

**Sparta Area School District**

***Parent Handbook***

**Herrman Elementary  
School**

**2020-2021**

**The Spartan Way**



***Respectful  
Responsible  
Safe***

# Herrman Elementary School

925 North Black River Street  
Sparta, WI 54656

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*Visit the Sparta Area School District website at*  
[www.spartan.org](http://www.spartan.org)

## **PRINCIPALS**

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Mr. Mike Roddick, Principal

Merry Kuderer, Secretary

Sue Cox, Secretary

Kim Rugg, Secretary

## **BOARD OF EDUCATION MEMBERS**

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# *Sparta Area School District*

## The Spartan Way

Schools within the Sparta Area School District, similar to other PBIS schools across Wisconsin, have created a more positive environment for students and staff by establishing clear expectations for their students and taking active steps in teaching, modeling and reinforcing appropriate behaviors school wide. This initiative will coordinate Positive Behavioral Interventions and Supports (PBIS) throughout the Sparta Area School District and connect PBIS within the greater Sparta community.

The Spartan Way uses common PBIS language to increase understanding and familiarity district-wide. The uniform program makes building transitions easier for students and parents and allows for community involvement and recognition of students. Businesses throughout the Sparta School District are also joining The Spartan Way and its key words – Respectful, Responsible, Safe – businesses and organizations have The Spartan Way cards to recognize students exhibiting the desired traits. Window clings have been provided to businesses and organizations that are interested in participating.

## Goal Statements

- Develop a solid foundation in core academic learning.
- Students of all ability levels will have diverse, quality educational experiences.
- Motivate, challenge and engage all students in the learning process.
- Develop in all students the skills required to be successful in the 21st century.
- Foster relationships that promote a responsible and caring environment within our district.
- Encourage the development of personal responsibility for family, community and the world.

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*Throughout this handbook, reference is made to several Sparta School District Board Policies. You may view all Board policies on line at <https://go.boarddocs.com/wi/spartan/Board.nsf/Public> Click on the **POLICIES** button in the top right corner of the Board of Education home page. A copy of a Board policy can also be requested at any Sparta School Office.*

## **ANIMALS IN SCHOOLS AND CLASSROOMS**

[Reference Board Policy Article 618-Animals in Schools & Classrooms](#)

The Sparta School District believes that interaction with animals can enhance a child's education and provide opportunities for social, emotional and academic growth. Animals may be brought into the classroom for educational purposes only, and only under the conditions established by board policy article 618.

## **ATTENDANCE, TARDINESS, TRUANCY**

[Reference Board Policy Article 501-Student Attendance](#)

If a child is going to be late/tardy or absent from school, **the parent needs to call/notify school**. Please call the school anytime to leave a message notifying the school of your child's absence. We need to make sure that your child is safe and not stranded between home and school. If your child plans to eat hot lunch and arrives at school late, it may not be possible to order lunch. Please call the school to order a lunch by 8:15 a.m. or send a cold lunch with him/her.

State law requires all students to be in attendance when school is in session (Wis. Stats. 118.15(1)(a)). A student is considered absent if they are not in attendance for all or part of the school day for which the student is scheduled.

Parents may request that their child be excused for medical reasons (doctor's appointments, student illness, and family medical emergencies), family religious observances, death in the family, or school related events. Parents may request to excuse their child, with prior notice, for family events and vacations (Any missed school work must be made up). The school will accept parent requests and excuses, for the above listed reasons, a maximum of **ten** times during the school year. Remember, the number of days a parent can excuse is limited to ten days per year, beyond that, a note from a physician will be required before an absence will be considered excused.

Over 45 minutes in any half-day is considered a half-day absence. If a student is absent from school for ***less than 45 minutes*** in any half-day, it is considered a *Tardy* or *Late*. Tardies are unexcused absences and Lates are excused absences. Reasons for excused absences (Lates) are illness, medical appointments, religious observances, death in family or school related events. Absences beyond these exceptions will be recorded as unexcused.

When a student has an unexcused absence, the school will notify the parent by phone or by letter advising the parent of the unexcused absence/tardy. After the third unexcused absence/tardy, the parent will receive a letter from the principal requesting a meeting with school officials. If a student misses part or all of five or more days without an acceptable excuse within a semester, a plan must be developed with the parent to address the truancy. If the family refuses to meet with school officials and/or the student continues to be truant, a report will be filed with the Monroe County Corporate Council. Students who are age twelve or over are also subject to a fine in Municipal court.

## **BULLYING**

### [Reference Board Policy Article 533-Bullying](#)

The Sparta Area School District is committed to creating a safe, caring, respectful environment for all students and strictly enforces a prohibition against bullying.

Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; written notes, phone calls or electronic message that are offensive, hurtful, annoying or worrying; or physical aggression such as assaults on a student or attacks on a student's property.

All staff members are required to watch for bullying behavior and take appropriate corrective measures when they witness bullying or have reason to suspect that bullying has taken place.

Students are encouraged and expected to report incidents of bullying to any staff member at his or her school, preferably within 24 hours, for proper investigation.

Students participating in bullying activities will be subject to disciplinary action which may range from requiring the offender to work with school personnel to correct the behavior, a recommendation for the provision of school counseling, up to and including suspension, expulsion and/or court involvement.

The Sparta Area School District will not allow retaliation against students who report bullying behavior or assist in an investigation of bullying.

Individual schools will address the problem of bullying through a variety of methods including:

1. Character education programs that emphasize and reward positive behaviors and relationships.
2. Programs such as Responsive Classroom at the elementary level and Responsive Designs at the middle level, which promote community building.
3. Educating students and staff to recognize and respond appropriately to bullying behavior.
4. Developing a plan to increase supervision in areas within the school setting where bullying frequently occurs.
5. Establishment of support groups for students who have been targets of bullying behavior and anger management groups for students who have engaged in bullying other students.

Individual schools will monitor the effectiveness of their efforts to eliminate bullying through student surveys and data collection related to disciplinary referrals.

