

# Loyal Elementary Family Handbook

**2021-2022**



**The following policies and procedures are available online and in  
the District Office:**

Administering Medications to Students (JHCD)  
Student Conduct (JFC)  
Harassment/Bullying/Hazing (GBAA/JBA)  
Student Conduct on School Buses (JFCC)  
Academic Honesty (IK/JM)  
Computer/Internet Use (GBGA/IIBGA)  
Cyber Bullying (GBAB/JBB)  
Wellness Policy (JHK)



Loyal Elementary School, Loyal Wisconsin  
Home of the Greyhounds  
[www.loyal.k12.wi.us](http://www.loyal.k12.wi.us)

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Dear Parents/Guardians,

Welcome to Loyal Public Schools!

We are proud that you have chosen to partner with the Loyal School District to educate your child. Every child deserves a positive, nurturing atmosphere for learning with the goal being that all children will reach their full potential to become the future leaders that our society needs.

The information in this handbook will answer most of the questions that arise during a typical school year. Please use it as a guide of the expectations and policies that apply to you and your family. If you have any questions, please contact me at 715-255-8561 or email me at [nancypopp@loyal.k12.wi.us](mailto:nancypopp@loyal.k12.wi.us).

We are here to assist you and your student throughout their educational career. Together we will make this a great year!

Sincerely,

Nancy Popp  
Elementary Principal PK-5  
Curriculum Coordinator  
Loyal Schools

# LOYAL ELEMENTARY SCHOOL – 2021/2022

## Board of Education

Carrie Becker                      Kim Bremmer                      Dave Clintsman                      Harlan Hinkelman  
Jen Kadolph                      Tom Odeen                      Cara Prior

## Administration

Chris Lindner                      District Administrator  
Doug Dieckman                      6 – 12 Principal  
Nancy Popp                      4K – 5 Principal

## Other Professional Staff

Megan Dieckman                      Pupil Services/Special Education  
Deb Delyea                      Special Education Director  
Rebecca Scherer                      Guidance Counselor  
Scott Johnson                      Technology Coordinator  
Mackenzie Bauer                      School Psychologist

## Elementary Staff

Alison Schley	4-Year-Old Kindergarten/Early Childhood	Room 27
Polly Lindner	Kindergarten	Room 17
Terri Roscoe	Kindergarten	Room 33
Amy Humke	Grade 1	Room 20
Susan Stelzer	Grade 1	Room 22
Mary Ellen Johnson	Grade 2	Room 31
Jennifer Walden	Grade 2	Room 24
Jessica Kurz	Grade 3	Room 30
Nicole Rueth	Grade 3	Room 28
Denise Brussow	Grade 4	Room 18
Kaila Fitzl	Grade 4	Room 19
Sandra Haselow	Grade 5	Room 16
Lori Rentmeester	Grade 5	Room 14
Treva Brodhagen	Title 1	
Kayla Harder	Title 1	
Heidi Michaelis	Title 1	
Pam Smith	Title 1	
Angie Kollmansberger	Title 9 Coordinator	
Josh Ognenoff	General/Vocal Music	Room 29
Kay Heiting	Librarian	Library
Amy Zoschke	Speech/Language	
Dawn Kuchta	Learning Disabilities	Room 13
Curtis Hanson	Instrumental Music	Band Room
Mike Rueth	Physical Education	Elementary Gym
Autumn Tietz	Elementary Art	Art Room
Jessica Zarnke	Financial Literacy	Room 86

## Support Staff

Terri Aumann	Clerical Assistant
Crystal Ashbeck	Teacher Assistant
Sara Bratcher	Teacher Assistant
Kathy Dillenbeck	Teacher Assistant
Danielle Dunbar	Teacher Assistant
Sharon Briceland	Library Assistant
Christine Geier	Teacher Assistant/Office Assistant
Tammi Motion	Clerical Assistant/Computer Support
Justina Nikolai	Teacher Assistant
Erin Shafto	Nurse/In-house Sub
Peggy Stumpner	Teacher Assistant
Lisa Waldhart	Testing Coordinator/Tech Support
Christy Zvolena	Elementary Secretary

## Food Service

Rhonda Bauer  
Lisa Mahoney  
Shelby Rueth  
Deb Ruggles  
Diane Schiller  
Jared Zemke, Supervisor

## Custodial Staff

Alan Buchholz  
Tom Holm  
Dan Lindgren, Supervisor  
Gary Morrison  
Michael White

## REGISTRATION/ENROLLMENT FORM

Each school year, parents will be asked to update an enrollment form. In the event of an illness or serious injury, parents will be notified immediately. It is very important that all requested information on the enrollment form be given, including the parents signature. Please complete both sides and keep the school informed of any changes. The school **must** have a number to be able to reach you or an emergency contact.

