It is necessary that each person practice self-discipline to achieve this goal. Each teacher with help from his/her class, will properly establish a discipline plan for pupil conduct which is age appropriate and is based on the school wide expectations: Be Respectful, Be Responsible, Be Safe, Be Kind.

CODE OF CONDUCT

Code Philosophy and Scope

The District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classroom and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all the rules of behavior established by the Board, administration, and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

Removal From a Classroom

A student may be removed from class for behavior which (1) violates the District's policy regarding suspension or expulsion; (2) violates the behavioral rules and expectations set forth in the Student Handbook; (3) is disruptive, dangerous, or unruly; (4) which otherwise interferes with the ability of the teacher to teach effectively; or (5) is incompatible with effective teaching and learning in the class.

The following code specifies the reasons for which a student may be removed from class; however, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every circumstance which would justify removal from class. Therefore, notwithstanding the provisions of this code, in every circumstance the teacher should exercise his/her best judgment in deciding whether it is appropriate to remove a student temporarily from class.

Grounds for Removal:

- "Behavior which is disruptive, dangerous or unruly"
- "Behavior which interferes with the ability of the teacher to teach effectively"
- "Behavior which is incompatible with effective teaching and learning in the class"

Length of Removal:

In most cases, the student shall remain in the main office, or another location chosen by the building administrator or designee, for at least the duration of the class or activity from which she or he was removed, or longer at the discretion of the building administrator or designee. Prior to allowing the student to resume his/her normal schedule, the building administrator or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in the office or other specified area, or, where necessary, appropriate and practicable, shall take steps to have the student sent home.

Long Term Placement:

Following consideration of the teacher's statement and any other information, the building administrator

shall, in his/her discretion, take one of the following steps:

- a) place the student in an alternative education program as defined by law;
- b) place the student in another class in the school, or in another appropriate place in the school;
- c) place the student in another instructional setting; or
- d) return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

Long term placement is an administrative decision not subject to a formal right to appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for the removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, notwithstanding the objection of the parent(s) or student.

Removal of Students Under IDEA or Section 504

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. Placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards. Most students covered by the IDEA should have a behavioral plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to non-disabled students; and (b) alternative consequences or procedures for addressing behavioral issues. Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as non-disabled students. A full copy of this policy is available at school.

STUDENT INTERVIEWS

Law enforcement officers shall be permitted to interview a student during the school day when an interview during non-school hours is impossible or impracticable or postponement of an interview would unduly interfere with law enforcement efforts. Except in cases of suspected child abuse or neglect, efforts shall be made to notify the student's parent/guardian or other adult having the care and custody of the child. If an interview is conducted during the school day, the building principal or designee may be present during the interview. Law enforcement officers may take a student into custody during the school day provided they have shown proper identification. In addition, human service personnel (social workers, guardian ad litem) may conduct interviews if necessary.

DRESS CODE

Although the school does not spell out how students must dress, it is an area that should require careful consideration by students and parents. Students are expected to dress in good taste and maintain good grooming habits. Please do not wear clothing with inappropriate slogans/advertisements. Feet and body are to be covered. Bare midriff is not permitted. Refrain from wearing any headgear during the school day.

WEAPONS AND EXPLOSIVES ON SCHOOL PREMISES

State statutes prohibit crimes such as causing fires, setting false alarms and possession of weapons and explosives. Students found guilty of these crimes while at school or under the jurisdiction of school authority, shall be suspended, possibly expelled and referred to the police. Weapons include articles used or designed to inflict bodily harm and/or to intimidate others, such as firearms, pellet guns, look-alike weapons, knives and chains. Articles designed for other purposes but which are used or intended to be used to inflict bodily harm or intimidate others are also considered weapons under this policy.

VANDALISM

Students who are guilty of vandalism to school property or property at school, may be suspended, possibly expelled and referred to the police. Pupils will be held responsible for damage beyond normal wear and tear they inflict on school property.

ALCOHOL AND OTHER DRUG USE

Students are prohibited from consuming, using, possessing or being under the influence of alcohol or controlled substances while on school grounds or at school-sponsored activities. A student may be required to submit to a breath test as per state law to determine the presence of alcohol if a school official has reasonable suspicion that the student is under the influence of alcohol in violation of this policy.

TOBACCO USE ON SCHOOL PREMISES & AT SCHOOL EVENTS

Use of Tobacco/Nicotine Products: The Wisconsin Administrative Code prohibits the use of all tobacco products on premises owned or rented by, or under the control of, the school board. Wisconsin Statutes also prohibit minors from possessing tobacco. Any student caught using or possessing tobacco or nicotine products while on school property or at school-sponsored events will be suspended from school and possibly expelled. Minors will be referred to the police. This section also applies to possession of synthetic drugs and all smoking devices including vapor e-cigarettes.

