

SPRING VALLEY ELEMENTARY

Student/Family Handbook

S1450 Cty. Rd. CC
Spring Valley, WI 54767
2025-2026



Our Vision: "Our vision is to provide a caring, respectful, challenging, and equitable environment, in partnership with the community, that will enable all of our students to become responsible citizens."

Each Day: Be Respectful, Be Responsible, Be Safe.

"It's the Cardinal Way!"

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SPRING VALLEY ELEMENTARY SCHOOL DAY HOURS

Elementary doors open to all Elementary Students at 7:45am

Students move from the cafeteria to their classroom at 7:50am

Breakfast is available in the cafeteria from 7:50-8:07am

5K-5th grade school day starts at 8:10am

5K-5th grade school day ends between 3:12-3:15pm

AM 4K school day 8:10am-11:00 am

PM 4K 12:00pm-3:15pm

Buses depart SVE at roughly 3:25pm

BUILDING SECURITY

Maintaining a safe and secure school environment is a priority. To help monitor the traffic within the school, after 8:15 each school morning, the only entrance doors left unlocked for parent or visitor access will be the main entrance (W1) by the elementary office. During school hours, all visitors are asked to check in at the elementary office.

GENERAL EXPECTATIONS

1. Our expectation is that everyone involved at Spring Valley Elementary act in a manner that is "Respectful, Responsible, and Safe." It's The Cardinal Way!
2. Students can be expected to experience the most success when caring, positive relationships are forged among student, teacher, parents, and the school staff. Learning is a journey that is a shared responsibility best demonstrated to our

students when they are surrounded by teachers, parents, principal, and family members who are life-long learners. Our goals for each child each school year are quite straight forward - at the end of the school year, we want to be able to look back and see that each child has shown growth throughout the school year.

3. Teachers have the right to teach and students have the right to learn. Anything that interferes with that is inappropriate and disruptive and will be addressed.

4. Schools operate on TRUST and RESPECT. When students demonstrate respect, they earn trust from those around them (adults and peers). The two go hand in hand.

5. There are two reasons for creating rules; to maintain safety and to be fair to all involved.

6. Good grooming practices should be established early in the instructional years. With collaboration between home and school, a healthy school environment needs students to arrive at school each day dressed:

- Proper for the occasion
Clean and neat
Suitable for the weather

7. Student conduct is to remain consistent with community expectations.

8. Students are expected to be honest while also being respectful of people and property.

9. Students are expected to follow directions the first time they are given.

10. Students are to remain in supervised areas.

11. Students are not to be involved in activities that threaten the health or safety of anyone.

12. During the school day, it is not acceptable for students to leave the school grounds without specific permission from the principal, teacher, or designee.

13. Students are not to bring inappropriate items to school, on school grounds, or to school functions. This includes illegal or inappropriate items such as look-alike guns or weapons, intoxicating liquors, tobacco products, drugs, or other controlled substances (or their look-alikes, except those prescribed by a doctor and handled according to school regulations). Matches, lighters, skateboards, roller blades, and laser pointers are also inappropriate for school and shall not be brought onto the school bus or the school grounds.

RELEASE OF STUDENTS TO AUTHORIZED PERSONS

If only one (1) parent is permitted to make educational decisions or to approve absences of the student by Court order, the responsible parent shall provide the school with a copy of the Court order. Absent such notice, the school will presume that the student may be released into the care of either parent. No student who has a medical disability which may be incapacitating may be released without a person to accompany the student. No student shall be released to anyone who is not authorized by a parent with authority to do so.

NONDISCRIMINATION POLICY

The School District of Spring Valley does not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

ATTENDANCE

Regular attendance, punctuality, and responsibility are essentials of good performance on any job. Absence from school is the greatest single cause of poor student achievement in school. Since state law 118.15 requires attendance, students, parents, and school should view attendance at school as the student's primary job as students build work readiness skills.

Notification of a Student's Absence

When a student in grades 4K-5 is absent from school without the absence being pre-arranged, **the parent/guardian should email the school at elemoffice@springvalley.k12.wi.us or by calling 715-778-5602.** If notification is not received when a student is absent, parents may be contacted using the telephone numbers listed on the 'District Information and Emergency Form'. Parents may request a print-out of their child's attendance by simply calling the office. These attendance records are also available to parents online using Family Access.

Attendance Matters

Spring Valley Elementary staff takes pride in working closely with parents to help children "learn and grow" to their fullest. Developing good school attendance habits is one part of ensuring grade-level academic growth. As parents ourselves, we understand that "life happens" and some absences are unavoidable. We appreciate when you make the decision to keep sick children home from school. With that being said, we encourage parents to continue to monitor their child's attendance and communicate with Spring Valley Elementary staff when absent.

Excused Absences

As required by Wisconsin Statute 118.15 and by School Board Policy 431, a written parental or guardian explanation of a student's absence is required for an absence to be excused. Emails to elemoffice@springvalley.k12.wi.us are the preferred method of communication.