## **CELL PHONES**

### [Reference Board Policy Article 520-Possession or Use of Cellphones](#)

It is the policy of the Sparta Area School District to regulate student use and/or possession of cell phones, electronic paging or other communication devices while on premises owned, rented, leased or under the control of the school district.

The board acknowledges the potential instructional value of such devices. However, the expectations for student use of electronic devices within classrooms will be determined by each classroom teacher. The use of electronic communication devices while on field trips or other school sponsored activities will be at the discretion of the teacher, advisor or coach.

Electronic communication devices may never be used in a manner that will cause disruption to the educational environment, invade the privacy of another individual or threaten the safety of students or staff. Students that bring cellphones to school are to keep them in their cubbies during the school day.

### **CLASSROOM PARTIES AND TREATS**

[Reference Board Policy Article 700-District Wellness Policy](#)

Parents are encouraged to provide healthy snacks and treats for student celebrations and other events. To reduce the risk to students who have food allergies, parents are encouraged to provide fresh fruit or vegetables, or food items that are commercially prepared or prepared by a city/state health-inspected bakery. The District's Nutrition Service will assist parents by providing this service to families at a reasonable cost. If you are interested in Nutrition Service providing this service for your child's treats, please contact them at 366-3422. Beginning in September of 2006, schools with students in preschool through grade five will prohibit the distribution of home-prepared snacks and treats to students during school hours. This policy is not intended to regulate events where parents or guardians are present, such as a parent group 'fun fair' or "pot-luck", faculty events, or secondary school classroom related cultural events involving food items.

### **COUNSELING SERVICES**

Elementary counseling services are delivered through classroom instruction, individual counseling, small group counseling, consultation with teachers, administrators, and community agencies, testing services, and consultation with parents as well as a variety of other activities.

There are 5 different ways for students to receive counseling services.

1. Teacher referral – (requires parent permission)
2. Parent referral
3. Self or student referral – no permission required
4. Outside agencies such as the court system, Monroe County Human Services, police department, medical clinics, etc.
5. Required in an Individual Education Plan for an individual student

Referral forms can be obtained from a counselor or school secretary.

### **CURRICULUM**

[Reference Board Policy Article 415 Curriculum and Instruction Policy](#)

Students are required to participate in all aspects of the curriculum. Students will receive instruction in subjects, which are thought to be requisite for providing skills necessary for successful and productive work lives, while encouraging their full intellectual and emotional development. They will take classes in the following subjects: reading, math, language arts, science, social studies, health, art, music, and physical education.

Our curriculum meets diverse learner needs and provides a variety of opportunities for students to meet challenging district competencies and benchmarks.

State and local assessments provide the accountability and documentation of student achievement based on the curriculum.

The responsibility of the Director of Instruction is to oversee that all aspects of the curriculum are taught, to align the curriculum with the adopted curriculum standards, and to facilitate ongoing curricular improvement using district procedures.

**EMERGENCIES - INCLEMENT WEATHER POLICY**  
**[Reference Board Policy Article 416-Inclement Weather Procedure](#)**

If weather becomes threatening prior to the beginning of classes or before dismissal, school may be delayed or cancelled. Announcements of school closing **will be made on the following radio stations:**

**Radio Stations:**

WCOW 97.1 in Sparta;	WLXR-105, and Z93 in La Crosse;
WWIS 99.7 in Black River Falls;	Magnum Radio Group,
La Crosse Radio Group	Mid-West Family Broadcasting
WKPO-FM	

**TV stations:**

WKBT 8, WXOW 19 in La Crosse, WLAC/WEOX-Fox 25/48, WEAU-Channel 13

Parents can also go to the main page of the Sparta School District website [www.spartan.org](http://www.spartan.org). School closing and make-up days will be posted on the District website. Please refrain from calling school unless it is an emergency. If the phone lines are tied up, the school may not receive necessary emergency information. The School Board will establish the days to make up.

You will be getting an Inclement Weather form to fill out. It is important to return the form to your child's teacher so they know what to do if there is an early dismissal day. In the event of an emergency due to fire or tornado, the cooperation of all students is necessary to ensure the safety of everyone in the building. Drills are used to insure the safety of all.

When the temperature and/or wind chill factor is zero degrees or below, all students will stay inside. If the temperature and/or wind chill factor is zero degrees or above, all students will go outside. Temperature/ wind chill factor will be determined by the school office – principal/secretary. Please be sure your child has and wears boots, a warm coat, snow pants, scarves, mittens, hats, etc. during cold weather. (Please be sure to mark clothing with the child's name or other identifying mark).

## **ENTRANCE REQUIREMENTS**

### **[Reference Board Policy Article 408-Entrance into the School System](#)**

Entrance into the school system shall be made by registering at the Administrative and Educational Center, and meeting all entrance requirements. Kindergarten Entrance - A child shall be five (5) years old on or before September 1<sup>st</sup> to qualify for entrance to kindergarten classes. Beginning in the fall of 2011, successful completion of Kindergarten will be a prerequisite to admission into the first grade. Entrance to other grades shall be on the basis of satisfactory completion of prior grades, or performance goals in school.

## **EYE EXAMINATIONS**

Prior to December 31 of your child's kindergarten year, a state law recommends that your child undergo an eye examination by an optometrist or an eye evaluation by a physician. Although these physician evaluations would require a more in-depth vision assessment than the child's pediatrician typically provides at a five-year-old wellness check-up, the Wisconsin Optometric Association strongly recommends a complete examination by an eye doctor. Please plan to schedule this component of your child's pre-kindergarten health testing prior to the start of the school year. Free eye exams are available to children whose families meet certain financial criteria and do not have insurance coverage for vision care. You may contact the Wisconsin Optometric Association for more information at (877) 435-2020 or visit [www.woa-eyes.org](http://www.woa-eyes.org)

## **ILLNESS GUIDELINES**

Some children cannot fight disease as easily as others. Allowing ill children to attend school only passes the sickness on to other children and parents. We are taking necessary precautions to maintain a safe and healthy environment in our schools. With your cooperation at home, we can minimize the potential risk to students, staff and our community.