STUDENT USE OF TWO-WAY COMMUNICATION DEVICES

Students who bring cellular telephones to school are responsible for keeping their telephones off and in their lockers during the school day. Students shall not turn on or use cellular telephones while being transported in authorized district vehicles to and from school-sponsored activities or field trips, unless they receive permission from the supervising staff, chaperone(s) or bus drivers. If a student is using a phone during school hours without staff consent, the phone will be taken to the office and a parent or guardian will need to pick it up.

BICYCLES

Those riding bicycles are to park them upon arriving at school. Those riding bicycles should follow the rules of the road and all safety practices.

CONDUCT OF CHILDREN COMING AND GOING TO SCHOOL

Children are to walk on the sidewalk and not walk across lawns when coming and going from school. Students are to cross the streets only where school safety patrols are stationed.

HARASSMENT/BULLYING

Harassment is defined as any deliberate, repeated or unwanted verbal or physical contact, derogatory statement or discriminating remark that is offensive or objectionable to the recipient or that causes the recipient discomfort or humiliation or that interferes with the recipient's academic or job performance. Any student who believes he/she has been subjected to harassment by a student or employee should report the incident to the building principal or school counselor. If a student is not comfortable with making a complaint to the principal or school counselor, the complaint may be made to any teacher. The teacher shall report the complaint to the appropriate principal or school counselor. (A parent/guardian may file a complaint with the building principal or school counselor on behalf of his/her child.)

COUNSELING

A comprehensive school counseling program supports our students by involving families, school and our community in helping children succeed. Ms. Driebel is the Elementary School Counselor and works with all students in grades PK-6.

Program Components:

School Counseling Curriculum

Classroom activities in the areas of academic development, personal/social development, and career development.

Individual Student Planning

Includes Individual Learning Plan development, transition services, and parent and student conferencing.

Responsive Services

Includes crisis counseling, consultation, individual and small group counseling, conflict resolution, and parent/guardian contact and referrals.

System Support

Involves consultation, collaboration and teaming, professional development, and program management and operation.

GENERAL INFORMATION**ASSIGNMENT OF STUDENTS TO CLASSES**

Each spring there is considerable discussion about placing children in classes for the next school year. This is a matter of great importance to everyone. The school staff spend a great deal of time forming well balanced classes in which all children will have an opportunity to learn and grow in their academic, emotional and social skills in the best possible setting.

SCHOOL BREAKFAST, LUNCH AND MILK PROGRAMS

Iola-Scandinavia operates a school breakfast and lunch program. Money for the programs can be brought anytime. Applications are available in the office for those who may qualify for free or reduced-price meals.

REPORT CARDS AND CONFERENCES

Report cards are sent home at the end of each term (12 week trimester). The elementary progress reports have been developed to communicate end-of-trimester learning benchmarks and show each child's progress toward those goals. Our goals are to communicate progress for each child, provide ways that families can support their child at home, and to set goals for and with the child. Questions about progress reports should be directed to the child's teacher.

VISITORS

I-SES has a deep commitment to keeping our students safe. Our building doors are locked when children are present. If you visit I-SES during the school day, you will need to buzz in at the main entrance and go directly to the office area. You are not permitted to enter the building without checking in at the office. While we love visitors, we also do our best to minimize disruptions. Our staff will deliver forgotten items, snacks, and other needed items. Unless you have a meeting with a staff member, you will not be permitted to go to classrooms or staff spaces. We also do not allow families to walk children to classrooms. We understand that this can be disappointing to children and adults alike, but it is crucial that we monitor and account for visitors in our building at all times while ensuring that learning can take place. As an additional security measure, only district employees and students are permitted to be on the playground during the school day.

Visitors must first be cleared with office personnel in advance of the planned visit. No unauthorized persons will be allowed without first securing permission from the principal.

No students will be allowed to leave the school prior to regular dismissal time unless checked out through the office or Velkommen Room by a parent. If parents wish their child to be picked up by someone other than themselves, a note to this effect must be submitted to the office prior to dismissal of that child and must be approved by a school official before the student will be dismissed.

Parent volunteers who work directly with students and without the immediate supervision of a district staff member shall be subject to a formal criminal background check prior to being allowed to work with students.

FIELD TRIPS

We believe that a great deal of worthwhile education is experienced outside the regular classroom. Each grade is involved in field trips that are relevant to their particular curriculum. When you register your child we will ask for your general permission to go on field trips and excursions.