A parent/guardian may request that their student be excused for any reason, provided such absence has been cleared before the absence occurs by direct written communication from the parent to the school. Such absences shall be for no more than 10 days in a school year.

A parent/guardian may request that their student be excused from school for the following reasons: (1) illness; (2) emergency family matters; (3) observance of religious holidays; or (4) required presence in court. The parent/guardian request shall be in writing and shall include the reason for the student's absence and the specific time period for which it is effective. This parent/guardian request shall be signed by the parent/guardian. This request may be made before or after the

student's absence. If the request is made after the student's absence, it must be made within two school days of re-admittance to classes.

All absences will initially be categorized by the school as either "verified" or "not verified," depending on the communication received from the parent/guardian. Absences that remain "not verified" beyond the second school day following re-admittance to classes may be considered unexcused and may require the time missed to be made up as assigned per 118.16(4)(c).

In extreme extenuating circumstances, the Principal or designee may grant additional excused absences after considering the student's overall attendance pattern, truancy, school achievement, or academic disabilities.

Pre-Arrangement of Absences

All absences which can be reasonably foreseen should be pre-arranged. The "pre-arranged absence form" should be obtained from the office one to five school days prior to the expected absence when practical. Students should contact each of the teachers of classes from which they will be absent requesting written confirmation of the appropriate class assignments as verified with the teachers' signatures. When the form is complete, it should be returned to the elementary office.

Unexcused Absences

An absence is unexcused when a student misses school for reasons not approved by law and District policy, which may occur with or without parental knowledge, or when the school has not received timely parent notification for a student's absence.

Truancy

A student is "**truant**" when s/he is absent from school without an acceptable excuse for all or part of any day on which school is held. Flagrant or repeated cases of truancy will be grounds for suspension, further restriction, and/or police or court referral. A "**Habitual truant**" is a student who is absent from school without an acceptable excuse for part or all of 5 days or more on which school is held in a semester. (S. 948.45, 118.15, 118.16)

In April 2008, the Village of Spring Valley passed a **truancy ordinance** (S. 30-187) to help curb habitual truancy. Any student who is a habitual truant may be subject to

penalties such as a citation, fines or fees, suspension of the driver's license, etc., as described in the village statute. Anyone 18 years of age or older who contributes to a student's truancy may also be subject to penalties.

Attendance Letters From School/Excessive Absences

Per School Board Policy #431, excessive student absence totals for the school year, whether excused or unexcused, equaling a total of 7, 11, and 15 school dates will prompt parent notification per county truancy committee recommendations. All absences after the 15th absence in a school year, for reasons typically excused or unexcused, when the student is not seen that day by our school nurse or not verified in writing as absent due to illness by a physician, will remain unexcused by the school unless specifically approved by the principal. Our goal is to help ensure that sick children seek medical care.

Leaving School During The Day/Schedule Changes

Students must have a written note from their parents to be excused during the school day. The child should give the note to his/her teacher in the morning so the teacher is aware that the child will be leaving. Parents should come to the office and pick up their child if the child is leaving school early. If someone other than the parent is coming for the child, the office must be notified of this fact. Children are not allowed to leave the school without a parental request and permission from the child's teacher or principal. If your child is leaving school at the end of a day and going any place other than where he/she usually goes (home, babysitters, etc.) you must send a note to your child's teacher informing him/her of this change. Otherwise, your child will be sent home as usual. Please do not rely on your child to tell the school this information. For your child's protection, we must have a written note from you or an email sent to elemoffice@springvalley.k12.wi.us and your child's teacher.

SCHOOL CLOSINGS

In the event of school closing due to weather or other emergency, a message will be sent out via the district's Skylert system. An announcement will also be broadcast on several regional television and radio stations. Information can be accessed via the school's website (www.springvalley.k12.wi.us).

WCCO 830 AM

WMNE 1360 AM or 92 FM
KARE11-TV Channel 11
WIXK 1590 AM or 107.1 FM
WCCO-TV Channel 4
WQOW TV Channel 18

With regard to inclement weather resulting in hazardous driving conditions, the parents or guardians make the ultimate decision regarding whether a student will attend school that day. Under these conditions, the day's absence will be excused.

BUS BEHAVIOR

Buses leave the school by 3:25 p.m. Students are to conduct themselves in a safe and orderly manner on buses. For safe and efficient transportation to and from school, these regulations must be followed:

1. The school day begins when the student enters the bus in the morning and ends when the student exits the bus in the afternoon.
2. It is the student's responsibility to follow the instructions given by the school bus driver.
3. All students must maintain responsible behavior on the bus for their safety and the safety of others.
4. Students should respect each other and their property as well as the driver.
5. Specific bus behavior communication will be shared with students, staff, and parents.

(Refer to School Board Bus Behavior Policy 443.2 for specific regulations.)