Please be considerate and keep ill children at home. This includes any of the following symptoms:

- Fever of 100 degrees or higher. (Must be fever free for at least **24 hours without** the use of fever reducing medications before returning to school.)
- Vomiting or Diarrhea (Must be free of symptoms for at least 24 hours.)
- Persistent cough along with fever or loss of appetite.
- Yellow or green runny nose – indication of infection.
- Sore throat along with fever or difficulty eating or drinking.
- Rashes
- Pink eye - if an eye is bright red/pink and has a green and/or yellow discharge, your child needs to be checked for pink eye. (Must be able to avoid touching eyes before returning if pink eye is diagnosed.)
- Ear infection – symptoms include pain in ear, often trouble hearing and possibly a fever.
- Stomachache – A stomachache can be difficult to evaluate. If it coincides with vomiting or diarrhea, it could be the flu. Many times it is a measure of anxiety. If this worsens or becomes a pattern, you may want to consider looking into it a little more.

To help with your child's attendance and to avoid truancy issues, please ask for a "doctor excuse for school" when taking your child to a doctor.

(See attached Appendix – Common Communicable disease chart, which includes additional restrictions for returning to school.)

## IMMUNIZATION REQUIREMENTS

Please check the below chart for your child’s immunization requirements.

### IMMUNIZATION REQUIREMENTS FOR 2020-2021 SCHOOL YEAR

<u>Age/Grade</u>	<u>Number of Doses</u>				
Grade Pre K (2 yrs through 4 yrs)	4 DTP/DtaP/DT ②	3 Polio	1 MMR⑤	3 Hep B	1 Var⑥
Grade K through Grade 3	4 DTP/DtaP/DT①②	4 Polio④	2 MMR⑤	3 Hep B	2 Var⑥

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering PreK through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. (Note: a dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

## INSURANCE

This is intended as an outline of the student and athletic accident insurance for the coming school year. Below are some areas of importance that should be reviewed and understood by all concerned parties with respect to the coverage guidelines.

Only ACCIDENTS, which occur in school, sponsored and supervised activities, including participants in interscholastic sports, are covered. Students must notify a staff member of the accident so an accident report can be filed.

#### DEFINITION OF ACCIDENT:

An unexpected, sudden and definable event, which is the direct cause of a bodily injury, independent of any illness, prior injury or congenital predisposition.

Conditions, which result from participating in an activity, do not necessarily constitute accidents. For example, illnesses, diseases, degeneration, conditions caused by continued stress to a particular area of the body, and existing conditions aggravated by an accident are not covered.

- A. This plan of insurance is EXCESS ONLY: It will not duplicate benefits paid or payable by any other insurance or plan including HMO's (Health Maintenance Organization) or PPO's (Preferred Provider Organization).
- B. The policy will not cover expenses payable under the insured's HMO, or PPO. If the insured chooses not to use an authorized medical vendor (under HMO or PPO), the policy will cover expenses incurred that it would have honored had the insured used the proper medical vendor.
- C. Medical treatment for a covered accident must begin within 60 days of that accident. Only expenses incurred within 52 weeks, unless otherwise noted, are considered. Benefits are

determined on the basis of REASONABLE AND NECESSARY for the geographic location where services are performed.

- D. Specific exclusions of the policy include, but are not limited to, sickness, disease or hernia in any form; non-prescription drugs; fighting; the use of electric biomechanical devices; and orthotics not prescribed exclusively for rehabilitation (e.g., playing brace, mouth guard).
- E. Any person who knowingly files a statement of claim containing any false or misleading information is subject to criminal and civil penalties.

Accidents must be reported to the school within 20 days. Proof of loss must be submitted to First Agency, Inc. within 90 days after medical treatment ends. Questions regarding claim procedures may be directed to First Agency, Inc. at 5071 West H Avenue, Kalamazoo, Michigan 49009 or (269)381-6630 or fax (269)381-3055. First Agency, Inc. administers the coverage, which is underwritten by Guarantee Trust Life Insurance Company of Glenview, Illinois.

### **INTERNET AND TECHNOLOGY ACCESS USE**

[Reference Board Policy Article 419A-Acceptable Use & Internet Safety Policy](#)

The Sparta Area School District is providing access to the school's technology network as well as access to the Internet. The use of the District's network and access to the Internet is provided as a means of enhancing curriculum and learning opportunities. While the students are monitored while using the network and Internet, the District utilizes a filter to control the availability of inappropriate material. Students who violate school network and Internet policies will lose their Internet and/or network privileges for at least 30 days.

From time to time we may videotape or photograph students at school doing interesting activities like reading, sharing, etc. These forms of technology may be shown to individual classrooms, newspapers, assemblies, concerts, at an Open House or other public gathering, or may be used on our schools web site.

### **MEDICATIONS**

[Reference Board Policy Article 515-Policy for Dispensing Medication to Students](#)

Employees of the Sparta Area School District may dispense medication to pupils only in accordance with the following policy and in accordance with any other conditions of the above named statute.

The building principal will give authorization in writing for an employee to dispense medication to a pupil after having reviewed the request to ascertain that the following conditions have been met. Employees who are likely to be called upon to dispense medication in a routine or emergency situation will be provided training.

#### Non-prescription medicine:

- The parent has sent a written request that the medication be given.
- The written request must include exact instructions as to the dosage being recommended.
- The medication must be contained in its original packaging.

#### Prescription medicine:

- There must be written instructions from the prescribing doctor/PA as to dosage and/or application. (This may include injections in such cases as bee sting allergy kits.)

- The written instructions must include cautions and possible side-effects that need to be noted.
- The written instructions must include a statement of where the doctor may be contacted if problems arise.
- There must be written permission from the parent to dispense the medication.
- The medication must be contained in its original packaging.

