

Viroqua Elementary and Liberty Pole Center

**“DEDICATED TO
CHILDREN”**



**Parent-Student Handbook
2001-2002**

Dear Parent/Guardian,

Welcome to the Viroqua Elementary School and Liberty Pole Center. This handbook is prepared for the purpose of providing basic information about the operation of our elementary schools. Please review the contents with your child(ren). A signature card is attached. Please complete the card and return it to your child's classroom teacher by Friday, August 31.

It is important for schools, families and the community to work together to build strong character in our children. Our school district has adopted the following mission statement that reflects our community's needs relative to developing strong character.

**“WE ARE LIFELONG LEARNERS BUILDING SAFE,
AND HEALTHY LIFESTYLES GUIDED BY
UNDERSTANDING, HONESTY, RESPECT,
RESPONSIBILITY, AND INTEGRITY.”**

It is our hope that we can work together to reinforce the attributes contained in this mission.

Have a good year!

The Viroqua Elementary and Liberty Pole Staff

Viroqua Area School District Mission Statement

"The mission of the Viroqua Area Schools, in partnership with family and community, is to provide a safe environment for the education of our children. Within this environment, we strive to foster life-long learning, to promote the development of the whole individual, and to teach students to become productive and responsible citizens in our ever-changing global society."

The school addresses the goals set by the mission statement by maintaining class sizes that emphasize an active teacher-student interaction and through the provision of a wide variety of support services: Special Education, Guidance and Counseling, Reading Specialist, Gifted and Talented, School Nurse, etc. The elementary serves approximately 450 pre-kindergarten through fourth grade students at its City and Liberty Pole facilities. The curriculum has its roots in the traditional emphasis on basic skills and is also innovative and expanding. Students are assigned homerooms heterogeneously, to allow a variety of ability levels to interact. Parent contact and involvement is encouraged.

The Viroqua 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.

The Viroqua Area School District is committed to a policy of nondiscrimination in relation to race, sex, disability, color, national origin, and any other factor provided for by state and federal laws and regulations. This policy will prevail in all matters concerning the public and individuals with whom the Board does business.

DISCRIMINATION – PROCEDURES FOR EMPLOYEES AND STUDENTS TO RESOLVE COMPLAINTS RELATING TO DISCRIMINATION

The District Superintendent shall serve as the Affirmative Action Officer of the Viroqua Area School District and be contacted as follows:

School District Superintendent
Affirmative Action Officer
Viroqua Area Schools
701 Education Avenue
Viroqua, WI 54665
(608) 637-1186

Alleged acts of discrimination by the Viroqua Area Schools, its officers or employees against an employee or student held to be in violation of the equal employment or nondiscrimination education policies of this school district may be appealed under guidelines available from the Affirmative Action Officer.

GUIDELINES

1. The complaint must be presented in writing to the District Superintendent. The Superintendent will refer the complaint to the proper principal or supervisor.
2. The supervisor or principal shall have ten school days to investigate the complaint and attempt to resolve the problem with the complainant. In every instance the supervisor or principal will inform the Affirmative Action Officer in writing as to the nature of the complaint, conferences held and final disposition.

Citizenship Assessment Rubric

“We are lifelong learners building safe and healthy lifestyles guided by understanding, honesty, responsibility, respect, and integrity.”

Understanding is the quality of having empathy, compassion, and tolerance for others.			
	Rarely	Sometimes	Most of the Time
*Displays kindness to schoolmates regardless of differences			
*Listens to and accepts varying viewpoints			
*Is helpful to peers and adults			

Honesty is characterized by trustworthiness, sincerity, and fairness. It is the state or quality of being genuine.			
	Rarely	Sometimes	Most of the Time
*Makes good choices based on knowledge of right and wrong.			
*Willingly admits mistakes or wrongdoing and accepts the consequences			
*Tells the truth even in uncomfortable circumstances or when an untruth would be convenient			

Respect is a feeling of high or courteous regard and includes a willingness to show consideration or appreciation.			
	Rarely	Sometimes	Most of the Time
*Is courteous to other children and adults through the use of good manners			
*Is sensitive to the needs of others			
*Is complimentary to others			
*Shows appreciation			

Responsibility is being accountable to one's duties: reliable, dependable, and able to be trusted or depended upon.			
	Rarely	Sometimes	Most of the Time
*Follows through to completion an expectation or task in a timely manner.			
*Carries out (duties) without adult direction			
*Initiates a task without adult prompting			

Integrity is represented by an upright character – honest, respectful, responsible, tolerant, sincere.			
	Rarely	Sometimes	Most of the Time
*Is not easily swayed by peer pressure			
*Does what is right – not what is popular – even in a difficult situation			
*Follows school rules			