It is the bus driver's responsibility to drive the bus safely to and from school. This is so important that he/she cannot always be a disciplinarian; consequently, we expect the cooperation of our students in observing the bus safety code. It is critical that parents and students understand that bus transportation is a privilege, not a right, and stress the hazards of misconduct on the bus. Security cameras have been installed on the buses to assist in ensuring student safety and to help protect students. All persons riding the school buses may be videotaped. To assist with investigations, students and staff are asked to note the precise time and location of incidents.

Only students assigned to a bus route should ride that bus. If a student wishes to have another Spring Valley student accompany him/her on the bus as a guest, the guest's parent must write a note giving permission. The note should be brought to the office in the morning for approval by the principal or designee.

VISITORS TO SPRING VALLEY ELEMENTARY

Parents are encouraged to visit. We do require visitors who will be interacting with students to complete a background check prior to their visit. Please contact our elementary office to get more information on completing a background check. Examples of when a background check would be required include but are not limited to; eating lunch with your child and attending a field trip with your child's class.

All visitors must check in and out and sign in and out at the office upon entering the building or grounds during school hours. Visitors must also wear a visitor's pass identifying who they are for the duration of their visit.

Students may request, but **are not encouraged**, to bring a student friend to school. Permission should be obtained **at least one full day prior** to the desired visit. A visitor's pass will be extended as long as the visitor remains with the host student and the visit remains conducive to maintaining a learning environment. A SV student will be allowed to bring no more than one visitor on any given day, and no student visitors will be allowed during the last month of a trimester or dates designated by the administration.

STUDENT MANAGEMENT, EXPECTATIONS, AND DISCIPLINE

To guarantee a favorable social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Corrective interventions will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. The general conduct of the students of Spring Valley Elementary reflects upon the school and the greater community. Students should show respect in attitude, behavior, and language. Behaviors that detract from the educational environment will be considered

inappropriate and will need to stop.

At Spring Valley Elementary, we have implemented a school-wide approach focused on sharing expectations and learning outcomes using proactive, systemic, and individualized strategies encouraging all students to demonstrate positive behaviors. To help students remember the expectations at SVE, staff will actively teach students exactly what the behaviors look and sound like. Do not be surprised if your child brings them up to you during the school year as they practice the universal expectations!

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, the incident shall be referred to a principal for investigation and action. The severity of the consequences applied by the principal depends upon two (2) factors:

1. the seriousness of the offense, and
2. the previous disciplinary record of the student.

In an effort to take both factors into account, a progression of consequences or disciplinary actions will be utilized. Parents will be notified of all behavior reported to the office that is given a consequence.

The following is a partial list of disciplinary actions that may result due to infractions:

1. Verbal correction and warning by staff member
2. Completion of a Fix-It Plan to be signed by teacher, student, and parent
3. Time out - removal from activity
4. Time out - removal from room
5. Call home by a staff member
6. Parent/student/teacher conference
7. Discipline report and recommendation filed with the principal
8. Removal from class activities
9. Restriction of recess / unstructured time
10. Time owed to be served during recess
11. Referral to PBIS Team
12. Referral to outside agency(s) including police

13. Removal from co-curricular activity attendance
14. In-school suspension (extended time out) in the office area
15. Out-of-school suspension (Students who have been suspended are not allowed at school and may not attend or participate in any school activities during the suspension)
16. Expulsion (Formal school board action taking place prohibiting a student from further attendance for a designated time)

Code of Classroom Conduct

(Excerpts of Spring Valley Board Policy 443) The District is committed to providing an effective learning environment for students and staff that is safe and respects the rights of all individuals in the school community. School personnel are responsible for maintaining a positive learning environment and for enforcing proper order. Students are responsible for their behavior and are expected to abide by this Code of Classroom Conduct and other school and classroom rules that are established to maintain a productive academic atmosphere in the school.

Student conduct that violates this Code of Classroom Conduct, that is dangerous, disruptive, unruly, or interferes with the teacher's ability to teach effectively, cannot be tolerated. Any student who engages in such conduct may be subject to disciplinary actions, possible referral to authorities, removal from class, and/or placement in an alternative educational setting. Conduct that is dangerous, disruptive, unruly, or interferes with the teacher's ability to teach effectively includes, but is not limited to, the following:

- Inappropriate physical conduct, repeated or extreme, intended to or likely to harm, annoy, upset, threaten, or disrupt;
- Inappropriate verbal conduct, repeated or extreme, intended to or likely to annoy, upset, threaten, or disrupt;
- Behavior that may constitute harassment;
- Conduct which tends to cause, provoke, or attempt to incite a disruption to the educational environment;
- Possession or use of a weapon or other items that may cause injury to others;
- Possession of, use of, or being under the influence of alcohol or other controlled substances (zero tolerance);
- Destruction, vandalism, or theft of the property of the school district or others;
- Disregard for or defiance of teachers' directives or classroom rules.

Inappropriate Items In School

Any item a student brings to school that the administration classifies as out-of-place in the school or inconsistent with the educational mission will be confiscated and risk being destroyed. Items such as skateboards, rollerblades, scooters, cigarette lighters, laser pointers, etc. are not permitted inside the building. Additionally, students should not bring expensive or fragile items to school.