In a few instances parents are asked to contribute a small amount to help defray expenses. When trips are outside district boundaries or have a cost, a note will be sent home to be signed and returned before a child may attend to acknowledge that you know of the trip and any costs. **Background checks will need to be completed at least one week prior to the field trip and approved before anyone is allowed to attend a school sanctioned field trip.**

I-SES students are required to ride the school bus to and from all field trips. If parents are allowed to drive separately to participate, their child must still ride the bus so we do not create liability issues for the school district. In addition, with the number of children and staff participating, and the number of logistical details needed to make such a great opportunity a reality, we simply cannot accommodate changes in ridership, buddy system partners, or having to rely on hand-offs or schedule issues between staff, other parent volunteers, and driving parents. We are VERY fortunate that we are able to take field trips while the children are at I-SES, and truly, the field trip experience IS a round-trip experience that children will remember forever.

PERSONAL ITEMS FROM HOME

Please mark all student's outer clothing, play equipment, lunch boxes, and book bags with his/her name. This will facilitate the return of lost items. Our Lost and Found is located in the school lobby. Parents and students are welcome and encouraged to check the Lost and Found throughout the year to locate lost items. Any personal items remaining in the Lost and Found at the end of the school year will be donated to a local charity.

Students who choose to bring personal items to school do so at their own risk. The school is not responsible for any items that are lost, stolen, or damaged. Items such as Pokémon cards should be kept at home and are not allowed at school. If a personal item becomes a distraction to teaching and learning, causes conflict among students, or presents a safety concern, it may be deemed inappropriate and not permitted at school. Students are also not allowed to trade or sell personal items without prior approval from school administration.

TELEPHONES

The office telephones are reserved for office or school business and are not to be used by students except for emergencies or when permission has been granted because of a legitimate excuse.

PETS

Non-Service Animals may be permitted on school property or at school functions when they are part of an educational program or classroom presentation. Advanced permission shall be requested through the Building Administrator. It must be ensured that these animals are controlled by a qualified handler. Written certification must be provided that the animal is in good health as indicated by a letter of veterinary inspection, and/or proof of rabies vaccination according to local or state requirements. Any animal that presents an inherent danger or with unknown history may be excluded from school facilities or events.

INSURANCE

The school does not pay for the coverage of insurance for individual students nor provide for the coverage of individual students. However, during the first week of school each student will have the opportunity to purchase insurance through a brochure sent home to the parents. Whenever a student is injured it must be reported immediately to the assigned supervisor on the same day that the accident occurs.

ADMINISTERING MEDICATION TO STUDENTS

Medication should be administered to school children at home rather than at school whenever possible. School personnel, authorized in writing by the building principal, may administer medication to students

under established conditions. Before any prescription medication may be administered to a student, school personnel must receive written consent from the student's parent/guardian and written instructions from the student's physician. All prescription medication must be in a prescription bottle. Written parent/guardian consent and instructions must be obtained before administering any non-prescription medication to students, with the exception of Epi-Pens in emergency situations. Epi-pens may be administered to students without a prescription or parent's consent when a life threatening/emergent episode should occur.

HEAD LICE/NITS IN SCHOOL

Any student who is suspected of having head lice shall be removed from the classroom as unobtrusively as possible to be screened. Students with head lice or nits shall not attend school. Students returning to school must be screened in the office before going to class. Head lice checks are made periodically on children as necessary during the school year.

LOST & FOUND ITEMS

Students frequently lose valuable articles of clothing at school. A lost-and-found department is located in the lunchroom.

LIBRARY

Fines will be assessed for lost or damaged books at the last inventoried price.

LOCKER SEARCHES

The school provides a locker for convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the district. At no time does the district relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent and without a search warrant. The search may be conducted by the District Administrator, a building principal, a police-school liaison officer or a school employee designated by the District Administrator or building principal.

DESK SEARCHES

A desk assigned to a student is the property of the district. At no time does the district relinquish its exclusive control of student desks.

A desk may be searched as determined necessary or appropriate without notice, without student consent and without a search warrant. The search may be conducted by the District Administrator, a building principal, a police-school liaison officer or a school employee designated by the District Administrator or building principal.

HOMEWORK

Homework is left up to the teacher's discretion. It is not a form of punishment but should be a meaningful extension of the student's daily class work. Students are encouraged to read or be read to for a minimum of 20 minutes a night.