A standard form will be supplied from the parent to dispense the medication, used for the convenience of parents and physicians. However, any written communication which includes all of the above listed information shall be acceptable. All medications both prescription and non-prescription shall be kept inaccessible to pupils. Not more than as outlined in 118.29 of any kind of medication shall be accepted, unless a pupil is receiving prescription medication which the doctor prescribes as a daily on-going dosage. Then, one week's supply may be accepted.

### **NON-DISCRIMINATION EMPLOYMENT POLICY STATEMENT**

The Sparta Area School District is an equal opportunity employer and does not discriminate against properly qualified individuals by reason of age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, membership in the National Guard, state defensive force of any other reserve component of the military forces of the United States or this state, or use or non-use of lawful products off the employer's premises during non-working hours.

### **NON-DISCRIMINATION STATEMENT REGARDING STUDENTS**

[Reference Board Policy 517-Student Nondiscrimination](#)

The Sparta Area School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap. Complaints and/or requests for the complaint procedure should be directed to the Superintendent's Office, 201 E Franklin Street, Sparta, WI 54656, (608) 269-3151.

### **NUTRITION SERVICES INFORMATION**

Reference Board Policy [710](#) and [711](#)-School Nutrition Service and Meal Charge Policy

The goal of the school nutrition program for the Sparta Area School District is to provide students with healthy, well-balanced meals so they can perform to the best of their abilities in and outside of the classroom. Breakfast and lunch are served every day at every school location. Families are encouraged to fill out the free/reduced application at any point during the school year. This service is to help families who may be struggling financially to provide for their child. To apply for free/reduced simply fill out the application that was mailed to your household in the first week of August. Applications are also available at each school office, the district office or they can be found on the Sparta School District website under the Nutrition Services tab. Please return free/reduced applications to either the school building secretary where your child attends or you may also turn the application into the district office at 201 E. Franklin St. Sparta, WI 54656.

For your convenience, meal accounts can be accessed online at [www.spartan.org](http://www.spartan.org). Meal accounts are the responsibility of the parent/guardian. Please ensure your child has a positive balance in their food

account. An automated voice message will call all households whose child has a negative balance. Payments can be made online through RevTrak or you can send cash/check with your student. RevTrak allows families the ability to pay online at any time. The RevTrak option of payment is available through the Spartan website under the Nutrition Services tab, under the "Payment" section.

School meal prices can be located on the school website under the Nutrition Services tab. Meal prices for the 2019-2020 are subject to change pending school board approval. You can also find the school menu for each school located under the nutrition tab as well.

If you have any questions relating to the school nutrition program, please feel free to contact Megan Anderson, Nutrition Services Secretary at 608-366-3422.

### **PARENT/TEACHER ORGANIZATIONS**

[Reference Board Policy Article 617-Parent Teacher Organizations & Booster Groups](#)

Each elementary school has a parent/teacher group. The focus of these groups is to support a strong educational partnership between students, parents, teachers, and the community. Each year the parent/teacher groups hold fundraisers. The goal is to help the staff in as many ways as possible to make the elementary school years a positive, productive and fun learning environment for your child. All parents/guardians are encouraged to get involved with your child's parent/teacher group. Watch for newsletters and notes with information regarding upcoming activities and meeting dates.

### **PARTY INVITATIONS**

Parents are asked not to send party invitations to school unless the entire class is invited. We do not want hurt feelings that may be caused by some students not receiving an invitation.

### **PHYSICAL EDUCATION CLASSES**

Elementary physical education classes are scheduled on a regular basis. Check with your child's teacher to find out the days your child has class. We follow a 6-day schedule rather than the name days-Monday-Friday. Check the menu calendar in your monthly newsletter for the circled days to indicate the days your child has Phy Ed.

- For your child's safety, children are expected to have tennis shoes.
- Students with long hair must have it tied back. This is a very significant safety factor.
- Pierced earrings may be worn at the child's own risk.

### **PROFESSIONAL QUALIFICATIONS**

Parents and guardians of students in the Sparta Area School District have the right to know the professional qualifications of the classroom teachers that instruct their child. The No Child Left Behind federal law allows parents and guardians to request specific information about their child's classroom teachers and requires schools to respond to their request in a timely manner. Parents and guardians have the right to ask for the following information in regards to their child's teachers:

- Whether the Wisconsin Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.

- Whether the Wisconsin Department of Public Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teachers' college majors; whether the teacher has advanced degrees and, if so, the subject of the degrees.
- Whether any educational assistants or similar classroom aides provide services to their child and, if they do, their qualifications.

If you would like to receive any of this information, please forward a written request to your child's building principal.

### **PROPER CLOTHING**

#### **[Reference Board Policy Article 510 – Dress Code Policy](#)**

Students' clothing should be appropriate for a positive and safe learning environment. Hats are not to be worn in the building. Clothing that causes a disruption to the educational process or to the orderly operation of the school will not be permitted. This includes but is not limited to clothing that:

- Has comments, pictures, slogans or designs that are obscene, profane, lewd, vulgar, or violent
- Is harassing or threatening to an individual or group of individuals, because of sex, color, race, religion, disability, national origin, or sexual orientation, or
- Advertises alcoholic beverages or tobacco products

Students who come to school inappropriately dressed will be asked to:

- Change clothes if they have other clothes at school
- Turn clothing inside out if possible, or
- Have parent/guardian bring other clothing to school

Children should wear clothing that they can manage and that is in good working condition. For safety reasons, proper footwear is needed. No flip-flops, heels, or shoes with wheels. Students in all grades are expected to practice habits of personal cleanliness and good grooming that may be considered appropriate by the school authorities of the Sparta Area School District.

During Wisconsin's cold winters, students are expected to wear boots and warm clothing. Jackets, hats, boots, snow pants, gloves or mittens are a must during the winter months as all students go outside for recess. We strongly encourage parents to mark your child's clothing items with their name. This will help the school staff when returning lost or misplaced items to the correct child. Please feel free to check the lost and found box in the front foyer intermittently for lost items of clothes etc.