Bullying/Harassment

Bullying or harassment of others is not permitted within the Spring Valley school system. Students and staff are to exist in an environment free of bullying and harassment. Should bullying or harassing behaviors occur, the harasser or bully should be immediately told that the advances or behaviors are unwelcome and to **STOP** the offensive action. Students who are knowledgeable of bullying or harassment or are being bullied or harassed should report the problem to a staff member immediately. *Harassment* is unwanted behaviors such as: annoying, badgering, embarrassing, threatening to cause harm to another, or enticing others to do the same. (S.947.013) *Bullying* is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying is often repeated behavior and always involves an imbalance of power. (Wisconsin Department of Public Instruction) Written statements will be required as a part of the complaint process. (See School Board Policy 411.1)

Sexual Harassment

Sexual harassment will not be tolerated within the Spring Valley school system. Sexual harassment refers to unwelcome sexual advances that are clearly unwanted and personally offensive or requests for favors and other verbal, physical and/or visual contact of a sexual nature that interferes with the working or learning effectiveness of its victims or peers. Should sexual harassment occur, the harasser should be immediately told that the advances or behaviors are unwelcome and to **STOP** the offensive action. If such harassment occurs, a staff member or administrator should be notified immediately. Wisconsin State Statute 111.32(13) defines sexual harassment: Behaviors, whether or not repeated, that are sufficiently severe to interfere substantially with an individual's work performance or to create an intimidating, hostile, or offensive work environment.

Appropriate corrective disciplinary action and/or referrals will result against those who retaliate against any person who in good faith reports harassment or violence.

If anyone is unsure how to most appropriately respond to offensive behavior please contact a guidance staff member or the principal as soon as practical. Written statements will be required as a part of the complaint process. (See School Board Policy 411.1.

PLAYGROUND

General Playground Rules

1. Play safely.
2. Play fair - only two reasons for these rules: to keep it safe and to make it fair.
3. Be respectful - use role-model manners.
4. Be responsible - make healthy choices.
5. Have fun and be a good school friend.
6. Stay in supervised areas only.
7. No rough play (no pushing, grabbing, tackling, pulling, etc.)
8. Keep hands and feet to yourself. (The exception may be one-hand touch football or tag.) Generally speaking, rarely will students get in trouble when keeping hands to themselves.
9. Hands-only on pull-up bars and horizontal climbing ladders. No sitting on top of these bars. Keep your head above your body.
10. Never climb up from the bottom of the slide. Always go down one person at a time, feet first, sitting on your seat.
11. Leave rock or gravel on the ground, there is rarely any need for it to be picked up.
12. Balls that are continuously out of control in a play setting will be placed out of use for the remainder of the recess. Balls should be kept away from climbing equipment.
13. During winter weather, students will be going outside. Some areas of the playground will be restricted for students not wearing boots. Wet and cold feet

hinder classroom learning.

2025-2026 SCHOOL CALENDAR

Please refer to the following link to view our 2025-26 calendar. [2025-2026 school calendar](#)

PARENT REQUESTS FOR STUDENT CLASSROOM PLACEMENT

There are many factors that go into creating class lists each year. At Spring Valley Elementary, we work really hard as a staff to identify the best learning environments for all of our students at SVE. We do not accept parent requests for your child/rens classroom placement. We appreciate your cooperation and understanding. Thank you for trusting us with your child/rens education.

EVENTS AND ATHLETIC CONTESTS

Proper behavior is expected of the students while attending any school activity. Please remember that the reason you are attending a game or other performance is to watch the game or event. Please try to give the performers and your fellow audience the same courtesy you would hope to receive. Any distracting or disturbing behavior could result in being barred from attending future activities.

Athletic Season Passes

Student season passes for home (non-tournament) athletic activities may be purchased in the administrative office at any time during the first semester. Adult season passes may be purchased for \$40.00. School district residents age 65 or older are encouraged to contact the high school office to request complimentary senior citizen passes.

HEALTH SERVICES IN SCHOOL

The district acknowledges that parents and guardians have the primary responsibility for their children's health and the aim of the school health program is to assist parents in this task.

Vision/Hearing Screening

Vision and hearing screenings begin in 4K. Hearing screenings occur yearly through 3rd grade. Vision screenings occur yearly for students in 4K-3rd and 5th grades. Screenings are done once a year under the direction of the school Registered nurse. If the child does not pass the initial screening, the child is rescreened. If the child does not pass the rescreen, a formal referral letter is sent home notifying the parents and urging them to have their child evaluated by a medical provider. Screenings are done at other times throughout the school year with parental or teacher requests.

Disease/Illness

We ask that parents check their child(ren) each morning to make sure they are well enough to attend school. Even though regular attendance is very important, there are times when a child should be kept at home for the sake of his/her own health, as well as the health of other children and school staff. **Please do not send children to school if they are sick, as we must send them back home if they are ill.**

Illness while at school

Students who are not feeling well at school are evaluated in our health office. We staff a Registered Nurse two days a week and a health aide five days a week. The health office follows protocols that are approved by our medical advisor, who is a local physician. These protocols detail when students need to be monitored in the health office, sent home, or referred to a physician or ER.