## STUDENT IMMUNIZATION RECORD

The parent/legal guardian is required to provide proof of immunizations or fill out an exemption form to the school within 30 days of admission according to State Statute Reference 120.12(16) and 140.05(16)(d). If you are unsure if your child is up-to-date on immunizations, please call the elementary office. Currently school staff has the capability to access and provide that information to you through the use of a state sponsored, confidential website. Each time your child receives an immunization, please call the office so this can be added to your child's immunization record.

## MEDICATION PROCEDURES

In accordance with the Loyal School Board Policy, when a child has been prescribed medication and will be required to take their medication at school, a medication authorization form is required. The information documented on the form will assist in the correct administration of the child's medication. A copy of this form is included in this handbook. Additional copies can be obtained from the elementary office. We encourage parents/guardians to take this form along when going for a doctor visit.

## BREAKFAST, LUNCH AND MILK PROGRAM

This year, the school nutrition program will be offered to all students for free. However, parents/guardians are still responsible for double meals and milk taken for break. As per school policy families are required to **PREPAY** for these charges. Payments can be mailed directly to Loyal Public School, P.O. Box 250, Loyal, WI 54446. Please be sure to include head of household, student(s) names, and the amount enclosed. Payments can also be made through the elementary office or students can take them directly to the cafeteria.

*The cost for one week is as follows:*

<b>Breakfast:</b>		<b>Lunch</b>	
K – 12	\$7.50 (\$1.50/day)	Grade K – 6	\$14.25 (\$2.85/day)
Reduced	Free	Reduced	\$ 2.00 (\$.40/day)
Adult	\$9.75 (\$1.95/day)	Adult	\$20.00 (\$4.00/day)

The Loyal School District is a closed campus; all students eat in the building.

If your family has an income change during the course of the year, please be sure to notify our Food Service Director. You may qualify for free or reduced lunches. Please remember, this information is kept confidential and benefits both the students and the school. For answers to any other questions regarding the lunch program contact us at 255-8561.

## **BUS INFORMATION**

Students will be assigned a bus at the beginning of the school year with one pick up destination and one drop off destination. Written requests for short term, temporary special purpose exceptions to a students' bus route may be granted with the District Administrator's permission. **A one week notice is required for this change.** Special purposes do not include transportation to parties and/or social events.

If your child is experiencing a problem, or concern while on the bus, ***they will need to inform the bus driver.*** If you feel your problem has not been solved, please contact Branstiter Bus Service at 715-267-6416.

## **ARRIVAL AND DISMISSAL**

**Students will be allowed to enter the building at 7:55 a.m.** If a child walks, or is given a ride to school, they should be dropped off in front of the elementary school (east side). **Please do not arrive before 7:55 a.m.**

Kindergarten students are dismissed at 3:18 p.m. and grades 1-5 are dismissed at 3:20 p.m. Teachers will walk their classes to the bus area unless other arrangements have been made with the office.

***No child will be permitted to leave school early unless the office receives a written note or personal phone call from the parent or guardian.***

When walking or biking to school, there are a few safety tips to remember:

1. Allow yourself enough time to arrive at school, no more than five minutes before school begins
2. Walk on the sidewalk or on the left side facing traffic if there is no sidewalk
3. Refuse to enter or approach strange automobiles
4. Proceed directly to school or home before beginning to play
5. Be considerate of others

Families are urged to allow children to ride bicycles to school only when they are sure the children have the maturity and good judgment to ride safely. All riders are highly encouraged to wear helmets. Upon arrival to school, bikes are to be put in the bike rack.

***When riding your bike to school, you are expected to stop riding at Gwinn Street and proceed to walk it up the sidewalk and to the bike racks.***

Due to liability and safety, skateboards, roller blades and scooters are not allowed on school property.

## **ATTENDANCE**

By state law, regular school attendance is the joint responsibility of the parents and school. The school authorities must enforce the law as cited by Statute 118.15. At the same time, parents have the responsibility to see that regular attendance is maintained. Absences without parent permission are considered to be unexcused. Excessive absences may be referred for truancy.