CHILD ABUSE/NEGLECT REPORTING

The district is aware of the importance of its role in the identification and referral of suspected child abuse or neglect. When parents/guardians or other caregivers fail in their basic obligations to care for their children, the school has a responsibility to intervene and protect such children. Because of the large amount of time school personnel spend with children, they are in a unique position to identify and refer children who may be abused or neglected or threatened with abuse or neglect. School personnel are required by law to report any suspicion of child abuse or neglect to the proper authorities.

CHILD CUSTODY AND COURT ORDERS

Parents/Legal guardians must provide the school with a copy of any type of court order that may affect the student (visitation, access to records, etc.). In the absence of such an order, the school must remain neutral and assume both parents/legal guardians have equal access and joint custody of their child(ren). If any changes to the court order occur during the year, the school must be notified.

VIDEO SURVEILLANCE

The Board of Education has authorized the use of video surveillance and electronic monitoring equipment at various school sites throughout the school. Such use of video surveillance in the school is designed for the protection and safety of students and staff.

COMMUNICATIONS

The Pledge of Allegiance and morning announcements are shared by students daily. A daily bulletin will relate important messages to the teachers. Classroom teachers send weekly/monthly newsletters home. Other information will be in the T-Bird News. The I-S Elementary webpage displays important dates and other information.

TRANSPORTATION

Bus service is provided for many students in the Iola-Scandinavia District. Every effort will be made to make the initial pickup as late as possible, however, in some cases early pickups have to be made due to location on the route. Students must abide by bus and transportation rules. The bus driver is responsible for the safety of the students. Therefore, the driver must see that children obey rules of proper conduct. The rules are distributed to students the first week of school.

While the school district may provide transportation for students, this does not relieve parents/guardians of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus, and only at that time, he or she becomes the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In view of the fact that a bus is an extension of the classroom, the Board shall require bus riders to conduct themselves in a manner consistent with established standards for classroom behavior and to adhere to established bus rider rules. Misbehavior of any kind will not be tolerated. Students who misbehave may be suspended from the school bus.

Flashing Red Lights on Buses:

Parents and others are advised that state law requires vehicles to stop for any bus that is stopped with flashing red lights on.

Bus Transportation of a Student Not Assigned to the Regular Route:

A student may take **one** friend home on the night run provided:

1. The office receives a **note from both parents** prior to this bus ride.
2. There is sufficient room on the bus.

School board policy states that only assigned bus students can ride the bus to school on the morning bus runs.

Transportation for Extracurricular Events:

All students riding a bus to an event will be expected to return to Iola on the bus after the event. If a parent/guardian needs to pick their son or daughter up at the conclusion and locale of the event, they must stop at the school and sign an authorization at least one day prior to the event. This must be approved by the building principal and must be a viable excuse other than just returning to Iola. Coaches are not expected to make such arrangements at, during, or after the event.

EMERGENCIES

TORNADO EVACUATION

The main point to remember in this evacuation is **time** as the **most important element** and efficiency and promptness is a **MUST**. Each teacher is responsible for his or her own group during movement to the evacuation area and during the duration of this stay.

In all cases of evacuation where students are to be kept in holding areas for their protection, all personnel, both students and teachers and any other employees of the school, must remain in these designated areas until the proper signal is given to return to the appropriate facilities.

All students must walk single file on the side of the hall as determined by their homeroom. Remain silent! Once the students reach the stairway in the intermediate wing, they should proceed down it one at a time and utilize the rail as they proceed to their predetermined destination. (We want all the students to move rapidly down the stairs without having an accident.)

Teachers must keep their students together and be sure that no students are left in the restrooms in an emergency situation or drill.

Classes that are outside during this emergency situation or drill should enter the nearest entrance, get in single file and proceed to their destination. Once the students are at their destination, they should sit on the floor, place their heads on their knees and cover their heads with their hands and arms.

FIRE DRILLS

Periodically fire drills will be held as required by Wisconsin Statutes. The full cooperation of students is required during every drill. When the alarm is sounded, students are to leave the building per the plan posted in each classroom. Doors should be closed by the last person leaving the room.

Students are to go to the far outside walks so that fire department equipment could be brought to the building without difficulty. Remain there and wait for directions.

LOCKDOWN/LOCKOUT DRILL

This drill is practiced in case a dangerous person enters our building. Classroom doors are locked and students move away from the door and hide under a desk or table until an "all clear" is announced.

SNOW CONDITION

School will be held unless parents are notified over Lakes 92.7 radio station or TV stations 7, 9 & 11 or Thrillshare phone call. School closings will also be posted on the school website.

Non-Discrimination / Title IX

[Notice of Nondiscrimination](#)

"An equal opportunity employer