### **REPORTING PUPIL PROGRESS**

#### **[Reference Board Policy Article 403-District Grading & Assessment Policy](#)**

Understanding, concerns on discipline, is equally as important as understanding about remarks on report cards, methods, and other school staff concerns. We want a productive educational climate.

Progress reports are prepared each trimester and distributed to parents. Face-to-face Parent/Teacher/Student conferences are scheduled in the fall and in the spring. Outside of these scheduled times, feel free to contact the school anytime to check on your child's progress.

## **RETENTION**

### **[Reference Board Policy Article 504-Elementary Promotion and Retention](#)**

The philosophy of the Sparta School District is for all students to achieve optimal learning based on high expectations and considerations of their abilities and needs. The Board recognizes that students have diverse capabilities and interests and individual patterns of growth and learning. Therefore, the Board believes that it is important that teachers have as much accurate knowledge of each student as is possible through factors and sources such as tests, observations, academic achievement, skills, portfolios, and communication with parents and guardians.

Recommendation for retention in preschool through grade 3 of the Sparta Schools shall be made by the teacher to the elementary principal. The teacher, supervising principal, parent, and other involved school personnel shall discuss the case and carefully evaluate the course of action in the best interest of the child. The decision to retain a child is hopefully in agreement with the parents. However, the final decision rests with the school.

## **PROMOTION FROM FOURTH GRADE**

### **[Reference Board Policy Article 506-Promotion and Retention at Fourth and Eighth Grades](#)**

1. Receive a score of proficient or above on 80% of the subtests that comprise the Forward Exam.
2. Pass reading, writing, and math coursework, or complete the goals and objectives of their IEP, ESOL, or 504 plan.
3. Teacher recommendation by a committee of at least three teachers.

## **SCHOOL BUS STUDENT TRANSPORTATION**

### **[Reference Board Policy Article 516 – Student Transportation](#)**

Transportation is available to students residing two miles or more from the school of attendance, or those students residing in a hazardous transport area as designated by the State of Wisconsin, and students requiring transportation as part of their Individual Educational Plan (IEP). It is the parents' responsibility to ensure their children's safety to and from the assigned stop.

For students residing outside their home attendance area, parents are responsible for transportation, unless the student qualifies for special transportation. To register for transportation you will need to complete a Request for Busing form, which is available in the school office. **There is a three working day wait before busing will start.** You will receive notice by mail or phone with details for bus number and times of pick up and drop off. If a student was transported to school by bus the previous school year and a change is needed for the next school year, a Request for Busing form **must be submitted prior to August 1** to be effective the first day of school. Any change submitted after August 1 will not be effective until the fifth day of school.

Permanent transportation changes occurring during the school year (change in residence, or child care provider), should be submitted to Southwest Bus Line directly at 608-269-2069 or to the school office to be forwarded to Southwest. You may obtain this form from the school office or district website at [www.spartan.org](http://www.spartan.org). **Three full working days are required to process the change.** Only one change in

busing per semester is allowed due to change in child care provider. Pick up and drop off addresses may be different, but each must remain the same every day for the semester.

Temporary changes may be accommodated for non-recurring, non-routine, and non-emergency situations (i.e. parent/guardian out of town for work or continuing family emergency). A written request with name, reason, and date should be submitted to the principal's office in the school of attendance. A determination will be made if a change in busing can be arranged. Consideration cannot be made for social functions. Three full working days are required before the effective date.

For students who do not qualify for transportation under DPI regulations or elsewhere in this policy, an in-town shuttle service is available for kindergarten through fifth-grade students to ride to and from schools. The service is available to and from any school serving students in grades kindergarten through fifth-grade. It will operate between those schools and Sparta High School, the Administrative and Education Center, St. John's/St. Pat's (at the Intersection of "L" and Oak Street). As with other stop locations, parents are encouraged to accompany younger children to the pick up and drop off locations. Shuttle service will be provided to students through fifth grade to the Boys and Girls' Club. In-town shuttle service is restricted to students in grades kindergarten through grade five and must be requested using a Shuttle Transportation Form (available on the District website or in school buildings) in the same manner other transportation is requested. Boys and Girls' Club Shuttle Requests should be submitted to the Boys and Girls' Club.

#### Student Conduct on School Buses

The school bus is an extension of the classroom; therefore, the Sparta Area School District requires students to conduct themselves while on the bus in a manner consistent with established standards for classroom behavior.

#### Bus Rider Rules

##### Before Boarding

1. Be at the bus pick-up point five minutes prior to the scheduled pick-up time. Both the location of the pick-up and the time of pick-up are provided to parents/guardians by the bus contractor. The bus will stop only if there are students waiting at the designated pick-up point.
2. Stay off of the roadway at all times as well as practice safe and courteous behaviors to other riders and to passersby while waiting for the bus.
3. Wait until the bus has come to a complete stop before moving toward the bus. Stand in a single file line while waiting to and entering the bus. If you must cross the roadway to get on the bus, wait for the bus driver to signal that it is safe to cross.

##### While on the Bus

1. Sit in an open seat as quickly as possible. Riders may be assigned to designated seats by a school administrator or the bus driver.

2. Remain seated while the bus is in motion and if you need to move, do so only after the bus has come to a complete stop.
3. Obey the bus driver. All school rules apply on the bus.
4. Keep books, backpacks, packages, coats and all other objects out of the aisles. Make sure that you have all of your items with you when you get off of the bus.
5. Keep the volume of your talking and laughing at conversational levels so they do not divert the driver's attention.
6. Be courteous to other riders, the bus driver, and others you meet on your ride. Be mindful to use appropriate language and/or gestures. Absolute quiet is required when approaching a railroad crossing so that the driver can listen for oncoming trains. Remain seated and absolutely quiet during the time the bus is stopped at railroad crossings.
7. Be respectful with food and drink wrappers, ensuring that any garbage is taken care of before exiting the bus. The bus driver reserves the right to discontinue allowing food and drink if garbage is not disposed of properly.
8. Do not extend head or limbs out of the bus windows. Do not throw anything out of bus windows.
9. In case of a road emergency, remain on the bus unless you are directed to do otherwise by
10. the bus driver.
11. Be respectful of bus equipment and help to keep the bus safe and sanitary. Follow the same standards of conduct and cleanliness that are expected at school.
12. Do not tamper with the bus or any of its equipment.