Students should stay home from school if they are displaying signs or symptoms of illness, including cough, shortness of breath, loss of taste and/or smell, fever (temp of 100° F or higher), body aches, chills, headache, fatigue, sore throat,

congestion or runny nose, nausea or vomiting, or diarrhea. *If your student does not feel well enough to be in class all day and focus well on school work, they should stay home.*

Students may return to school when they are fever-free for 24 hours without the use of fever-reducing medications, 24 hours after the last episode of vomiting or diarrhea, or when other symptoms of illness have subsided and they are feeling well enough to learn all day.

Health/Accident Procedure

In the event of an illness or injury to a student while at school, the teacher will give necessary first aid if applicable or call for the health office staff, or in his or her absence, the principal. Attempts will be made to notify the parents/guardians before a student is taken to a doctor. If parents or guardians cannot be reached, school staff will call listed emergency contacts. In the event that a child is seriously injured and we cannot reach parents/guardians, our responsibility is to treat the child with the care that we would treat our own children.

Please keep the school informed of your current telephone numbers at home and at work.

Chronic Health Conditions

For students with chronic health conditions, we urge parents to notify the school in writing as well as meet with the Registered Nurse to discuss keeping your student healthy while at school. The health office requests yearly action plans for students with asthma, food allergies, insect allergies, seizures and diabetes. The RN can also meet with you to discuss any needed accommodations for your child that are related to their health conditions.

Medication

Office personnel and the school nurse should be notified of students taking either over-the-counter or medications prescribed by their medical doctor. **Students may not keep medications with their belongings unless agreed upon by their physician, parents, and school administration.** For the protection of students, medications at school or school functions must remain in the original fully labeled pharmacy container and are to be registered with the Registered Nurse and kept in the nurse's office where they will be logged and dispensed. Prescription medication that is

considered to be a controlled substance needs to be dropped off by a parent or guardian and picked up by a parent or guardian at the end of the school year. All medications (prescription and non-prescription) not picked up by the end of the school year will be disposed of properly by the health office staff.

Prescription medications that are given at school must have a completed form signed by both a healthcare provider (MD, DO, PA, NP) and the parent/guardian. All over-the-counter medications must have a form signed by the parent/guardian.

Medical Excuses

These written explanations and requests should be brought to the office. Students having medical conditions that limit participation in any class, including Physical Education, may require modifications and possibly alternative assignments to take the place of full class participation. Specific long-term or chronic medical concerns that interfere with a student's ability to fully participate in class activities require a physician's statement (see also statute 118.15(3)(a)).

Immunization Law 252.04

Sub. [2](#) states: "Any student admitted to any elementary, middle, junior, or senior high school or into any child care center or nursery school shall, within 30 school days after the date on which the student is admitted, present written evidence to the school of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and recall (booster) immunization series for mumps, measles, rubella (German measles), diphtheria, pertussis (whooping cough), poliomyelitis, tetanus, and other diseases that the department specifies by rule or shall present a written waiver under sub. [\(3\)](#)" Waivers can be used for personal, medical, or religious reasons. Under sub. [\(4\)](#), the student, if an adult, or the student's parent, guardian, or legal custodian shall keep the school informed of the student's compliance with the immunization schedule. For more information on the school's timeline and laws of exclusion, review sub. [\(5\)](#), [\(6\)](#), and [\(7\)](#) of the state statute.

Any questions about school health services please call the school RN at 715-778-3104.

STUDENT TESTING

The Wisconsin Department of Public Instruction requires the use of several types of standardized testing. *The Forward Exam is given to grades 3, 5, 6, & 7 in English and math; 4 & 8 in English, math, science, and social studies; and grade 10 in social studies. These were computerized tests administered in the spring.* Results can be used to understand students' academic strengths as well as determine areas that may need additional attention to increase proficiency. Students can use test scores along with interest inventories to explore career possibilities. Results can also provide valuable curricular information for teachers.

Students and parents will be provided information on their individual results, as well as information on Spring Valley's group results. Students are encouraged to look at this as an opportunity to show how they have progressed academically.

ACADEMIC INTEGRITY

Honesty is a value that holds each person to the truth, to tell the full truth, and to defend the truth. **Honesty** results in fairness for each member of our school community. **Integrity** is firm adherence to our values with and without the presence of others. **Respect** is treating others as we would like to be treated. In an environment of respect, work we turn in as our own is our own. **Responsibility** is the quality of being accountable for our actions and accepting the consequences of our actions.

Our standards include the expectation that no student will engage in the following unacceptable behaviors:

- A. Cheating - to deliberately & dishonestly violate rules or expectations in an attempt to gain some perceived advantage
- B. Plagiarism - misrepresenting other's intellectual or creative work as your own
- C. Deliberate deception - written or spoken fraudulent acts
- D. Obtaining an Unfair Advantage
- E. Aiding and Abetting Dishonesty
- F. Unauthorized Access to or Falsification of Records or Official Documents

How should a student know if something is 'academically dishonest'?