Full-time elementary students must be present for all full, scheduled days to be in compliance with State Statute. Parents whose children will not be in school are asked to call 715-255-8561 and leave a message each day a child is absent prior to 8:30 a.m. For your convenience, this service is available on a 24-hour basis.

If there has been no parent notification, a call will be made to the home, work, or the emergency contact to discover the child's whereabouts and ensure their safety.

If possible, please make appointments for times other than during school hours. In cases where this is not possible, please inform the teacher of the time you will pick your child up and the approximate time he/she will return to school. In all cases, students should be picked up at the school office, and check in at the office when returning to school.

Although it is not recommended to take children out of school for an extended period of time, we will make reasonable attempts to compile materials and assignments in advance, but this will be limited and at the discretion of the teacher. Teachers will not be expected to reteach a lesson. If you are taking your child out of school for an extended period of time, please notify the office.

#### Excused Absences:

1. For an absence to be excused, a parent, or legal guardian, shall verify to the school in writing of such absences. A parent, or those acting in lieu of a parent, may excuse a student for all or part of 10 days in a school year, according to state statute 118.15(3)(c).
2. The administration will excuse all absences for the following reasons:
  - a. Student illness. A parent note shall excuse 10 or less days throughout the course of the year. In excess of 10 shall require a doctor's note to be considered an excused absence. A doctor's note that accompanies a parent note for absences less than 10 shall be excused and not accumulate towards the student's 10 excused days. According to state statute 118.15(3)(a)
  - b. An emergency in the family or special family circumstance approved by school administration.
  - c. Medical, dental, chiropractic, optometry, counseling, or other such valid professional appointments. Verification of such appointments will be required or the absence will be included in the student's 10 excused days.
  - d. A death in the family or funerals.
  - e. Religious holidays and/or religious instruction as defined by state law.
  - f. Any court, or legal procedure requiring the student's attendance. Verification is required.
  - g. Attendance at any event, or activity deemed of "educational value", as approved by District administration.
3. After 10 days of excused absences, any further absences must be verified with a note from a medical professional, court document, or written notification from an institution that validates the need for the student's absence from school.

#### Truancy

1. A student will be considered truant if the student is absent without proper excuse and in accordance with District policy and Wisconsin state statute for all, or part of one or more days.

2. Habitual Truancy is defined as a student who is absent from school without an acceptable excuse for all, or part of 5 or more days in a semester, or 10 days in a school year.
3. If a student is defined as habitually truant by the Loyal Elementary Administration, notification will be occur as follows:
  - a. Parent/guardian/legal custodian.
  - b. Clark County (or appropriate County) Social Services.
  - c. Police Chief, city of Loyal.
4. As a result of truancy, a student may be assigned detention, directed study, or other supervised time during which the work, or examinations missed during the truancy time may be assigned.

### **GRADING/CONFERENCES**

Grades are a formal way of reporting student progress. If you should have questions about your child's grades, please take the time to talk with the teacher. He or she will be able to show you how the grade was determined and may also be able to give you some additional insight into the current classroom work.

Conferences once per term. Conferences are scheduled in advance so that you can arrange to attend.

Conferences serve as a supplement to the report card, a time to share successes, or discuss problems, and to enhance the communication between parent and teachers. **To set up additional conferences, please contact your child's classroom teacher.**

### **ACCIDENTS**

If a child is hurt at school, he or she should notify a teacher immediately. For more serious situations one of the teachers will refer the student to the elementary office for assistance as necessary. A phone call will be made to the parent/guardian notifying them of the incident and collaboratively a plan will be developed to address the student's situation.

### **DRESS CODE GUIDELINES**

Dress and grooming which disrupts the educational process or which causes health or Safety problems is prohibited. School administration will make the final determination of what is acceptable. These rules apply to students, staff, and administration. The first violation will result in a warning, the second and additional violations, will result in a detention.

- Students may choose their own style of dress and personal appearance, as long as it does not disrupt the operation of the school or endanger student safety and/or health. Special safety equipment or protective clothing must be worn when required for the health and safety of students. Any clothing which is considered obscene or inappropriate will not be allowed.
- Students may not go barefoot at any time (outside Phy Ed). All footwear should fit snugly to your foot. No foam or plastic soles (example: slides or flip-flops) are allowed. Hard Sole Shoes are acceptable.