#### After Leaving the Bus

1. After getting off the bus and checking to be sure that no traffic is approaching, and after receiving a signal from the driver, cross the road at least 10 feet in front of the bus so that the driver can watch for other safety reasons.
2. Be alert to the danger signal, a steady blast on the horn, from the driver. Should that danger signal be sounded, return to the curbside (the right hand side/door side of the bus).
3. Leave the bus only at your designated drop-off point.

#### Assigned Buses Only

Students are assigned to buses and bus stops. No change in either bus or stop is permitted without prior approval from the transportation contractor. Temporary changes may be made by school administrators

for authorized emergencies only. Failure to ride the assigned bus from the assigned bus stop may jeopardize the safety of students and may result in disciplinary action.

### Misconduct Procedures

In cases when a student violates any of the above bus rules, or conducts him/herself improperly, the bus driver shall discuss the incident with the student and make an effort to resolve it. The bus driver may assign seats on the bus, either temporary or permanent. If the student continues to conduct him/herself improperly, the bus driver shall write the student a bus referral. Bus drivers may not refuse to transport a student nor may they remove a student from the bus during transit.

The District retains the discretion to determine the severity of the incident and may skip one or more of the following steps in order to provide consequences that are appropriate for the referral. When continuing or extremely serious problems exist, the student's bus-riding privileges may be suspended.

### 1st Referral

1. The bus driver will contact the parent/guardian to discuss the incident and inform them that a bus referral will be submitted for their student.
2. The bus driver will complete a bus referral and submit it to the bus terminal manager.
3. The bus terminal manager will enter the bus referral into the student's Skyward file, which will notify the building principal, or designee, and the parent/guardian. The building principal, or designee, will follow up with the student on an as needed basis.

### 2nd and 3rd Referrals

1. Steps 1 - 3 of 1st Referral.
2. The building principal, or designee, will meet with the student to discuss the incident. The building principal will contact the parent/guardian during the meeting to discuss the incident, if appropriate.
3. The building principal, or designee, will determine the appropriate action for the student based on the incident and the student's age/grade.
4. The building principal, or designee, will document the action in the student's Skyward file, which will also notify the bus terminal manager that the follow-up has been completed.
5. The bus terminal manager will notify the bus driver of the follow-up.

### 4th Referral (and all subsequent)

1. Steps 1-3 of 1st Referral.
2. The building principal and the bus terminal manager will hold a face to face meeting with the parent/guardian and student to find a solution. The student will have a minimum 3 day bus suspension with any additional actions to be determined by the building principal, based on the severity of the incident.

These discipline procedures do not override the Superintendent's discretion to take additional, separate action, or to impose more severe consequences in appropriate cases. Parents should also be on notice that, while efforts will generally be made to contact them as part of the above procedures, certain students, types of conduct, and related investigations may not always make immediate contact with parents possible or appropriate. Parental contact will be made as soon as appropriate and when matters such as pupil safety, law enforcement involvement, pupil confidentiality, and the integrity of related investigations are properly addressed.

### **SCHOOL BUS VIDEO CAMERAS**

[Reference Board Policy Article 526-Use of Video Monitoring Systems on School Buses](#)

The Board of Education for the Sparta Area School District has authorized the use of video cameras on school buses. The purpose of the video camera is to assist the District and transportation carrier in reducing disciplinary problems and vandalism.

Only the bus company manager, bus drivers, administrators of the district and/or school board members will be authorized to view the video for the purpose of documenting a problem and determining which students may be involved.

### **SCHOOL HOURS**

School hours for Herrman Elementary School are as follows:

Classes begin at 7:50 a.m.

Classes end at 3:20 p.m.

Students are not to arrive at school prior to 7:40 a.m.

When pupils enter the building after the above listed time, students are expected to go directly to their designated area. Pupils are expected to leave the building and school grounds immediately at the close of the school day, unless they have permission from a teacher and are under the supervision of that teacher.

When students enter the school grounds they must stay there. Leaving the school grounds will only be allowed with parental permission or if the school initiates the student departure. Students shall be released only to a parent with whom they reside, to their legal guardian, or to a lawful custodian during the school day. Please alert the classroom teacher by sending a note if your child will be leaving during the day.

\*Please refer to the Attendance section in regards to the reason for absence.

## **SCHOOL PROPERTY**

### **[Reference Board Policy Article 519-Lockers](#)**

Lockers, coat racks, cubbies, desks, etc are assigned to students but are not the student's private property or under his/her exclusive possession and may be opened and inspected by school authorities at any time. Any unauthorized item found in these areas may be removed. Items removed may be held by the school for return to the parents or guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of law, in which case the suspect and his/her parents or guardian shall be notified by the inspecting authority of items removed from the area and of the delivery thereof to law enforcement officials in case of contents so disposed of and of the parent's or guardian's right to obtain other items removed. No personal locks shall be used on school property.

## **SCHOOL SAFETY**

Our students' safety is a primary concern in our ever-changing world. Each school has a Crisis Response plan in place for fire, tornado, or other emergencies that call for keeping our children's safety our utmost priority.

In order to keep schools safe for our students and staff, all doors will be secure during the school day. During these secured door times, visitors will push the button on the intercom system located near the main entry door. This will notify the secretary or another staff member to welcome you to the school through the intercom. Visitors will need to identify **who they are** (first and last name), **and who they are visiting** (student or staff member's name) **or purpose for needing access to the building** (delivery, maintenance, etc.). The secretary will then be able to unlock the door allowing visitors to enter.