- If it gives you or others an unfair advantage.
- If it is something your teacher would not be likely to approve and your school

would not encourage as a proper, valid or acceptable method of learning.

- If it is not how most students would accomplish the same task.

Depending on the severity of the offense, the number of offenses, the impact on other students and teachers, and/or on the curriculum, students may lose credit for a project or test, be suspended pending a parent conference, or be recommended for expulsion.

TECHNOLOGY

Technology Use Regulations

The technology provided for student use is a privilege designed to give students access to the tools and instruction to meet established standards of educational merit. Students who use school technology must adhere to the following guidelines:

- All use of technology must be in support of education and research, consistent with the purpose of the Spring Valley School District.
- Unauthorized or malicious attempts to physically alter hardware or to access, modify, harm or destroy data of other users is prohibited.
- Protect your password. Never allow another person to know or use your password.
- Only approved software may be used. Access only approved programs and applications. Copyright laws limit the installation of most software.
- Refer to Board Policy 363.2 for further explanation. Misuse of technology may result in restrictions ranging from two weeks to permanent suspension of privileges and additional disciplinary action.

Student-Issued School Device

The School District of Spring Valley is dedicated to creating a collaborative learning environment for all learners. Through a learning environment that includes exposure to, and the use of, technology resources, students and teachers will be able to implement transformative uses of technology and enhance student engagement with content. The goal remains to promote self-directed, lifelong learners. Our students will transition from consumers of information to creative producers and owners of knowledge. To prepare them, our team will establish collaborative professional learning communities based on integrative professional development for teachers. This program enhances classroom environments by

providing high-quality instruction, assessment, and learning through the integration of technology and curriculum. Technology immersion enables teachers to continue to be a vital role by transforming the teacher from a director of learning to a facilitator of learning. The Board of Education, district staff, and community members all play a key role in the development of effective and high-quality educational experiences

CELL PHONE POLICY

- Students may have cell phones at school during the school day. However, there are no doors on students' cubbies. Therefore, there is no way for a student to keep their phone secure.
- Spring Valley Elementary discourages cell phones at school due to the potential for damage, loss, theft or misuse.
- Spring Valley Elementary is not responsible for any theft, loss or misuse of the cell phone. It is a student's responsibility to secure their phone.
- Cell phones are not permitted to be used during the school day.
- Cell phones must be powered off upon entering the building and may be powered after leaving the building.
- Students or parents will not have access to the classrooms or student cubbies after school hours in the event a phone is left at school.

STUDENT APPAREL

We take pride in the appearance of our students. To enhance high standards and promote the teaching and learning process in our schools, we must encourage neatness, cleanliness, and decency in the personal dress and appearance of all students and school personnel. Remember, school is your workplace; come dressed appropriately for the job.

Any type of attire that may cause a physical hazard or attract undue attention to the wearer, and thus creates an unnecessary distraction or tends to disrupt order in the school, is in bad taste and not acceptable. All students should at all times be

reasonably neat, clean, and appropriately dressed for school activities in a manner that will not disrupt the educational process, constitute a health or safety hazard, or violate civil law. State health requirements dictate that shoes be worn at all times.

- Coats, jackets, non-prescription sunglasses, and other forms of outside-wearing apparel, including hats, caps, and other forms of head coverings are restricted in the building during the school day, with the exception of heating emergencies or assigned use as defined by the administration.
- Bare midriffs or pants worn in such a way as to interfere with the normal walking gait are not appropriate for school.
- Clothing with any word(s), picture, logo or representation classified by the administration as vulgar, obscene, racially divisive, disruptive, or otherwise socially unacceptable in a school setting (example - advertising depicting substances illegal for juveniles, etc.) will not be allowed.

In interpreting this standard, the principal will consider the advice of attorneys and court decisions in balancing the students' rights to freedom of speech and expression with the school's right to restrict speech that causes or may cause substantial or material interference with school activities or that undermines the school's basic educational mission.

SCHOOL SAFETY

Schools are required to have a School Safety Plan. The goal of our plan is the safety of your children and the ability to account for all students and staff during an emergency. Our plan includes fire drills, crisis evacuation drills, "severe weather" drills, hold-in-place, and lock-down drills.

Fire/Tornado Drills

Drills will be conducted periodically during the school year. Students should acquaint themselves with procedures to be used in leaving the building when a fire alarm sounds and the procedures for seeking cover in case of severe weather. Be aware that any student who triggers a false fire alarm or misuses fire extinguishers placed

throughout the building may be prosecuted in accordance with state law. (S. 118.07, 941.12, 941.13)

SECURITY CAMERAS

Security cameras have been installed to assist in ensuring student safety and to protect students from crimes such as theft. There are also cameras on the school buses. All persons entering Spring Valley Elementary or riding the school buses may be recorded. To assist with investigations, students and staff are asked to note the precise time and location of incidents. Incidents that violate the behavioral guidelines and expectations should be reported to the administration as soon as practical. Bus riders should still report all incidents to their drivers. Intentionally causing damage to the security cameras is a crime and will be investigated as such.