- No jackets or winter coats allowed during the school day. Light weight or pullover jackets **may** be worn.
- Clothing items such as backless tops, halter tops, strapless tops, tube tops, tank tops or spaghetti straps (not inclusive) are NOT ALLOWED. Sleeveless shirts cut off at the shoulder seam and with a normal, non-gaping armhole, are allowed.
- Skin tight pants such as leggings, yoga pants, jeggings, etc., excluding denim material of any color, shall be covered by a shirt long enough to reach the top of the thigh. No translucent material.
- Clothing should cover the torso from above the chest cleavage to mid-thigh. Skirts and shorts are to be mid-thigh in length.

Administration will make the final determination of what is acceptable.

### **CELL PHONES**

Cell phones and other electronic devices brought to school will be kept in the student's backpack or should be given to the classroom teacher at the beginning of the day. The classroom teacher will give them back at the end of the day. If they are needed for a classroom project, the teacher will hand them back at that time. Policy #JFCK

### **PROHIBITED ITEMS**

For the safety and well-being of everyone, it is necessary to prohibit some items that are potentially dangerous. For example, knives, toy guns, or dangerous toys of any kind are not allowed in school. All toys, games, trinkets, gadgets, and nuisance items which have no useful purpose within the school, may be confiscated by the teacher or office and will be returned to the parent upon request.

Only equipment provided by the school (except baseball gloves) may be used in designated areas on the playground.

### **NON-CUSTODIAL PARENTS**

According to Wisconsin State Statute, non-custodial parents of any student may be provided all report cards, notices of school activities, disciplinary reports, conference appointments and summaries, or other student records which are provided to the custodial parents. The exception is when a court order provided to the principal restricts or limits these rights. Please call the school office to make these arrangements.

### **SECURITY**

As part of continuing efforts to keep our students safe, the main entrances are equipped with a camera and buzzer system. The main entry doors at both the high school and elementary entrances will be open until 8:15 a.m. From 8:15 a.m., until the end of the school day, these doors will be locked. After school hours the doors will be unlocked again from 3:15 p.m. until 4:30 p.m.



Visitors wishing to enter the school building will have to be “buzzed” in using the video/audio communication system. This may add a few minutes to your visit, but please understand that it is for safety purposes.

## **VISITORS**

**Our instructional day begins at 8:12 a.m. Teachers are to begin teaching at that time. If you wish to speak to a teacher beyond that time, please schedule an appointment.**

**Please check in at the office** and sign-in to the raptor system to receive proper authorization and to get helpful directions. Teachers are directed to send unauthorized visitors to the office. This includes all school areas, both in and outside of the building, and refers to **ALL** parents and visitors. Your cooperation in this matter will help us ensure the safety of the children and minimize disruptions of school routine.

## **LOCKERS**

School lockers are the property of the Loyal School District and use is provided for the convenience of students. Each student will be assigned a locker the first day of school. Students should not share lockers with friends. **The school is not responsible for lost or stolen property.** The school retains the right to conduct announced and unannounced locker searches. Among the reasons, are suspicion of concealing alcohol, drugs, and materials of a disruptive nature, stolen property, weapons, or other items that pose a danger to health and/or safety. If your locker is damaged in any way during the school year, report this damage immediately to the office. If the damage is not reported, the student to whom the locker was assigned, will be held accountable. Students should not put anything in their locker, or carry anything in their possession that they would not want the police to discover. Discovery of illegal materials may result in suspension and/or referral to appropriate authorities.

## **BUILDING CARE**

Students should have pride in the building and are encouraged to assist in keeping the school attractive, clean, and free from damage and litter. Students are expected to assist in keeping paper off the floor in classrooms and halls. There is to be no writing on walls, bathroom stalls, etc. Students are encouraged to notify a teacher if they see someone damaging any part of the school. Any damage done on purpose to school property shall be paid for by those involved. Student assistance in keeping our school clean is greatly appreciated.

## **IMC**

Students are encouraged to use the IMC to develop information and inquiry skills, as well as literature based reading skills that will provide lifelong enjoyment. The Instructional Media Center is the students' resource center for information and inquiry, providing access to print, non-print, and electronic formats, to meet personal and academic needs. This includes access to Internet research as well as online encyclopedias. Library databases can be accessed from the Library Homepage. The

link is in the left-hand column near the bottom on the school district webpage. The library has book markers with the usernames and passwords of the databases paid for by the district.