**All visitors will still need to stop in the main office during the secured time.** If they are picking up a student or dropping a student off, they will need to sign the student in or out. If visitors are going beyond the office, they will be required to sign in electronically with the secretary to receive a visitor's badge. **To sign in, all visitors will need to provide a driver's license that is scanned into our system, and then a visitor's badge will be printed out for them.** When leaving the building, the visitor will sign out electronically with the secretary and dispose of the visitor's badge. Our main goal is to **maximize your child's learning time plus provide a safe learning environment.**

## **SOCIAL MEDIA ACCESS**

The Sparta Area School District utilizes social media to further communicate with parents, students, community members and staff. Through our blog, Facebook page, Twitter account and SmugMug photo sharing, we are able to share the great things happening in our elementary, middle and high schools in ways that expand beyond the traditional school newsletter. Through social media, we are able to efficiently communicate important district news, feature stories about students and staff initiatives as well as highlights from our fantastic co-curricular offerings.

Links to the social media sites are available from the Sparta Area School District website, [www.spartan.org](http://www.spartan.org)

There are additional social media sites for individual schools, classrooms and activities in the Sparta Area School District. Links can be found on the district schools' tabs. If there is something you would like to see posted on the social media sites or Spartan.org, please contact the district communications coordinator, Melanie Johnson at [mjohnson@spartan.org](mailto:mjohnson@spartan.org)

## **STUDENT CODE OF CONDUCT**

### **[Reference Board Policy Article 509-Student Code of Conduct](#)**

Acceptable forms of student conduct will be encouraged in every area of school property. Poor conduct may limit privileges.

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators, teachers, and support staff, must use their training, experience and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distractions and disruptions, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer-term removal from the class ("long term removal"). Long-term removal may, but need not always, be for disciplinary purposes.

Beginning August 1, 1999, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of the Code of Student Conduct (the "Code"). In addition, long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary

measures, including but not limited to detentions, suspension or expulsion, for the conduct for which the student was removed.

The authority of a school district to suspend a pupil is found at 120.12(1)(B)Wis. Stats. The law permits a school district administrator or any principal or teacher designated by the school district administrator to suspend a pupil for disobeying school rules; for threatening to destroy school property by explosives; for giving false information about an attempt to destroy school property by explosives; or for conduct endangering the property, health, or safety of others. The pupil's parent must be given prompt notice of the suspension and the reason for the suspension. A pupil may be suspended for up to fifteen school days if considered for expulsion.

### **STUDENT RECORDS**

#### **[Reference Board Policy Article 405-Pupil Records](#)**

The maintenance of student records is in compliance with state and federal laws, which govern access to and confidentiality of student's records.

### **TEXTBOOKS**

All textbooks issued to students are the property of the Sparta Area School District. Each student is responsible for his/her textbooks. It is expected that these textbooks will be handled with care and respect. It will be the responsibility of every parent/guardian to reimburse the School District for any textbook that is lost or damaged.

### **TITLE PROGRAM**

Title I is one of the Federal Government's largest funded educational programs. The Federal Government provides funds to Wisconsin's local school districts to help promote the success of all students. Title I also supports the *No Child Left Behind Act (NCLB)* which was designed to make changes in teaching and learning to help increase academic achievement in schools. The funding that is provided to our local school district is based on the "financial need" of the overall population of all students in Sparta. The Sparta School District Elementary Title I plan is a "School-wide" project. In a School-wide Title I program all students are considered Title I students and all teachers are considered Title I Teachers. Our school-wide plan is to improve student learning through an ongoing, continuous identification process using the School District's elementary assessment calendar, which enables teachers to monitor all K-3 student's growth in the areas of reading and math.

### **VISITING SCHOOL**

#### **[Reference Board Policy Article 609-Presence and Conduct of Persons on School Premises](#)**

Parents are cordially invited to visit the Sparta Schools. Children are eager to share their school experiences and expect parents to show an interest in their school activities. No person who is not a student or a district employee may be present within any school building or remain upon any school grounds while school is in session without first having reported their presence in the school office and secured authorization from the principal or his/her designee. Please stop in the office for a visitor's pass upon arrival. We discourage visits by other children (relatives, brothers, sisters, and out-of-town

guests). We ask that younger siblings be left with a sitter. To provide an optimum learning environment the students need as few distractions as possible during the day.

## **VOLUNTEERS**

There are many times when the school staff could use and welcome volunteer help. In many cases, special events or programs could not take place without volunteers. If you are interested in volunteering, please contact your child's teacher or the building secretary to let them know what days you are available. We do a criminal background check on any volunteer in the Sparta School District, who may supervise students, to ensure that our children are not at risk.

### **Directions for Background Check:**

Volunteers can access BIB (Background Investigation Bureau) from a link on our website. Simply go to [www.spartan.org](http://www.spartan.org), select "Parents and Community", and then select "Volunteer Opportunities" to locate and select the link. Once on the BIB secure portal, volunteers will be responsible for entering their own personal data, including the reason for volunteering and the desired building.

After the volunteer submits their information, they will receive an email acknowledging their submission. A Sparta Area School District BIB Administrator will review the request and will authorize the background check to be run. Once authorized, the system can take anywhere from **2 Days to 2 Weeks** for the results of a background check to be returned to the district. **PLEASE PLAN ACCORDINGLY!**

An approved background check will result in a volunteer receiving an official letter from BIB containing a Secure Volunteer ID card. The card will list the volunteer's name, organization name (Sparta Area School District), and an expiration date set for two years out (according to Board Policy). This Secure Volunteer ID card should be presented upon volunteering to identify approved volunteers.