WEAPONS POLICY

A. Policy

It is the policy of the school district to maintain a positive, safe, secure learning and working environment. In striving to attain such an environment, the district takes the position of no tolerance for weapons in our schools, except as specifically stated below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone, except for educational purposes as authorized in advance by the building principal or designee. School environments include, but are not limited to, district-owned buildings; leased or rented facilities; school-sponsored activities; field trips; school vehicles and school buses, rented or owned; and school bus stops. Anyone found to be in possession of a weapon in any area defined in this policy, before, during, or after school hours is subject to administrative and/or legal action (S.948.60, S.948.605, S.948.61, S.941.235, S.941.296, S.947.01)

B. Possession

Students and non-students, including employees and other adults, are forbidden to knowingly or voluntarily possess, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon

in any of the school environments listed above.

C. Reporting of Weapons

Any person having knowledge of a weapon in school as defined within this policy shall immediately notify the nearest school employee and/or office staff as appropriate. **Students who see or become aware of a weapon at school shall not remain in the presence of the person or group if a weapon is present. Students must notify an appropriate adult immediately for the safety of all concerned.**

D. Weapons Definitions

"Weapons" means any firearm whether loaded or unloaded; any chemical, substance, device, or instrument designed as a weapon or through its use capable of threatening or producing bodily harm or death; or any device or instrument that is used to threaten, intimidate, frighten, or cause bodily harm or death.

1. Category 1 Weapons

The district takes a position of "Zero Tolerance" on the following objects or their look-alikes:

- A. All firearms, whether loaded or unloaded, ammunition, etc.
- B. Other guns of all types including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others, etc.
- C. Knives, switchblades or automatically opening blades, daggers, swords, razors, etc.
- D. Artificial knuckles or other objects designed to be worn over the fist or knuckles, etc.
- E. Blackjacks, clubs, numchucks, throwing stars, etc.
- F. Explosives
- G. Poisons, chemicals, or substances capable of causing bodily harm
- H. Bows and arrows, etc.
- I. Any other device or instrument used to intimidate, threaten or inflict harm.

2. Category II Weapons - Possession of Objects That May or May Not Be Considered Weapons

Such potentially dangerous objects may include, but are not limited to:

- A. Small pocket knives.
- B. Fireworks, firecrackers, and smoke bombs.
- C. Throwing darts, sling shots, etc.
- D. Nuisance items, toys or items capable of causing significant disruptions or

harm.

E. Unauthorized tools.

F. Mace or pepper spray, etc. (S.941.26)

E. Violations

1. Category 1 Violation by Students

The procedure for offenses includes confiscation of the weapon(s), notification of the Superintendent, holding an administrative hearing with the student to confront them with the evidence when possible, notification of parent/guardian, suspension from school, involvement of police with a recommendation to charge, and recommendation to the superintendent regarding expulsion.

F. Administrative Discretion Regarding Possession of Category I and II Weapons

1. A person who finds a weapon on the way to school, on school property, or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon. **Students must notify an adult immediately for the safety of all concerned.**
2. There could be a very rare occasion when a weapon is inadvertently brought onto school property or is in one's possession that upon discovery must immediately notify the principal. If such an occasion is clearly the case, the principal, after a thorough investigation, may use discretion in determining the appropriateness of applying consequences for a violation.

G. Authorized Instructional and Work-Related Equipment and Tools

While this policy represents a "no tolerance" position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment (e.g. archery instruction in physical education classes) and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

H. Exceptions

This policy, pursuant to Wisconsin Statutes 941.235 or any other related chapter, provides for exceptions.

I. Students with Disabilities

If the alleged violator is "a student with a disability" pursuant to Wisconsin and federal law, special due process procedures are required.

HOMEWORK

Homework assignments should not entail long hours of work. Homework assignments will provide reinforcement or practice of content that has been taught. As a staff, we encourage students to read or be read to for 15-20 minutes outside of school 4 to 5 days per week. As a parent, you have the power to boost your children's learning potential simply by making books an integral part of their lives.

LOST AND FOUND

The lost and found is located right inside the main entrance of the elementary (door W1). Students who find lost articles are asked to take them to the "lost and found". To assist the school, parents are encouraged to put names or initials on all coats, boots, sweaters, mittens, gym clothes, tennis shoes, backpacks, water bottles, etc. Lost and Found will be removed from the building at the end of each month and donated to local Goodwill.

LUNCH, SNACKS, BIRTHDAY TREATS, AND CLASSROOM PARTY FOOD

Students may either purchase a hot lunch at school or bring a cold lunch from home. If you choose to send lunch from home, we recommend using a thermos or insulated container to keep warm foods at a safe temperature until lunchtime. For

items that need to stay cool, please include an ice pack to help keep the food fresh and safe to eat.