The school circulation policy is:

- Books may be checked out for a two (2) week period, which is renewable.
- Reference materials may be checked out overnight, but must be returned at the start of the next day.
- Number of check outs allowed for each grade:
  - Kindergarten – 1 book
  - Grade 1 – 2 books
  - Grade 2 – 3 books
  - Grades 3 through 5 – 6 books (technology equipment)
- Students are responsible for materials checked out from the IMC that become lost or damaged. Students will be charged the total cost of lost materials and a prorated fee will be determined depending on the extent of damaged books.
- Cassette audio books may be checked out for a two week period. Playaway audio books may be checked out for a two week period by 5<sup>th</sup> graders who have a “Technology Equipment Use Agreement” signed by a parent.
- Parents should teach students to take care of books by providing a safe place to keep library books when they come home so books will not get lost or damaged.

## **LOST AND FOUND**

Should your child lose an item, please have them check the office, their classroom and/or their bus. The office will keep a lost and found area inside the entrance to the elementary school and you are encouraged to check there for missing items.

## **PETS**

Even though animals can be used for instruction and therapy, no live animal shall be brought onto school property without first having obtained permission from the building principal. Due to concern for both the health and safety of our students and staff, the building principal will make the final decision as to whether or not an animal will be allowed in school.

## **SCHOOL CLOSINGS**

In Wisconsin there are weather conditions, or other emergency conditions, that may make it necessary to close school. Announcements to this effect will be made over the following media sources:

WAXX (104.5 FM)  
WCCN (107.5 FM or 1370 AM)  
WDLB (106 FM or 1450 AM)  
WIFC (95.5 FM)  
Loyal Facebook Page

WEAU TV Channel 13  
WOSQ (92.3 FM)  
WAOW TV Channel 9  
WSAW TV Channel 7  
REMIND APP

The school website, [www.loyal.k12.wi.us](http://www.loyal.k12.wi.us), will be updated as well as facebook. Another option would be to contact the schools automated closing line. Call 715-255-8561 and choose option 4.

### **SPECIAL EDUCATION SERVICES**

The District provides services for students with disabilities who have been identified as needing special education services. These services are provided in accordance with state and federal guidelines. If you have concerns about a child's development, contact your child's teacher to start the qualification process. Any questions can be referred to our school psychologist at 715-255-8561.

### **TRANSFERS**

When moving to another school district, please notify the elementary office at least two days prior to your child's last day at our school. This will give sufficient time to make out report cards and to adequately prepare transfer materials. All books belonging to Loyal Elementary must be returned prior to the students' last day of attendance. The parent/guardian is financially responsible for any school materials which are not returned.

### **SCHOOL COMMUNICATION**

Any questions? Need some help? Please call us at school.

We're here to offer assistance in whatever way we can. The following are just some examples of communication we expect will be taking place during the school year:

- Please call the attendance line whenever your child is absent. The attendance line is available 24 hours a day.
- A telephone call, or note, when a parent, or teacher, has a concern or question about anything at school.
- Reading the parent newsletter, District newsletter and information posted on the District web page/Facebook page.
- Completed assignments brought home and returned by the student.
- Special printed announcements from the school SOLES committee about upcoming events. SOLES meetings are an important source of information.
- Student report cards at the end of each grading level.
- Newspaper articles telling of school programs and events.
- A letter scheduling parent-teacher conference times with you.

### **Where to Go if You Have a Question or Concern . . .**

It's often very frustrating when you have a question or concern and you don't know how to go about getting an answer. The following information outlines the general philosophy of the Loyal School District.

If you have a concern over a school-related matter, please adhere to the following:

1. If the concern is with a teacher and/or classroom service, a conference with the teacher should be scheduled at a mutually convenient time. The matter should be discussed openly and frankly.
2. If a resolution cannot be reached in a conference with the teacher, the matter should then be discussed with the principal. In certain cases, a letter may be requested by the principal.
3. Most concerns can be resolved at the local school level, however, if further steps become necessary, a parent/guardian may contact the Superintendent. The school principal may be a part of any discussion with a parent/guardian resulting from a central staff contact.
4. If necessary, concerns may be taken to the Board. If a parent/guardian feels it is necessary to take a concern to the Board level, this may be done by writing to the Superintendent or the Board president, preferably followed by a personal appearance at the earliest scheduled School Board meeting.
5. In certain cases, a parent/guardian with special circumstances will go to other employees in the school organization if the problem is not a classroom concern. Examples would be related to central office directors, food services, district matters, transportation issues, or other non-school or classroom matters. These can be referred to the administrator and/or employee responsible for the given areas of responsibility.