**COMMON COMMUNICABLE DISEASES**

Diseases	Usual Time from Exposure to First Signs	<u>RESTRICTIONS &amp; REGULATIONS*</u>	
		Sick Child or Children in Home	Well Children and Others in Home
Measles (7day)(Red) Vaccine	10 - 21 days	Keep home for one week	None
German Measles	10 - 21 days usually 18 days	Keep home for 4 days from onset	None
Mumps Vaccine	16 - 26 days usually 18 days swelling disappears	Keep home for five days after swelling onset	None
Chicken Pox Vaccine	14 -21 days	Should be kept home until all lesions have Dried and crusted. DO NOT GIVE ASPIRIN	None Observation
Influenza (or Grippe) Vaccine	24 - 72 hours	Keep at home until fever free for 24 hours DO NOT GIVE ASPIRIN	None Observation
Infectious Hepatitis (infectious jaundice)	10 - 40 days commonly 25 days	Keep at home for 14 days after onset of symptoms or 10 days after onset of jaundice.	Give gamma globulin to household contacts
Whooping Cough Vaccine	within 14 days	Isolate for 5 days after initiation of treatment or 21 days after cough onset if No antibiotics were given	None
Scarlet Fever Streptococcal Sore Throat "Septic" Sore Throat	2 - 7 days  not less than	Keep home for 24 hours after initiation of antibiotic and fever. resolved	Should be examined if symptomatic. Restrictions at local authority.
Staphylococcus Nose, Boils, Abscesses, Infected cuts	4 - 10 days	Infected child excluded until after initiation of antibiotic and lesions are covered or crusted.	None search for nasal carriers

## NUISANCE DISEASES

Diseases	Usual Time from Exposure to First Signs	RESTRICTIONS & REGULATIONS*	
		Sick Child or Children in Home	Well Children and Others in Home
Pedeculosis (head lice)	Eggs hatch in one week	Infected child* should be treated after school once noticed and return free of live lice.	None Rid or Nix shampoo are available without prescription
* check other family members for evidence of head lice.			
Scabies	1 day to 1 week	Exclude until treatment is complete	None check other family members
Pink Eye	24 - 72 hours	Keep home if student is unable to avoid Touching eyes.	None
Ringworm a) of scalp	10 - 14 days	Should be treated and areas should be covered	None Preventative measures are largely hygienic.
b) of body	10 - 14 days	Ringworm is spread by direct contact with infected person or animal or indirectly by contact with articles and surfaces contaminated by such infected persons or animals.	

\* You may be required to submit a Doctor's excuse upon returning to school.

**SPARTA AREA SCHOOL DISTRICT**  
**BUSINESS SERVICES OFFICE**  
**201 E. Franklin Street**  
**Sparta, Wisconsin 54656**  
**Phone – 608-366-3443      FAX – 608-366-3474**

Dear Parents:

The Sparta Area School District wishes to inform all parents of the student accident insurance plan, which covers all students of our school. This plan is a service that is paid for by the Sparta Area School District for the benefit of its students.

The insurance plan is an EXCESS MEDICAL INSURANCE ONLY. If you have your own insurance, you must use it to its fullest then this insurance will review and consider the EXCESS not paid by your policy subject to the master contract. If you have no insurance this program will cover those benefits listed below. IF YOU BELONG TO AN HMO (HEALTH MAINTENANCE ORGANIZATION) OR PPO (PREFERRED PROVIDER ORGANIZATION) YOU MUST FOLLOW THE PROPER PROCEDURES OUTLINED BY YOUR APPLICABLE PLAN BEFORE THIS COVERAGE CAN HONOR ANY MEDICAL EXPENSES.

**THE STUDENT ACCIDENT INSURANCE PLAN**

Provides benefits to all students while attending school during the hours and on the days when school is in session, traveling directly and uninterruptedly to or from the student's residence, as defined in the policy, and the school for regular school sessions, for such travel time as is required, but not to exceed one hour before school begins and not more than one hour after school is dismissed (or, if additional travel time that might be necessary); participating in solely school-sponsored and school-supervised activities; including all sports and school-supervised travel directly and uninterruptedly to or from such activities during the school term.

The following care, treatment and services commencing within 60 days of the injury and provided such expense, subject to *REASONABLE AND CUSTOMARY* charges, for treatment rendered within 52 weeks from the date of the accident, not to exceed a total of \$25,000 for any one accident.

1. Medical services of licensed medical personnel.
2. Necessary hospital care or services.
3. Physiotherapy treatment payable when performed by a licensed practitioner.
4. All necessary x-ray expenses will be paid.
5. Dental expenses for injury to sound natural teeth.
6. Ambulance expense.
7. Accidental Death Benefit \$1,000.
8. Dismemberment Benefit up to \$5,000.

9. Eyeglasses or contact lenses broken as a result of an accidental bodily injury requiring medical treatment.

**THE PLAN DOES NOT COVER**

- a. Expenses reimbursable or payable under any applicable health insurance or plan including but not limited to HMO's, PPO's or any other prepaid health benefit plan.
- b. Hernia in any form; suicide or suicide attempt; any act of war.
- c. Orthopedic appliances unless prescribed exclusively for rehabilitation.
  - d. Ptomaine, bacterial or vegetation poisoning, appendicitis or appendectomy; surgery for cosmetic purposes.
  - e. Developmental conditions or aggravation of pre-existing conditions.
  - f. Intentional or self-inflicted injuries, including fighting.
  - g. Illness, disease, infections (except as a result of injury); cost of artificial limbs and non-prescription drugs, unless such drugs are administered in a hospital or doctor's office.
  - h. Injuries sustained as a result of flying except as a fare-paying passenger on a commercial airline flying on a regular passenger schedule over an established route.
  - i. Treatment by any person employed or retained by the school, or any person related to the claimant. This includes team physician, team trainer, or nurse for which the insured person is not normally charged.
  - j. Injury for which benefit is provided by any Worker's Compensation Act or Law or similar legislation.

The Business Service Department will contact parents/guardians of the injured student if a serious injury is reported.

Sincerely

Leah Hauser  
Director of Business Services