Please note that students do not have access to a microwave during the school day. If your child has a documented dietary need that requires their meal to be heated, a doctor's note must be provided to the Health Office. This documentation allows us to make appropriate accommodations while keeping our lunchtime routines safe and efficient.

We also ask that you do not send caffeinated (energy) waters, or any other caffeinated beverages to school. Thank you for supporting our efforts to maintain a healthy and focused learning environment for all students.

Snack time is scheduled daily for all students and the school district provides milk. Students may bring their own individual snacks if they want something with their milk. Please consider providing healthy and nutritious foods for their daily snack. Students are allowed to drink water during school hours. Students may fill water bottles using our bottle fillers on drinking fountains. **Caffeinated (energy) waters, and all other caffeinated (energy) drinks are not allowed.**

Suggested foods for snacks: 100% fruit juice, low-sugar breakfast/granola bars, fresh fruit, fresh vegetables, cheese cubes or string cheese, popcorn, graham crackers, pretzels, applesauce, and yogurt.

To ensure the safety of all our students, we ask that only commercially packaged, allergen-friendly treats with complete ingredient labels be brought in for school parties and birthday celebrations. This helps us maintain an inclusive, allergy-aware environment and protect the health of our students.

We appreciate your cooperation in helping us maintain a healthy and safe environment for all students at Spring Valley School District. Thank you for your attention to these guidelines and for supporting our efforts to promote student wellness.

FIELD TRIPS

All of the elementary grades participate in fieldtrips during the school year. Field

trips are planned to enrich the school curriculum. Parents/Guardians will be asked to complete a "Field Trip Consent Form" prior to the field trip. Specific information will be provided to students during the year. Parents/Guardians may be asked to chaperone as space is available.

SPECIAL EDUCATION SERVICES

The mission of the Spring Valley School District Special Education Department is to advocate improving the educational and social-emotional success of each student with a disability. Special Education means specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability.

School Districts must follow certain procedures to determine if a child has a disability and is eligible for special education. A child with a disability must meet eligibility criteria under IDEA (Individuals with Disabilities Education Act.) Parents are involved in the process of determining whether their child has a disability.

The following are disabilities under IDEA:

- Autism (A)
- Intellectual Disability (ID)
- Hearing Impairment (HI)
- Visual Impairment (VI)
- Speech or Language Impairment (SL)
- Orthopedic Impairment (OI)
- Traumatic Brain Injury (TBI)
- Emotional Behavioral Disability (EBD)
- Specific Learning Disability (SLD)
- Other Health Impairment (OHI)

- Significant Developmental Delay - ages 3-9 only (SDD)

Additional information is also available at the Department of Public Instruction website: <http://dpi.wi.gov/sped>

The success of our students at Spring Valley School District is dependent upon the collaborative efforts and commitment from our students, staff, and their families. Together as a team, we can make a positive impact on our students' future. Please contact Ben Lamb, Director of Special Education & Pupil Services at 715-778-5602 or at benlamb@springvalley.k12.wi.us for more information about our special education programming.

WISCONSIN ACT 20 READING LAW

The School District of Spring Valley has implemented an Early Literacy Remediation Plan aligned with Act 20. Act 20 is designed to improve early literacy outcomes for all students. It calls for schools to provide additional resources and support to help children learn to read by the end of third grade. This law focuses more on foundational reading skills, such as phonics, phonemic awareness, fluency, vocabulary, and comprehension. Further information can be found on our Spring Valley Elementary webpage under the ACT 20 tab.

TITLE I

Title I of the Every Student Succeeds Act (ESSA/ESEA) is a federal funding program designed to close achievement gaps and ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. Part A, the largest part of the program, allocated funding to districts and other local agencies (LEAs) according to a formula based on numbers/percentages of children from low-income families.

Many schools receiving Part A funding operate **Schoolwide Programs**, implementing overall school improvements to ensure that systems, practices, and programs are effectively aligned to reduce gaps and support every student's achievement. **Spring Valley Elementary School (5K-5)** is a Schoolwide Title I.

Please contact Nicole Lamb, Elementary Principal at lambn@springvalley.k12.wi.us or at 715-778-5602 Ext: 3107 if you have questions regarding Title I services at Spring Valley Elementary.

WITHDRAWAL FROM "DIRECTORY DATA"

The Spring Valley Public Schools shall keep directory data for students enrolled in the schools. "Directory Data" means those pupil records that include the pupil's name, address, telephone listing, and photographs, video images, degrees and awards received and participation in officially recognized clubs or teams. This "Directory Data" may be released by school administration to outside parties upon written request, unless the parent or guardian of minor child or a student 18 years of age or older notifies the school in writing that such "Directory Data" shall not be released. Requests to withhold "Directory Data" shall be addressed to the Middle/High School Principal within the first 2 weeks of each school year or date of new student enrollment. Please note: Directory data may be used in press releases or on school social media.